

CHESTER COMMUNITY GRADE SCHOOL

Student / Parent Handbook



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Bill Grafton, Principal
David Kaiser, Assistant Principal

This handbook belongs to:

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Homeroom Teacher: _____

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This Student/Parent Handbook has been prepared to provide essential information to the students who attend Chester Community Grade School and their parents. Please take a few minutes to review the contents.

Welcome

The administration and staff would like to take this opportunity to welcome you to Chester Community Grade School. The information in this handbook has been compiled to help you succeed at this school. The entire staff is here to assist you with your education. Come and share in our vision of excellence in education.

Vision Statement

CGS will:

- provide a positive school climate; and encouraging environment that produces meaningful and constructive feedback for faculty, students, and parents.
- ensure opportunities for students to solve real-life problems and projects that foster authentic learning and creativity.
- motivate students to reach their potential by preparing them for college and careers in our ever-changing world.
- familiarize students with many forms of technology.
- value and nurture positive community relationships.
- offer students the opportunities to participate in student-led, research-based, and cooperative activities that promote higher student learning.
- employ teachers that pursue excellence in the field of education.

Mission Statement

Chester Grade School, along with parents and the community, will work together to provide a safe and nurturing environment where every child receives a superior education with the knowledge and skills they need to thrive as productive citizens.

I. GENERAL INFORMATION SECTION

A. Welcome

The educational philosophy at Chester Community Grade School is to facilitate each student achieving his or her greatest potential of growth mentally, physically, and in values which will enable the students to become effective citizens in our community.

Our goal is to teach each child to accept the responsibilities of self-discipline necessary to enable working cooperatively with the faculty and to gain the skills of socialization with our children and/or peer groups.

I trust that you will take advantage of the educational expertise at Chester Community Grade School and will also participate in the variety of activities available to students and parents.

I welcome you as a member of the student body and encourage you to always be conscious of the high standards of Chester Community Grade School's traditions and requirements. With your help and assumption of responsibility, we can continue our reach for excellence.

Bill Grafton, Principal

B. Faculty And Staff

Bill Grafton	Principal
David Kaiser	Assistant Principal
Brian Pasero	Superintendent
Tracy Colvis	Kindergarten
Laura Howie	Kindergarten
Mary Bohnert	Kindergarten
Trisha Jany	Kindergarten
Priscilla Martinez	1 st Grade
Rachel Marshall	1 st Grade
Jessica Whiteside	1 st Grade
Madison Mileur	1 st Grade
Kasi Jany	2 nd Grade
Amanda Middendorf	2 nd Grade
Alisa Herrell	2 nd Grade
Stephenie Kennedy	3 rd Grade
Mandy Lochhead	3 rd Grade
Becky Gielow	3 rd Grade
Stephanie Jany	4 th Grade
Sarah Surman	4 th Grade
Margaret Schnoecker	4 th Grade
Trish Handel	5 th Grade
Susan Furuholman	5 th Grade
Tammy Liefer	5 th Grade
Steve Browning	6 th Soc. Stud. / Computers
Tonia Sellers	6 th Language Arts
Robin Renfroe	6 th Science/Math
Katie Kelley	7/8 th Social Studies
Robyn Korando	7/8 th Language Arts
Jenny Krantz	7/8 th Language Arts
Gail Kordys	7/8 th Math
Joe Kassebaum	7/8 th Science
Jen Cartwright	Physical Education/Health
Jim Howie	Physical Education
Sue Colonel	Instrumental Music
Steve Colonel	Vocal Music
Lisa Koester	Title I Reading
Adrienne Klump	Special Education
Rachel Francis	Special Education
Lynne Gonzalez	Special Education
Diane Ellison	Special Education
Jennifer McBride	Special Education
Jamie Ruch	Special Education
Nicki Wingerter	Special Education
Lenzi Dean	Early Childhood Spec. Ed.
Tara Knop	Pre-Kindergarten
Casey Peters	Speech / Language Path.
Kacey Search	Speech / Language Path.
Melissa Davitz	Parental Training Coord.
Lindsey Hargis	Parental Training Coord.
Melissa Duncan	Parental Training Coord.
Vicki Thompson	Parental Training Coord.
Bea Conley	Paraprofessional
Brandy Gendron	Paraprofessional
Denise Andrews	Paraprofessional
Kyra Heck	Paraprofessional
Michelle Kelkhoff	Paraprofessional
Samantha Yankey	Paraprofessional
Sonya Wingerter	Paraprofessional
Chandra Adams	Paraprofessional
Becky Clendenin	Paraprofessional
Jenny Schroeder	Paraprofessional
Jamie Davis	Paraprofessional
Amy Ahlenius	Paraprofessional
Jackie Coffey	Paraprofessional
Rosealee Weinoffer	Paraprofessional
Gina Hefertepe	Paraprofessional

Kellie Van Zant	Paraprofessional
Amanda Shinabarger	Library Paraprofessional
Jerina Reese	RN, School Nurse
Kim Gross	Secretary
Danielle Conway	Secretary
Tim Paulus	Head Custodian
Debbie Jany	Custodian
Shirl Surman	Custodian
Marilyn Schicker	Custodian
Susan Hughley	Head Cook
Lucy Phillips	Cafeteria
Donna Stueve	Cafeteria
Tammy Brockhouse	Cafeteria
Cindy Menefee	Cafeteria
Jennifer Singletary	Cafeteria
Rachel Vasquez	Cafeteria

C. School Calendar [See back cover]

* *Grade Cards will be released for the school year on the last day of student attendance.*

D. Bell Schedule

Line Up Bell	8:02
Locker	8:03 - 8:06
1 st Period	8:06 - 8:54
2 nd Period	8:57 - 9:41
3 rd Period	9:44 - 10:28
4 th Period	10:31 - 11:15
5 th Period	11:18 - 12:02
6 th Period	12:05 - 12:49
7 th Period	12:52 - 1:36
8 th Period	1:39 - 2:23
9 th Period	2:26 - 2:56
Homerom	2:56 - 2:58
Late Bus Dismissed	3:06

E. Student Rights & Responsibilities

The Board of Education of Chester Community Unit School District #139, in support of the aims of public education, believes that the behavior of students attending public school shall reflect standards of good citizenship demanded of members of a democratic society. Self Discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes also that while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, pupils who fail to perform those duties required of them upon attendance in public school may be excluded from school.

- * Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
- * Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration for the rights and privileges of others.
- * High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with other shall be maintained.

Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.

- * Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability. Students should understand that all handbook and school rules apply to all school events including those occurring off school campus.

F. Students' Rights

- * To attend school.
- * To appropriately dress in such a way as to express personality. (see dress code - page 8)
- * To appropriately express his/her opinion verbally or in writing.
- * To expect that the school be a safe place for all students to gain an education.
- * To be represented by an active student government selected by free school elections.

G. Student Responsibility

1. To become informed of and adhere to reasonable rules and regulations established by local board of election and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

H. Parent Responsibilities

1. Provide a quiet place for homework.
2. Set aside a specific time to do homework.
3. Supply a well-lit study area with all supplies necessary to do homework.
4. Contact classroom teacher directly regarding any concerns.
5. Look over homework assignments to check for child's understanding.
6. Read to and with child each night.
7. Sign and return all papers, including progress reports and grade slips that require signatures.
8. Encourage and model positive attitudes toward school.
9. Encourage child to dress according to the school's dress code.
10. Get child to school on time every day, being well rested and prepared for the day.

11. Encourage child to follow the rules and regulations of the school by reading and abiding by the Chester Grade School Student / Parent Handbook.

I. Complaint or Concern

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Discrimination Policy

The 1972 Title IX Education Amendment states: "No person in the United States shall, on the basis of sex, be denied the benefit, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The School Board of Chester Community Unit School District No. 139, in order to comply with federal statutes, hereby assures and affirms that parents of students being served in the District's Title 1 program will have an adequate opportunity to participate in the design, planning and implementation of the District's Title 1 project. The following will be implemented on an annual basis:

- * Parent orientation sessions and parent conferences will be conducted in the fall with Title 1 parents to review the program and students' reading needs and program objectives.
- * Parent conferences will be held in the spring to review the child's achievement and to provide parents an opportunity to participate in the preparation of the Title I needs assessment and to evaluate the program.

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Chester Community Unit School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district superintendent, Rick Goodman, at 618-826-4509.

II. ACADEMIC SECTION

A. Grades And Grade Reporting

Report cards are issued 4 times a year at nine (9) week intervals. Midterms are sent out at the midway point of each quarter for certain grade levels. Progress reports are issued every two weeks of the school year for certain grade levels. Certain grade levels will require a parent signature on progress reports, midterm reports, and end of quarter report cards. A lunch detention will be administered if these items are not brought back signed within 2 days. An after school detention will be assessed after the 3rd day of not bringing back the document signed. **Students will not be allowed to call home if their grade report is forgotten.**

Mandatory Study Hall: 6th-8th Grade

Mandatory study hall is designed for student success. If certain students are failing certain classes, they will be required to attend mandatory study hall during their lunch recess time. Students will work on homework and receive extra help from teachers to help them improve their grades. Ask your respective teacher about more information regarding mandatory study hall.

1. Explanation of Grading System

Grades K – 4

4	Excellent
3	Meets
2	Satisfactory
1	Unsatisfactory

Grades 5 – 8

A+	100%	C+	79%
A	91-99%	C	71-78%
A-	90%	C-	70%
B+	89%	D+	69%
B	81-88%	D	61-68%
B-	80%	D-	60%
		F	59-0%

2. Promotion Policy

A student will be promoted to the next grade if the grade point average in core subjects justifies it and faculty and administration recommend it.

3. Retention Policy

Retention in the same grade the following year may result because of a low grade point average. The following criteria will be used if a child is not promoted:

- * Ability level;
- * Student effort;

- * Teacher recommendation;
- * Consultation with parents;
- * Consideration will be given to age and birth date;
- * Achievement Test scores;
- * Consider the number of retentions.

A committee of teacher(s) and administrator will meet at the end of the school year to evaluate retention criteria for each student.

4. Promotional Exercises

To participate in 8th Grade Promotional Exercises a student must receive a passing grade for the year in four of the five academic subjects, i.e., English, reading, math, science, social studies. In other words, if a student received F's for the year in two or more academic subjects, he/she may not participate in Promotional Exercises. Placement, retention, and/or promotion shall consider criteria outlined in the Promotion Policy and/or Retention Policy level of academic achievement and effort. It is expected that students will make an effort to pass all of their classes. Parents-guardians will receive a letter at the end of their classes. Parents-guardians will receive a letter at the end of the 3rd quarter notifying them if there is a possibility that their child may not be able to participate in the 8th Grade Promotional Exercises.

Special Education Students

Students in special education programs are expected to master the general curriculum to the maximum extent appropriate. In promoting and graduating these students, the school will use the objectives and expectations that are documented in the student's Individualized Education Plan (IEP).

Gowns are worn for 8th Grade Promotional Exercises.

5. Honor Roll

A scholastic Honor Roll and High Honor Roll are announced by the office after the end of each quarter. It is posted on the bulletin board and published in the Randolph County Herald Tribune. The purpose of these honor rolls is to recognize those students for their academic achievement. In order to qualify for the Honor Roll, you must have a minimum GPA of 3.0. To qualify for the High Honor Roll, you must have a "straight A" average (4.0) for that grading period. For the purpose of honor roll and class rank determinations, grade point average is calculated with the following values: A=4, B=3, C=2, D=1, F=0. If you receive a D or F, you will not be eligible for any Honor Roll for that grading period.

The following procedures will be used to determine the class representatives (valedictorian, salutatorian, and ushers) for 8th grade graduation: To calculate: Total the grade points (A+=12 pts, A=11 pts, A-=10 pts, B+=9 pts, B=8 pts, B-=7 pts, C+=6 pts, C=5 pts, C-=4 pts, D+=3 pts, D=2 pts, D-=1 pt. and F=0 pts.) and divide this total by the number of grades. These honor students are selected on the basis of the grades averaged during the 6th and 7th grades and the first three

quarters of the eighth grade year. Seventh grade marshals and ushers are selected on the same basis.

6. Homework – Make-up work

Homework is assigned as an extension of our daily school program. The amount of homework will vary, according to your teachers, but you are expected to complete all assigned homework. Homework should be completed in a reasonable amount of time as designated by the teacher. Parents are encouraged to help monitor students to make sure they complete their homework.

Requesting Homework Assignments:

Parents are **strongly encouraged** to request homework whenever their student misses school. Such requests should be made before 9:00 a.m. the day the work is desired. Leave request for homework along with the child's homeroom teacher's name on attendance voice mail. If you wish for another student to pick up the child's homework, let the person who will be picking it up know before they get to school that morning. Students in Grades 5 –8 may get their homework by calling the Homework Hotline after 4:00 PM. **Failure to complete homework could result in parent conferences, detention, incomplete and/or failing grades, and for chronic cases, suspension.**

7. Cheating

Cheating of any kind is not allowed at school. Any student caught cheating will be given a "0" for all the work involved while the cheating took place. Copying of any kind (unless permission is given by the teacher) is considered to be cheating. Example: copying homework from another student; copying a test, etc.

If the cheating persists then not only will a "0" be given to the student but one of the following will result: **a)** A detention **b)** a parent, teacher, principal conference (the student may attend if requested by the parent or teacher) **c)** suspension from school.

8. Withdrawing from school

If you move during the school year it will be necessary to notify the office as early as possible. There are several items to be taken care of before we can transfer your school record. A request for records from the school the student will be attending must be received before a student's records will be transferred to that school. All books must be returned and any fees or fines paid.

III. POLICY AND RULES SECTION

A. Announcements

Announcements are made each morning at 8:20 a.m. If there is a need for any further announcements during the day, they will be made at 12:45 p.m.

B. Personal Messages

Please do not call the school and request that personal, non-emergency messages be delivered to students. Delivery of flowers and gifts will not be allowed.

C. Homeroom

You have been assigned a homeroom where you report at 8:05 a.m. daily. During this period, attendance will be taken and announcements will be read. Any additional time can be used for supervised study or discussion with your homeroom teacher

D. Attendance

If a child is going to be absent from school, or late to school, parents should call the school (826-2354) between 7:30 – 9:30 a.m. If a child does not arrive at school, we are legally required to try to contact a parent or guardian to be sure he/she is safe with you. **PLEASE NOTE: For the safety of a child, each parent or guardian is legally required to provide the school with a telephone number where they may be reached to verify an absence from school.**

- * Upon returning to school a child must bring an excuse written by a parent or guardian. Students in grades K-8 must bring this excuse to the office before school (8:05-8:15) on the first day you return from an absence.
- * You should expect that if the school is not informed as to the reasons for your absence, such will be unexcused and you will not be allowed to receive credit for school work missed.

Excused Absence – Absence due to illness of student, serious illness to the immediate family, death in the immediate family, or an excuse acceptable to the administration.

Unexcused Absence - Examples are skipping school, missing the bus, or failing to bring a note upon return to school after an absence. A day missed from school will be treated as a day lost. This absence will be taken into consideration by the faculty in computing grades. It will be a zero except on the recommendation of the teacher.

Anticipated Absence – An excused absence provided the administration approves the absence and the student gets an anticipated absence slip in advance from the office and has all his teachers sign it.

Arrangements for this type of absence must be made by the parent or guardian of the student prior to the anticipated absence. If the request is approved, the student will be issued an anticipated absence slip which must be submitted to each of his/her teachers, **AT LEAST THREE DAYS PRIOR** to his/her departure. Any teacher who feels that the absence will have an adverse effect upon the success of the student in his class will be required to note this fact on the student's anticipated absence slip. A copy of this will then be made and sent to the parent or guardian so that he will be aware of the situation.

The following apply to absences:

- When a student has been absent five days in a given semester, there will be a letter sent to the parent expressing concern that there might be a potential problem that exists with the students' absences.
- When a student has been absent seven days in a given school year, the administration will attempt to make contact with the parent to discuss potential problems that might exist.

- When a student is absent beyond 10 days in a given school year and it is not verified by a doctor or dentist, (other than funerals or religious reasons) he/she will be considered unexcused with a "0" being recorded in the grade book for classes missed. The police will then deliver a letter of referral to the parents for the Right Track Truancy Program. This program will require the parents to appear in front of the TRB (Truancy Review Board) at the Randolph County Courthouse. Any case failing to appear at a TRB meeting will be turned over to the states attorney's office. The student may also be subject to a monetary fine or community service per the Randolph County Truancy Ordinance. A copy of the Randolph County Truancy Ordinance is available in the grade school office. Any student who has been referred to the TRB is required to be seen by a doctor or have verification of scheduled appointments if absent.
- School activities during the school day are not counted as an absence.
- **Any parent may choose to speak with CGS administration regarding their child's absences. CGS administration will decide whether the absences are reasonable and therefore excused.**

E. Tardiness

When you arrive at school after 8:09 a.m., you must come to the office and receive an admission slip to enter class. If you have a note explaining the reason for being late, or can explain the reason to the teachers, the tardiness will be excused. Oversleeping, missing the bus, etc., are not excused tardiness. Also, arriving at school after 8:09 a.m. will be considered an "Incidence of Truancy" which will count towards the 10 absences in a given semester.

Tardy bells ring to signal the beginning of each class period. If you are not in your seat when the bell rings, you are tardy. Tardiness is excusable under the following limited circumstances:

- If you are detained by a teacher or the office and have a pass from that teacher or office staff person.
- If your tardiness was caused by the bus being late.
- If extreme weather conditions prevail.

Any other reason for tardiness not included above is deemed an "unexcused tardy". If you are tardy, you are to proceed to your scheduled class even if you are late. The teacher will determine the validity of your excuse for being late and disciplinary action will be taken. The 3rd, 6th, and 9th tardy per semester shall result in a lunch-time detention. The 10th tardy per semester shall result in an afterschool detention. Students who receive 13 tardies per semester shall receive three afterschool detentions. More than 13 tardies will result in more severe punishment.

School Cancellation

Snow Days - The school code allows each school district to include extra days in their calendar to be used as emergency days. Any unused emergency days may, at the discretion of the Board of Education, be declared school holidays.

Early dismissal or Emergency Days – When there is a possibility of school being dismissed early, for any

reason, (heat, bad weather, etc.) students should be given instructions before they come to school about where they should go when school is dismissed.

Early dismissals are announced on Channel 12, KFVS-TV; Channel 4, KMOV-TV; Radio Station KBEZ, 93.1 FM; Farmington Radio KTJJ; Sparta Radio Station WHCO, 1230 on you AM dial. **PLEASE LISTEN TO THE RADIO OR TELEVISION – CH. 12 – INSTEAD OF CALLING THE SCHOOL, WHEN YOU THINK SCHOOL MIGHT BE DISMISSED EARLY.** The Superintendent will use One Call Now to call each household in the event that school is canceled.

F. Faculty/Staff Authority

A student who has violated a rule may find himself being disciplined by a teacher with whom he/she does not have a class. This is entirely proper. All the members of the faculty/staff have a responsibility to uphold the rules of the school. These rules apply to all activities.

G. Student Dress

You, as a student, should rely upon your personal desire to maintain a high degree of neatness and pride in your school appearance. Chester Community Grade School is your school and its image in the community should be of great importance.

You should be clean and select clothes to wear with discretion. You are prohibited from wearing clothing that convey any obscene, vulgar, violent, inappropriate and/or indecent messages or promotes any product or service not permitted to minors by law (no undergarments shall show, nor may you wear undergarment type clothing as your outer wear); pants/shorts must fit appropriately and be worn at waist level; short skirts/shorts must be worn at or below **mid-thigh and must be at least fingertip length**. No beer, drugs, alcohol, tobacco, Co-Ed Naked, etc. clothing. Baseball caps may not be worn sideways. Bandannas are not permitted. Halters and bare midriffs are not considered proper attire. Excessively ripped or torn clothing will be considered inappropriate. **Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. This is a district wide policy.** Form fitting pants such as yoga pants, skin tight leggings, any skin tight form of pants will no longer be acceptable to wear. Students may wear these types of clothing as long as shorts are over them or a long top covers down past the students thighs. Boxers are not considered appropriate clothing. No pajamas of any kind, including pajama pants, should be worn except on days when special permission is granted. No shorts, short skirts or flip-flops will be worn from November through March. April 1st is the first day in the spring for appropriate shorts, short skirts, and flip-flops to be worn. **These dates may vary at the discretion of the administration due to weather conditions.** Students are not allowed to wear clothing that is immodest and/or garments that expose flesh inappropriately. ***Steel toed boots are not allowed.

The school will take action if the safety or health of any student is compromised by inappropriate dress or

if the attire is obviously upsetting to the educational climate.

H. Hall Traffic

A general atmosphere of good order should exist in the corridors at all times. Such atmosphere can exist only with the cooperation of all students. All forms of rowdiness (shouting, whistling, running, scuffling, etc.) should be avoided. Students should move without delay to and from classes, avoiding gathering and grouping which may hamper the free flow of traffic. Students are not permitted in the hallways while classes are in session unless they have a pass which has been issued by a teacher or by office personnel.

I. Study Halls

Each student in the study hall must have homework and/or AR reading book with which to occupy himself for study purposes. Study hall teachers should rarely issue passes to the restroom, locker, office, etc.

Students desiring to see a teacher other than their study hall teacher must have a previously obtained a pass from that teacher.

J. Tornado, Fire And Emergency Drills

Your teacher has been provided separate instruction sheets for these procedures. There is an instruction sheet on each procedure posted on the bulletin board in each classroom. You shall assume that every drill is the real thing and familiarize yourself with each drill procedure.

K. School Visitors

ALL visitors to campus must report to the grade school office to receive permission to be on school grounds and to receive a visitor's pass. This applies at all times during normal student attendance hours. Volunteers: Volunteers should not bring younger children with them when volunteering at school.

Many times during the school year, students have requested to bring an out of town school age friend or relative to visit Chester Grade School. While we can appreciate you wanting to bring your friend, you must also understand that generally this visit adds to the confusion already in existence when 760 people work in a limited space. Visiting friends will not be allowed except in special circumstances that can add to the educational climate of the classroom (such as a visitor from another country). The principal must grant approval. Past students will not be allowed to visit teachers or other students during the school day.

L. Pets/Animals

No pets or animals are allowed in the building unless by special permission from the principal. No pets are permitted on the school buses.

M. Closed Campus

Chester Community Grade School, through official action of the School Board, has a closed campus. You are not allowed to leave the campus after arrival in the morning until school dismisses at 3:06 p.m. The exception to the rule would be students that are picked

up by a parent or guardian and properly signed out in the principal's office may leave. Also, students that walk home or ride a bike may leave school at 2:58 p.m. Parent pick-up time is 3:06 p.m.

N. Secret Organizations

It shall be deemed an act of gross disobedience or misconduct for any student to join or become a member of a public school secret society or gang.

The following behavior constitutes gross disobedience or misconduct: wearing, possessing, distributing, etc, any clothing, jewelry, emblem badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.

Students must not commit any act, either verbal or nonverbal, showing membership or affiliation in any gang. The administration will investigate any potential gang affiliation sign and/or symbols.

Students who are found to be in violation of gross misconduct policies are subject to suspension.

O. Discipline

School Wide Rules

- Follow all directions and rules. Proper behavior is expected at all times.
- Stay in assigned areas.
- Keep hands, feet, and objects to yourself.
- No name calling, harassment, vulgar language or signs.
- Respect school and private property at all times.
- Hallway conduct must be orderly. When classes are in session, students in the hall must be quiet.
- 6th-8th Grade: Back packs of any kind, including draw string sacks or cinch sacks, are to remain in the students lockers throughout the day. Students will no longer be allowed to carry them from class to class. This is done for student safety purposes.
- Students must carry a pass at any time they are out of the classroom during a class period.
- Hats or caps are not to be worn inside the building. Leave hats and coats in your locker.
- Students are not to leave school grounds during the regular school day without written parental consent and/or office approval.
- **NO GUM ALLOWED ON SCHOOL GROUNDS WITHOUT OFFICE PERMISSION.**
- Display of affection such as holding hands, kissing, etc. is not permitted.
- Electronic devices, nuisance items, and toys are not allowed without office permission. Toys that have the appearance of weapons such as guns and knives are not allowed. Parents will be called to pick up any electronic devices, nuisance items, and toys. Also, CGS assumes no responsibility for the loss, theft, or damage of personal property such as toys brought from home, etc.
- Students are expected to be courteous and respectful of others during school and at all school functions.
- No organizations or clubs permitted without prior office consent.

- If you are injured on the playground or on the way to or from a room at school, report the incident to your teacher or a staff member.
- Lockers are the property of the school and are subject to periodic inspection.
- Scuffling and rough play is not allowed. Students who become chronic rule violators will place their educational future at Chester Grade School in jeopardy.
- Inappropriate student behavior may result in suspended field trip and class trip privileges.
- The school district may impose discipline to conduct which took place off-campus if there is a nexus (connection) between the off-campus conduct and the school.
- No use of drugs, alcohol, tobacco and accompanying paraphernalia. This includes any type of electronic cigarettes, electronic vapors, etc.
- Possession of matches or lighter is not allowed on school property.

P. Disciplinary Penalties

Students violating school policy shall be subject to disciplinary action ranging from verbal reprimand to suspension. Repeated infractions will have a cumulative effect and stronger disciplining measures will be involved.

Q. Pictures

The district assumes no liability for pictures, photos, etc. published by any media. Any parent who wishes to have his/her child excluded from any pictures taken during the school day should provide the principal and teacher with a written request to do so.

R. Classroom Parties/Classroom Incentives

Class parties are allowed throughout the school year and parents are welcomed to come and help out. Any adult volunteering to help at class parties **must** have turned a copy of their drivers license into the CGS office at least 2 days prior to the class party. **Also, students may lose classroom party/incentive privileges at the teachers discretion based on classroom behavior or academic issues. These are a privilege, not a right.**

S. Field Trips

We would like adult volunteers who accompany students on field trips to devote their full attention to the children for which they are responsible. Therefore, we ask that chaperones not bring other children, relatives, or friends along. **Also, students may lose classroom field trips at the teachers discretion with administrative approval based on classroom behavior or academic issues. These are a privilege, not a right.**

***All adults volunteering for field trips must have turned a copy of their drivers license into the CGS office at least 2 days prior to the field trip.**

T. Cell Phones

Cell phones are not allowed to be used while you are under the supervision of the school personnel (7:30 – 3:45). **Cell phones must be turned off at all times and concealed away. This includes all cell phone accessories as well. This also includes any smartwatch or other type of wrist watch accessory**

which is being used as a text message device. Those things may be worn as long as they are used as regular watches. If they are used in an inappropriate way; it will be treated as a cell phone offense. During school hours (8:05 – 3:06), cell phones must be kept in students lockers. Phones and other electronic devices may be accessed during school hours at teacher discretion. If you need to call home during these times because of an emergency, you must have permission from school personnel on duty and remain with them while the call is being made.

1st Consequence – Phone is turned in to the office. Student must meet with office personnel and a lunch detention will be given. The phone may be picked up by the student at the end of day.

2nd Consequence – Phone is turned into the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent and a 30 minute after school detention will be given.

3rd Consequence – Phone is turned into the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent. An in-school supervision will be given.

4th Consequence – Phone is turned in to the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent. Two in-school supervisions will be given.

Sexting/Texting/Pornography – Phone will be turned over to the parents or police.

*****CGS assumes no responsibility for the loss, theft, or damage to all electrical devices, including cell phones, cell phone accessories, smartwatches, fit bits etc. and no effort will be made to search for or retrieve them**

U. Class Distractions

Unnatural hair colors that **distract/disrupt** the learning environment will not be tolerated. First offense is a verbal warning. Second offense more severe consequences will take effect. The wearing of items such as dog collars, dew rags, pajama pants, wallet chains, bandanas, etc. is prohibited. Hickeys will not be tolerated. Ear piercings are allowed but earrings that cause a classroom distraction will need to be removed. Body piercing (nose rings, eye brow ring, lip rings, ear gauges) that **distract/disrupt** the learning environment will not be tolerated. First offense is a verbal warning. Second offense more severe consequences will take effect. A rosary cannot be visually displayed, such as jewelry.

V. Parent Placement Requests

There will be no parent requests.

W. Remote Learning

CGS will offer remote learning during circumstances in which student attendance cannot take place. A medical diagnosis and medical paperwork will have to be submitted to CGS. Students will be expected to complete and turn in all required work. This work WILL BE for a grade.

NOTE: In chart below, ISS stands for in-school suspension; OSS stands for out of school suspension.

INFRACTION	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Eating candy or chewing gum (grades 5-8 only)	lunch detention	lunch detention	lunch detention	lunch detention
Insubordination	1-3 detentions	1-2 days ISS	1-2 days OSS	2-3 days OSS
Use of and/or possession of tobacco/electronic cigarettes, any vaping device; etc.	1 day OSS	2 days OSS	3 days OSS	4 days OSS
Willful destruction of school property	Replace item &/or detention	Replace item & 1-3 days ISS	Replace item & 1-2 days OSS	Replace item & poss. expulsion &/or possible prosecution
Fighting/ Physical or Verbal Aggressor	4 days detention	4 days ISS	2-4 days OSS	5-10 days OSS
2 nd Party	2 days detention	1-2 days ISS	1-2 days OSS	3-5 days OSS
Improper dress	Conf. w/ principal Change clothes	Conf. w/ principal Lunch detention	Detention	Multiple Detentions ISS if it continues
General disrespect	lunch detention	detention	2 detentions	ISS
Disrespect of employees	Conf. w/ principal & 1-2 ISS	Conf. w/principal & 2-5 days ISS	Conf. w/ principal & 1-2 days OSS	Conf. w/ principal & 3-4 days OSS
Stealing	Conf. w/ principal; possible ISS and replace item	ISS & professional counseling	1-3 days OSS	4 days OSS
Foul language / Obscene gestures	Verbal reprimand & 1-2 detentions	1-5 detentions	2-3 days ISS	3 days OSS
Truancy	1 det. for each period truant	1 det. for each period truant	Make up time & 3 days ISS	ISS & refer to outside agency
Habitual offender (students who refuse to accept and/or conform to school policy)	Conf. w/ principal, possible detention and/or ISS	Conf. w/ principal, possible detention ISS &/or 1 OSS	Conf. w/ principal, possible ISS or 1 OSS &/or outside referral	Conf. w/ principal, possible long term suspension &/or rec. for expulsion
Harassing, playing rough- house games, i.e., tripping, knocking students down.	Verbal reprimand and/or 1 detention	2-3 detentions	2-4 days ISS	2-3 days OSS
Cheating	1 detention	2-3 detentions	1 day ISS	2 days ISS
Bullying	4 detentions	2 ISS	4 days ISS	1-3 days OSS
Depantsing a student	2 days ISS	2 days ISS	2 days ISS	2 days ISS

Threats – Threats of any kind (including practical jokes) will not be tolerated. Any threat which is reported to the building principal will be investigated. If it is determined that a threat has been made against another person by a student, his/her parent or guardian will be contacted. Other action may result in a student being monitored (desk, book bag, coat, and locker being frequently checked), suspended, referred to the juvenile authorities and/or what is otherwise deemed appropriate action.

Weapons – Students will not carry or possess any instrument which could be classified as a weapon. This would include all knives, guns, pointed objects, chains, steel toed footwear or any other item which could do bodily harm to another individual. Pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. **The minimum, disciplinary action will be suspension from school and reported to the Police Department.**

Sexual Harassment – Students, in the judgment of the administration, determined to be involved in sexual harassment shall be subject to one or more of the following:

1. Referred for Counseling.
2. Detention and conference with the principal.
3. Conference with parents.
4. Suspension.
5. Referred for legal action.

IMPORTANT: Punishment for each offense may vary according to the severity of the offense. For example, third and fourth offense punishment may be assigned if the misbehavior is extreme even on the first offense. **If the offense is extreme enough, expulsion could be recommended.** It is not possible to identify every type of disruptive behavior that can occur. We believe that it is our responsibility to provide an atmosphere that is conducive to learning. Students are here to learn and interruptions of that learning will not be tolerated.

We believe that enforcement of rules should be carried out consistently in accordance with the school plan. When mitigating circumstances are clear and present, the principal may, however, apply other appropriate interventions.

X. Bullying Policy

Bullying, intimidation, (sexual) harassment, cyber bullying/social media bullying are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school

computer network, or other similar electronic school equipment, or other comparable conduct. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

Starting in 2016, CGS developed a school wide Peace Program. The Peace Program defines bullying as "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." The goal for filling out a bully report is to STOP the bullying behavior and HELP the student feel safe at school. This process is as follows: A bully report may be filled out by the person being bullied or witnesses to the event. The report should be given to a teacher who will investigate the report. The teacher should talk to the victim, the bully, and the witnesses. The report will be reviewed by the Peace Program Committee and a determination for discipline will be made and given.

Y. Classroom Disciplinary Procedures

The major hindrance to effective education is the continual, often trivial, undertone of inattention, talking and interruption that can occur in the classroom. Time spent misbehaving or goofing off is lost time. It will be the responsibility of the teacher to develop effective classroom management practices which result in increased achievement and good discipline. Classroom discipline plans will emphasize or address behaviors teachers need from their students in order to provide an environment where effective instruction can take place. Discipline plans will also include the consequences teachers will use when students are not following the rules. Some types of consequences will be: teacher/student conferences, parents contacted, loss of privileges, isolation, detention, making up wasted time and restitution. For some students, further action may be needed. Students who fail to accept and comply with teacher's direction will be referred to the principal for additional consequences and/or counseling.

Z. Building And Playground Rules

General:

- * You are expected to be courteous and respectful of others during school and at all school functions.
- * You are expected to accept guidance and direction from all teachers and school personnel during the school day and at all school functions.
- * If you have any questions or concerns about any misbehavior on your part, you should initiate

discussion with the teacher and the principal who will work with you to arrive at a solution.

Building Rules:

With 700 students moving from class to class during the school day, it becomes necessary to enforce certain rules within the school in order to facilitate and ensure safety.

- * No running will be permitted at any time in the hallways.
- * Hallway conduct should be orderly. Talking in the hall is permitted as long as the noise level is kept to a minimum.

Outside - Before school:

- * No student is to arrive at school before 7:30 a.m. Teachers are not present to supervise.
- * You are to remain outside or go to the cafeteria as directed by the teachers on duty.
- * You must have permission from a teacher/staff member to go into the building to the restroom before 8:05 a.m.
- * You may enter the building when the bell rings at 8:05 a.m. to report to the office before school to turn in absence slips or take care of other business involving the office.
- * Students are not permitted to go to their classrooms or lockers before school. If a teacher wants you to report to his/her classroom for a meeting or for individual help, you will be provided with a written pass.

Cafeteria – Before School:

- * You may not return to the cafeteria after going to the playground.
- * You may go to the restroom one at a time with your teacher's permission.
- * You must sit until the bell rings.
- * No running at any time.
- * You must come to the cafeteria or go to the playground.
- * No throwing of anything at any time.
- * You must clean up your breakfast trash.

Lunch Period:

- * Go to your locker before you go to the cafeteria for lunch. Unless given permission by a teacher on duty, you are not permitted to go to your locker or room again until your lunch period is over. A lunch detention will be given to students at their lockers during lunch without permission and they will be assigned an area to eat their lunch the next day.
- * You will be advised daily as to whether you should go outside, report to the gym, or have the option to do either after you finish lunch. You are not permitted in the hallways or classrooms during your lunch period unless you have a written pass by a teacher or receive permission from a teacher on duty. Students should not be wandering around or just hanging out in the hallway.
- * Food and drink are limited to the cafeteria. Energy drinks are not permitted for consumption at any time during the school day. Soda is not permitted during lunch.
- * 7th & 8th graders who do not bring their lunch to school or purchase lunch in the cafeteria must go directly outside or to the gym as advised.

After School:

- * Bus students should line up outside on days when weather permits. On days of inclement weather, bus students shall report to the cafeteria.
- * You are to be out of the building by 3:15 unless you are remaining under the supervision of a teacher. If you walk home or ride your bicycle in the evenings, do so. **DO NOT LOITER ON THE PLAYGROUND UNLESS YOU RIDE A LATE BUS.**

Playground:

- * You shall exercise care for the safety and welfare of yourself and others.
- * Fighting, throwing objects, play-fighting, or horse play will not be allowed.
- * Students are not allowed on the sidewalk where the buses are unloading. You must stay out of the road.
- * You shall keep away from the cars on the parking lot.
- * The boundaries of the playground are marked by yellow lines on the blacktop. Students are to stay off the grass near the building.
- * There will be no hard balls (Example: baseballs, softballs, footballs, soccer balls, etc.) or hard bats allowed on the playground. Nerf balls, whiffle balls and whiffle bats are allowed but must be labeled with student's name.
- * Students may go to the restroom one at a time, with permission from the playground supervisor and report back to the supervisor.
- * Student are not allowed to use blankets of any kind on the playground. **Students will be outside UNLESS it is below 32 degrees or there is inclement weather. Students should dress appropriately for the weather conditions. Example: Coats, hats, gloves, etc.**

VIOLATION OF ANY SCHOOL RULES CAN LEAD TO THE FOLLOWING DISCIPLINARY PROCEDURES:

AA. Disciplinary Procedures

The quality of education you receive is directly related to the discipline you maintain. The ultimate goal for all of us is to self-discipline ourselves so we are in complete control of our own actions and show respect and courtesy to others.

Many classroom discipline problems are solved between you and your teacher through an understanding of each other. In some instances these problems are referred to the principal. In most cases this also means your parents will be contacted and a conference arranged.

Detentions

- * Lunch detention – Lunch detentions are usually for minor reasons and disciplinary referral forms and parental notification are not required. Lunch detention is to be served during lunch time. Students spend approximately 30 minutes in the building under supervision.
- * After school detention – A Disciplinary Referral Form will be filled out and signed by the teacher and a copy sent to the principal. The form will be sent home with the student to be signed by a parent or

guardian and returned to the teacher the next day. A copy should be retained by the parent or guardian.

- * If disruptive behavior occurs during after school detention, the student will receive an ISS. If disruptive behavior occurs during ISS, the student will receive an OSS.

NOTE: Parents/guardians shall be asked to make arrangements for transporting the students home after detention (3:28 p.m.). Detention will begin the next detention day at 2:58. Detention will be 30 minutes (until 3:28 p.m.). If students arrive later than 3:00, the detention time will be doubled. Students are to work on homework. Failure to return the signed form to the teacher the following day results in an additional day. Failure to return 3 detentions signed will result in a one day in-school suspension. Failure to serve a signed detention will result in a half day P.M. in-school supervision. Repeated failures to serve signed detentions will result in a full day of ISS.

Corporal Punishment

- * As of August 13, 1992, it will be the policy of the Board of Education of Chester Community Unit School District No. 139 that District personnel may NOT issue corporal punishment under any circumstance.

Suspensions – In or Out of School

- * The superintendent and the principal have the authority to suspend a student for a period of time not to exceed ten school days during any single suspension for misconduct. The parents will be notified.
- * Suspensions may be served either in school or out of school depending upon each individual incident of misconduct.
- * All make-up work must be completed within a reasonable length of time at the discretion of the teacher involved.
- * All classwork, homework, make up work will be counted as full credit.
- * Reinstatement of suspended students shall be upon such terms as the administration and/or Board of Education shall determine. Students who are on suspension will not be allowed to attend school activities during such time.

Exclusion from Class

- * When all normal disciplinary procedures have been used, a student may be excluded from the classroom for disruptive behavior in the classroom at the discretion of the teacher and administrators.

Expulsion

- * Not more than the duration of a semester.

Complaint Filed

- A complaint will be filed with a law enforcement official.

BB. Inclement Weather

All children are expected to go outside during recess times unless it is raining or extremely cold. During cold weather, students should be dressed warmly, including

hats, scarves, and mittens/gloves. Consideration will be given to students who have special needs due to illness or medical conditions.

IV. EXTRA-CURRICULAR ACTIVITIES SECTION

In order for students to be able to attend field trips, school dances, and tryout for any type of sports, their fees and lunch accounts must have a combined total of \$50 or less. Anything over that will need to be paid before the student can attend or tryout.

A. School Spirit

- * Courtesy – Toward teachers, fellow students, and the officials of school athletic activities. Pride – In everything our school endeavors to accomplish and has accomplished. Sportsmanship – The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

B. Athletic Program

- * Chester Community Grade School offers a comprehensive and extremely successful athletic program for both boys and girls. If you are interested in becoming involved in any program, you must have a physical exam and insurance coverage. The physical form can be picked up in the school office or the local doctors' offices.
- * Athletic activities include softball, baseball, basketball, volleyball, cross-country, track, and cheerleading.
- * Students who participate in extra curricular activities must be a full time student and in attendance (on-site) at Chester Community Grade School.
- * There is a \$40.00 participation fee per sport. This fee has to be paid before the athlete is able to compete.
- ****Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.**

C. Rules for Athletic Events and School Activities

The School Board encourages student activity participants and student fans to support the District's athletic teams and extracurricular events by attending games and cheering, clapping and otherwise encouraging participants. Support, however, must be exhibited in a sportsmanlike manner.

Students who behave in an unsportsmanlike manner may be denied admission to school events for up to one year after a School Board hearing in addition to any penalty prescribed by the student conduct code. Examples of unsportsmanlike conduct include:

- * using vulgar or obscene language

- * harassment of officials
- * engaging in any activity which is illegal or disruptive
- * failing to obey the instructions of a security officer or school district employee
- * possessing or being under the influence of any alcoholic beverage or illegal substance
- * possession of a weapon

The Principal or designee has the right to remove individuals with unsportsmanlike conduct. Notification of recommendation to the BOE to restrict future attendance at school activities will be personally delivered or sent. The notice shall inform the fan.

- * The date, time, and place of a hearing before the school board;
- * A description of the unsportsmanlike conduct;
- * The proposed length of time admission to school events will be denied;
- * How to inform the Superintendent of a desire to waive a hearing.

Additional rules

- * If afternoon classes or a full day of classes are missed, the student will not be allowed to participate in after school activities that day without permission from an administrator.
- * Students shall not move around in the bleachers frequently after having been seated.
- * Never run across or up and down the bleachers.
- * Stay in the gym (bleachers) while an activity is in progress. If it is necessary to leave the gym during a play, ask a teacher's permission.
- * Students are not permitted in the hallways except in the area of the concession stands. Once in the downstairs gym, do not go upstairs unless you are leaving the building.
- * Scuffling or other rough play is not acceptable anywhere in the building.
- * Loitering on the playground around buses and autos is not permitted.
- * Booing is never acceptable – neither is yelling, whistling, etc., while the opponents are shooting a free throw.

D. General Information

- * Admission to Jr. High games is \$1.00 for students and \$2.00 for adults. Admission to 5th/6th basketball games will be \$1.00.
- * Students must enter and leave by the front entrance.
- * A student who leaves the building may not re-enter.
- * **Any student who is absent from or leaves school during the day may not attend extracurricular activities unless they have permission from school administration.**
- * Students in kindergarten through grade four may not come to games with older brothers or sisters. Parents or some other responsible adult must accompany them.
- * Refreshment stands are open only between games and at half times of evening games. No refreshments during daytime activities.
- * Drinks inside the gym must be bottled drinks or have some sort of lid on the drink container.
- * Only restrooms in the upstairs lobby may be used. Students shall not loiter there.

E. Rules for Athletes

- * No smoking, fighting, drinking or cursing. All aforementioned offenses will result in suspension from the squad.
- * All cheerleaders and athletes must be well groomed.
- * Booing and yelling during free throws will not be tolerated.
- * Good sportsmanship is a must at all times. This includes being considerate of other schools' property.
- * In order to participate, physicals and insurance coverage are required. Any physical after June 1st will be effective for the school year, but a copy must be obtained from the doctor.
- * School insurance must be purchased if the student is not covered adequately by his/her parent's policy.
- * Students will be provided bus transportation to and from athletic events. Students must ride the bus to athletic events. Parents must sign students out in order to not the bus back to CGS.
- * Students must be in good scholastic standing to participate in extra curricular activities. Students in grades 5, 6, 7, and 8 cannot be failing more than one subject and remain eligible to participate in extra-curricular activities. Grades will be checked at two-week intervals.
- * Student athletes must read and sign the *Extra Curricular Code of Conduct Handbook* prior to participating in sports.

F. Junior Beta Club

Beta Club is available to all 7th and 8th grade students. To be eligible for Beta club, a student must carry a 3.16 average the first quarter of the school year and continue to carry at least a 3.16 average. The student must be of good character and submit a petition to the appropriate grade Beta Club sponsor. The membership fee is a \$17.00 one-time fee for National Beta Club dues. Local chapter yearly dues are \$2.00.

G. Student Council

The Student Council is composed of five officers: president, vice-president, secretary, treasurer, social chair; six class representatives from both seventh and eighth grades and a faculty advisor. The election of officers is held in the fall for the current school year. The Student Council is an important school organization that sponsors dances, assemblies and other activities throughout the school year. A Student Council member has an excellent opportunity to develop leadership skills, thus making preparation for assuming positions of responsibility. All actions of the Student Council must have the approval of the administration.

V. SERVICES SECTION

A. Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any extra-curricular event sponsored by the school must be reported immediately to the person in charge and they will report it to the principal's office and fill out an accident report form. In cases of major injuries or trauma, an ambulance may be called to transport the injured person to the hospital.

B. Accident Insurance

As a service to the students of Chester Community Grade School, the student is given an opportunity to purchase a student accident insurance policy at a nominal fee. This insurance helps to cover the cost of an injury which may occur while the student is engaged in a school sponsored activity.

This insurance may be purchased in the office by all students. All accidents must be reported to the office as soon as possible. Students must obtain an insurance form from the office and have it signed by the parents and present it to the attending doctor.

C. Lockers

You will be assigned a locker by your homeroom teacher and it is here that books, school supplies, and personal belongings are kept. A student's locker is the property of the school and must be used for the purpose intended: A storage area for books, school supplies and wearing apparel. School officials may inspect or search the lockers with or without the student's knowledge or consent. Students must not keep anything in their lockers that they would not want anyone to find. You are permitted to go to your locker before homeroom, before and after lunch, between classes and after school. Access to your locker at other times is permitted only when a pass is issued by the teacher in charge.

D. Lost and Found

A "lost and found" is maintained in the lobby outside the office for all articles lost or found on the school grounds except valuables. Valuables, such as money, rings, and wrist watches are to be turned in to the office and may be claimed by identification there.

(You are not to bring large sums of money to school. The school cannot be responsible for money or valuables which are lost or stolen. You are to mark all of your personal belongings with your name.) Lost and found will be cleaned out at the end of each quarter.

E. Lost or Damaged Books/Book Fees

At the beginning of the school year you will be issued textbooks in most of your classes. The book rental fee is \$50. Book rental fees do not cover lost books or damages to books during the course of the school year. Fines will be assessed in the event of lost or damaged books beyond what is expected from normal use. Textbooks and/or library books lost by the student will cost the student the replacement price of the book. All fees/fines owed to CGS must be paid in order for students to attend their class field trips.

F. Breakfast is served in the cafeteria every morning. Extra milk may be purchased with breakfast or lunch. A well balanced lunch is offered daily to all students. You may choose to bring your lunch or to purchase a cafeteria lunch. **LUNCHES MUST BE PAID IN ADVANCE. ABSOLUTELY NO CREDIT WILL BE ISSUED.** Payment for lunch, breakfast and milk will be similar to a checking account. You will use an envelope with the child's name, homeroom, and amount being paid clearly marked on the front to send in payments. The envelopes will be collected by your

child's teacher each morning. You may pay as far in advance as you would like. We would prefer that you pay at least a week in advance. This will cut down on the paperwork. Note that any envelope will work as long as it has the proper information on the outside. A \$5.00 fee will be assessed for any lost or damaged lunch cards. Parents may pay for more than one child. However, parents must explain how much money is to go in each account. For those who bring lunches, money can be put into the student's account for extra milk. If the parent does not come in to sign the refund receipt, the balance will carry forward to the next school year. Students on free lunches will still need to pay for extra milk.

G. Telephone calls

The telephones in the school office are for conducting school business. Calls will be made only if there is an urgent need for the student to contact a parent. Children need teacher/office permission to use the phone.

H. Transportation

Bus service is provided for you. Riding the bus requires responsibility and self-control on the part of the individual rider. If you fail to live up to your responsibilities you will be suspended or excluded from riding the bus. At this point, your parents are informed of the problem to enlist their efforts in solving the problem. The same responsibilities are expected on school sponsored field trips and extra-curricular activities.

BUS RULES AND REGULATIONS

- * Observe same conduct as in classroom.
- * Be courteous. Do not use profane language.
- * No eating or drinking on the bus.
- * Keep the bus clean.
- * Cooperate with the driver.
- * Tobacco products of any kind are not allowed on the bus.
- * Do not be destructive.
- * Stay in your seat.
- * Keep head, hands, and feet inside the bus.
- * The bus driver is authorized to assign seats.

***** Students who do not adhere to these bus rules and regulations will lose bus riding privileges. Generally, the student will receive one warning and then he/she will lose bus riding privileges.**

Pickup and drop-off points must be established at the beginning of the school year and they will not be changed unless the parents change residence. A student who normally rides a bus home from school will ride that bus home and get off at his/her designated bus stop every day except:

- * If a student is riding a bus other than the established bus from the beginning of the year, a signed, dated note from the parent must be given to the office so a Bus Pass may be given.
- * If a parent or other authorized person picks them up at school.
- * Other emergencies need to be cleared through the superintendent's office.

I. Handicapped Parking

Handicapped parking is available around the island on the bus side of the parking lot. Any vehicle that does not have a handicapped sticker and is parking around the island may be subject to a \$100 fine and/or towing.

J. Parent and Visitor Parking:

Student Drop Off

Upon entering the Chester Grade School property, there are two (2) lanes of incoming traffic. Busses, faculty, and staff utilize the right lane and parents/visitors enter through the left lane. Busses proceed through the intersection into the bus-unloading zone, while faculty/staff may proceed to the right to park behind the school or they may proceed to the left around the bus-unloading zone and handicapped parking island to park in the teacher parking lot. **No parent or visitor's vehicles are allowed in the bus unloading zone or in the handicapped parking island unless they have a handicapped parking permit displayed!**

Parents and visitors must turn left into the parent/visitor parking lot. Upon entering that area, there are four (4) parking sections and two lanes of traffic. The **RIGHT LANE** of traffic is for **student drop off**. The **LEFT LANE** is a **through lane** for vehicles that are either exiting the drop off lane or passing through the right side of the parking lot to access the left side of the parking lot. **Students cannot be dropped off from the left lane of traffic!** (It is very dangerous for students to cross the lanes of traffic en-route to the pedestrians' walkway.) Upon exiting the vehicle, students must proceed to the walkway behind the barricade, and enter the playground where they can then await the morning bell. Vehicles traveling on the through-lane must drive cautiously and be aware of the vehicles exiting the drop-off lanes. Vehicles exiting the drop-off lane must be aware of vehicles traveling in the drive-through lane as they proceed from the drop-off zone into the drive-through lane.

Student Pick Up

Do not approach vehicle until it stops. All children are to wait under the main awning. Rules for parent pickup are the same as rules on the porch – no running, no bouncing balls. If you need to pick up your child before the end of the day, we ask that you come into the office before 2:45 p.m. to get your child. This helps control the flow of traffic in the parking area.

K. Bicycles

All bicycles must be parked in the bike rack. Bicycles are not allowed on the playground at any time, including before and after school. Students riding bicycles are not to arrive at school before 7:30 a.m.

L. Computer and Internet

Chat rooms, hate mail, harassment, discriminatory remarks, and other anti-social behavior are prohibited on the network. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.

We firmly believe that the valuable information and interaction available on the world-wide network far

outweighs the possibility that users may procure material that is not consistent with the educational mission of Chester Grade School. Students who misuse the computers will be held responsible for their actions. **CGS will issue computers and computer accessories to students who need these items to complete their work if circumstances prevent the student or students from attending school. IF THESE MATERIALS ARE DAMAGED; STUDENTS WILL BE ASKED TO PAY FOR THE DAMAGES ACCORDINGLY.**

Acceptable Use Policy for the Internet

The students are required to read and sign the acceptable internet use policy.

M. Student Services

Special Education

- * Speech Therapy: A full time speech therapist is available for students with speech defects. Teachers should make referrals directly to the therapist. All arrangements for the child to see the therapist will be taken care of by the therapist. Routine screenings will be done the first week of school and continued throughout the entire year. These screenings will be comprehensive for kindergarten and first grade. All new students and those students previously enrolled in speech therapy will also be included. If further evaluation is indicated, you will receive a written request for permission to test.
- * Learning Difficulties Classes: Classes for children with learning difficulties are available.
- * Educable Mentally Handicapped Classes: Classes for children who are educable mentally handicapped are available within the Perandoe Special Education District.
- * Behavioral Intervention Policies and Procedures: A Behavioral Intervention Plan (BIP) will be developed for any special education student the district feels is in need of a comprehensive behavioral analysis. Any student requiring the following interventions may be considered for Behavior Intervention Plan.
 - Suspension, in-school, without instruction, for more than seven (7) days per year.
 - Suspension, out of school, for more than seven (7) days per year.
 - Forced physical guidance.
 - Manual restraint.
 - Exclusion from athletics beyond IHSAA Guidelines.
 - Exclusion from non-athletic activities more than two times per year.
 - Frequent use of time out.
 - Food delay (over one hour)

The district will attempt to intervene in a nonrestrictive manner whenever possible. A high priority is placed on positive behavior change rather than behavior control.

The district has a core committee designated to implement and monitor the District Policy and procedures on the use of restrictive behavioral interventions.

Should a special education student need a Behavioral Intervention Plan, the team will assist in devising the

plan. A copy of the policy is on file in the Principal's office.

Psychological Services

* Psychological services are available through the Perandoe Special Education District.

Reading Developments Program

* At the elementary, special reading programs for children who need improvement in these areas are available.

N. District Nurse

A nurse is on duty every day at the elementary building. Please consult her for any health problems or questions.

When a child sees the nurse with a complaint, the child will usually be evaluated, temperature checked and a parent notified if temperature is 100.4 degrees f. or greater, or if staff feels a student should go home. The state also regulates that with a temperature of 100.4, a child is considered contagious. When an injury occurs, First Aid will be given and parents may be notified when an injury is serious. **Please make sure you have updated home and/or work phone numbers for such situations.**

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Whether or not to keep a child home from school isn't always an easy decision. The following may give parents some helpful guidelines:

- A child with a fever (100.4 degrees or above) should not be in school and should not return unless they have been fever free for 24 hours without the use of fever reducing medications (such as Tylenol or Motrin).
- Children with contagious diseases, spread by contact, coughing or sneezing, should stay home. Examples are: influenza, H1N1, chicken pox, pink eye, and strep throat. A child with strep throat may return to school after 24 hrs. of antibiotics, and a child with pink eye after 24 hrs. of antibiotic eye drops unless otherwise indicated by a physician.
- A child should be free of vomiting and diarrhea for 24 hours before returning to school.
- Please remember these are only guidelines and are not intended to take the place of a physician.

O. Student Pictures

At the beginning of each school year, individual pictures are taken. All students are encouraged to have their pictures taken, but no student is required to purchase the prints. Individual pictures of all students are included in the yearbook. Group pictures of class clubs and organizations are taken for the yearbook at various times during the school year as announced.

P. Education of Homeless Children

Students who are, or become "homeless," as defined by the McKinney-Vento Homeless Assistance Act, have equal access to the same free, appropriate public education, as provided to other students, including a public pre-school education. A homeless student may attend the District school that the student attended when s/he was permanently housed, or where s/he was last enrolled. A homeless student living in any

District school's attendance area may attend that school. Please contact the School Counselor with questions regarding the education of homeless students.

VI. POLICY ON DRUG AND ALCOHOL USE

The non-medical use of drugs and alcohol is hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this drug-and-alcohol policy has been established to ensure that the students attending the Chester Community Unit District #139 schools will be educated in a drug and alcohol-free environment.

The purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs as defined in state statute will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored activities (including field trips and athletic and music trips) whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanctions, assistance to any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting.

However, once it has been determined that a student has used, possessed, distributed, or sold drugs or alcohol, or is under the influence of drugs or alcohol, the penalty for the first offense shall be: 1) Suspension from school for up to ten (10) school days. During any period of suspension, the student will receive credit for all school work, including examinations, and will be allowed to make up school work, homework, quizzes, test, etc. 2) Forfeiture of the privilege of participating in any and all extracurricular school activities.

In addition: 1) The student's parent or guardian will be called to remove him or her immediately from school property. 2) The police will be notified promptly of the offense by means of a complete report – prepared by the building principal, which will include a description of the substances plus any physical evidence obtained. 3) The student's parent or guardian will be asked to meet with the school administrator(s) and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the student's subsequent behavior. If a satisfactory plan is developed within this four-school-day period, the suspension will automatically be reduced to four school days. Noncompliance may result in expulsion. Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs brought onto

school buses or school property and submit such drugs to the proper authorities for analysis.

In the event of a second violation the student shall be referred directly to the school board with a recommendation for expulsion. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.

NOTE: Students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. If a student is caught taking another student's medication, this will be treated as if they took an illegal drug or alcohol. Any student who is required to carry a prescription or non-prescription drug during school hours shall deposit the drug with the school health aide immediately upon entering school property. If a student is found to have medication in their possession instead of turning it into the nurse's office, they will be subject to disciplinary action similar to the drug policy. The health aide will administer the drug, if necessary, and the student will pick it up on leaving the school.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

VII. ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an

epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

VIII. HEAD LICE AND SCABIES POLICY

- A.** If a student is found to have nits only, he/she will be treated as follows:
- * Parents will be notified.
 - * A letter will be sent home with instructions on how to remove nits.
 - * Based on the discretion of the nurse, the child may or may not be sent home.
 - * The parents must send a written note verifying treatment upon the return to school.
- B.** If a student is found to have live head lice, he/she will be treated as follows:
- * Parents called and student sent home immediately.
 - * The remainder of the class will be checked for head lice and a note will be sent home informing parents that head lice was found on someone in the classroom
 - * Parents must make arrangements to bring their child to school the next day (do not send on bus). The student must be checked by the nurse prior to reentering the classroom. If live head lice remains on student, they will again be sent home. Only 1 day absent for head lice will be an excused absence.
- C.** If a student appears to have scabies, he/she will be sent home to be seen by a physician. If diagnosed with scabies, he/she must be treated before returning back to school.

IX VISION/HEARING SCREENING

Vision screening will be done, as mandated, for all children in Early Childhood, Preschool, Second Grade, Eighth Grade, and Special Education during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test. Vision

screening is **not** an option. If a current vision examination report is not on file at the school for your child, your child will be screened if he/she is in any of the mandated groups listed above.

Hearing screening will be done, as mandated, for all children in Early Childhood, Preschool, Kindergarten, First Grade, Second Grade, Third Grade, and Special Education. Your child is not required to undergo this hearing screening if an Audiologist has completed and signed a report from indicating that an examination has been administered within the previous 12 months, and that evaluation is on file at the school. This notice is not a permission to test. Hearing screening is **not** an option. If a current hearing examination report is not on file at the school for your child, your child will be screened if he/she is in any of the mandated groups listed above.

X. IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2)

that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

XI. IMMUNIZATIONS

According to the laws set forth by the Illinois Department of Public Health, all school-age children must be vaccinated against the following:

- * Hib – All school children entering pre-school must have received at least one dose of the Hib vaccine.
- * Diphtheria, pertussis, and Tetanus (DPT): All school children must have received 4 or more doses of DPT with the last dose being a booster having been received on or after their 4th birthday.
- * Polio – All school children should have 3 or more doses of polio vaccine with the last dose being a booster having been received on or after their 4th birthday.
- * Measles, Mumps, and Rubella (MMR) – All school children must have received (2) doses of MMR, with the second dose being a booster on or after their 4th birthday.
- * Hepatitis B (Hep. B) – All school children **entering pre-school** must have completed a series of three (3) vaccines.
- * Varicella (Chicken Pox) – All school students entering kindergarten must have received two doses of Varicella Vaccine, the 1st does must have been received on or after the 1st birthday and the 2nd does no less than 4 weeks later. Students entering 6th or 9th grade must have two doses of Varicella Vaccine, the 1st does must have been received on or after the 1st birthday and the 2nd dose no less than 4 weeks later. **Only exempt if student provides statement from physician verifying disease history or laboratory evidence of varicella immunity.**
- * Tdap – Every student **entering 6th-12th grade** must have received one dose of Tdap.
- * Meningococcal-Applies to students entering 6th or 12th grade beginning 2015-16 school year. 6th graders **must have** 1 dose of meningococcal at school entry.

*****Epinephrine Pen Policy**

In 2011, the Illinois legislature passed the "Emergency Epinephrine Act" which (1) allows schools to stock a supply of EpiPens and (2) physicians to write prescriptions in the name of a school district or nonpublic school, instead of an individual student

and (3) school nurses to administer the epinephrine to any student believed to be experiencing anaphylaxis.

Specifically, the law allows the school to use this emergency supply of EpiPens if a student does not carry or have an EpiPen prescription on file with the school and is having a first time reaction or has a known allergy but forgot his or her EpiPen

The law provides specific liability protections for school personnel and prescribing physicians regardless of whether a student has an EpiPen prescription on file with the school (105 ILCS 22-30 (c)).

***** Asthma: Illinois Asthma Episode Emergency Response Protocol-see school nurse**

XII. STUDENT FEE WAIVER POLICY (P.S. 86-195)

The Chester Unit School District Board of Education established the following guidelines concerning fee waivers:

- A. Fees covered – 1)** All fees and deposits for the use of school property, such as locks, towels, laboratory fees and book rentals. **2)** Charges for field trips made during school hours, or after school hours if the field trip is required. **3)** Charges or deposits for uniforms or equipment related to varsity, intramural sports and fine arts programs.
- B. Fees Not Included: 1)** Library fees and other charges made for the misuse, damage or destruction of property including books, locks, towels, laboratory equipment, and building and grounds equipment. **2)** Charges for yearbook, picture, graduation and/or promotion supplies, and similar items. **3)** Charges for optional travel undertaken by a school club or group. **4)** Charges for admission to school dances, athletic events and other social activities. **NOTICE: Checks will not be accepted for some school fees. They will be cash only. Teachers will notify parents well in advance when cash only is required.**
- C. Standards to Determine Eligibility: 1)** Fees waived for students who qualify for free lunches or breakfast. **2)** Students qualifying for reduced lunches will receive a prorated reduction in school fees based on the prorated cost of reduced lunches to full cost lunches. **3)** Parents of students may be eligible for fee waivers if the parent can substantiate a loss of income due to: a) severe family illness b) severe family injury c) Unusual expenses due to flood, fire, storm damage or other similar emergency situations.
- D. Notification to Parents:** The District's Waiver Policy will be made a part of the student handbook distributed to each parent when they enroll their children.
- E. Application Procedure:** Approved free and/or reduced lunch applications will automatically qualify all students in the family. Parents wishing to apply due to an emergency situation should do

so in the form of a brief letter addressed to the Superintendent of Schools.

F. Procedures for resolving Disagreements:

1) The District Office will notify all parents within 30 days of the first day of school if their request has been denied. **2)** Parents may appeal the decision to deny the request within 30 days. Parents have the right to meet with the District Superintendent in order to explain why the fee waiver should be granted. If the appeal is denied, then the District shall mail a copy of its decision to the parents and the reason for the denial shall be stated. **3)** No fee shall be collected from any parent who is seeking a fee waiver in accordance with this policy until the appeal process has been completed. **4)** The parent may appeal the District superintendent's decision to the School Board at the next regular board meeting.

XII. GLOSSARY

ASSAULT – physical abuse of another, but not mutual combat.

BATTERY- Use of excessive force causing serious bodily harm to another person.

BEHAVIORAL CONTRACT – Formal or informal agreement between a student, teacher, and parent stating behavioral expectations and positive and negative consequences. Usually in written form.

BULLYING – Bullying occurs when one or more children repeatedly hurt another child through words or actions. Bullying may involve direct physical actions or verbal assaults such as teasing or name calling. Bullying also includes threats, intimidation, browbeating and harassment. Bullying is unacceptable and will be considered an infraction of school policy.

CLASSROOM BEHAVIORAL MANAGE-MENT PLAN – A plan developed by teachers and students that outlines classroom rights and responsibilities. The plan should be submitted to building administration.

CONFERENCE – A meeting involving the student, parent, counselor, support personnel and/or administration.

CORPORAL PUNISHMENT – Inflicting bodily harm upon an individual for disciplinary purposes. Corporal punishment is expressly prohibited throughout Chester Public Schools. However, reasonable force to prevent bodily harm to one's self or others is not prohibited.

DAMAGE TO PROPERTY – Causing damage to or defacing school or property of others.

DEROGATORY REMARK – Use of religious, handicapped sexual, ethnic, or racial slurs, pictures, objects, gestures, etc.

DETENTION – Keeping a student before or after regular school hours for a reasonable time or detaining a student during school hours, such as lunch time.

DISCRIMINATORY CONDUCT – Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, or racial individual group.

DISOBEDIENCE – Refusal or failure to comply with a direction or instruction of a staff member.

DISTRACTION – Actions that divert the concentration or attention of others.

DRUGS/ALCOHOL – Selling, giving, possessing, having under one's control, or using any controlled substance of alcoholic beverage; possession or control means on one's person or in a locker, car, desk or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs.

DRUG, LOOK-ALIKE – Distribution of any substance represented to be a drug or alcohol.

ELECTRONIC DEVICES – Use or possession of any electronic or communication device such as pagers, boom-boxes or cellular phones. The use of electronic devices such as walkman radios or hand held games is at the discretion of the school site administration.

EXPLOSIVES – Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

EXPULSION – The permanent exclusion of a student from school attendance and school activities for a period of time as determined by the Board of Education. The Board may expel a student up to two school years. A student found to have brought a weapon (firearm) to school shall be expelled for not less than one calendar year.

EXTORTION – forcing another to act against his/her will; taking property from a person by force or threat of force.

FALSE IDENTIFICATION/FORGERY – Using another person's name or identification as one's own.

FIGHTING – The exchange of mutual physical contact, such as pushing shoving and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

FIRE ALARMS – Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers on school property.

FIREWORKS/INCENDIARY OBJECTS – Use, possession, or sale of firecrackers, smoke bombs, matches, lighters and similar materials.

GAMBLING – Playing any game of skill or chance for money or anything of value.

GANGS, RELATED BEHAVIOR – Participating in any activity that serves to advertise or promote gang activity, including the wearing and display of jewelry, clothing, signs, or other indication of a gang.

GROUP VIOLENCE – More than one student on a side engaging in physical contact to inflict harm or inciting others to do so.

HARMFUL OBJECTS – Possession of any device, object, or substance that can be reasonably considered sufficient to cause serious harm.

HAZING – Disturbing consistently, by pestering or tormenting.

IN-SCHOOL SUSPENSION – To remove a student from his/her regular class schedule for a designated time; student is supervised in a specific room within the building.

INATTENTION – Not engaged in the lesson.

INDECENT GESTURE – Making gestures which convey a grossly offensive obscene or sexually suggestive message.

LITTERING – Throwing or scattering debris in improper locations.

OBSCENITY/PROFANITY – Language, conduct or behavior offensive to accepted standards of decency and modesty.

OFFENSIVE MATERIALS – Displaying or distributing materials that are patently offensive sexually, racially or religiously.

OUT OF SCHOOL SUSPENSION – A student may not attend school or school-sponsored activities for a period of up to ten days.

PEER MEDIATION – An approach to resolve conflict in which individuals talk uninterrupted so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion.

RESTITUTION – There are two types of restitution: 1) Repair or replacement of property, or to pay the reasonable cost of repair or replacement; 2) A process for solving a problem and repairing relationships.

RECKLESS BEHAVIOR – Behavior that is a danger to self or others.

SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body.

SEXUAL MISCONDUCT – Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggesting, or obscene message or a person's gender, that have the effect of embarrassment, discomfort, or a reluctance to participate in school activities.

STOLEN PROPERTY, POSSESSION OF – Having in one's possession or under one's control property which has been stolen, or possession without permission of property belonging to another.

TEMPORARY ALTERNATIVE PLACEMENT – Sending a student to a supervised alternative location for a short period of time.

THEFT – Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission.

THREATS/INTIMIDATION – An expression of word or deed to inflict pain, injury, damage or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

TOBACCO, USE/POSSESSION – Use or possession of tobacco in any form at school or school-sponsored activities.

TRESPASSING – Entering any school facility or onto school property without proper authority, includes any school entry during a period of suspension or expulsion. Trespassing also includes entering a school other than where a student is registered.

VANDALISM – intentionally or recklessly causing damage to or defacing school or property of others, or such action causes disruption of educational process and/or school activities.

VERBAL ABUSE – Offensive language or behavior directed toward staff or student.

EXTRA-CURRICULAR – Relating to officially or semi-officially approved student activities (as athletics) connected with school and usually carry no academic credit.

DCFS DISCLAIMER

All school employees or anyone working with school children are required by State Law to report any evidence of child abuse, neglect or other suspicions that may endanger the well being of a child. It is not this individual's responsibility to investigate or evaluate the situation, only reasonable cause. If it is suspicious, it should be reported.

HANDBOOK DISCLAIMER

This handbook is not intended to create a contractual relationship with student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct).

CHESTER COMMUNITY GRADE SCHOOL

(Sign and return this form to school)

STUDENT HANDBOOK COMPLIANCE FORM

I have read the Chester Community Grade School Student Handbook. I understand my (child's) right and responsibilities as outlined in the handbook. I (my child) also agree(s) to abide by the rules and regulations stated in the handbook.

Student's Name or Signature _____

Grade _____

Parent's or Legal Guardian's Signature _____

RIGHT TRACK TRUANCY

I have read the Right Track truancy information. I understand that there have been changes to the attendance policy.

Student's Name or Signature _____

Grade _____

Parent's or Legal Guardian's Signature _____

CELL PHONES

Cell phones are not allowed to be used while you are under the supervision of the school personnel (7:30 – 3:45). During school hours (8:05 – 3:06), cell phones must be turned off and not visible. Phones and other electronic devices may be accessed during school hours at teacher discretion. If you need to call home during these times because of an emergency, you must have permission from school personnel on duty and remain with them while the call is being made.

1st Consequence – Phone is turned into the office. Student must meet with office personnel at the end of the day to get the phone. A lunch detention will be assigned.

2nd Consequence – Phone is turned into the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent and a 30 minute after school detention will be given.

3rd Consequence – Phone is turned into the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent. An in-school supervision will be given.

4th Consequence – Phone is turned in to the office. Student must meet with office personnel at the end of the day to get the phone. A call will be made to the parent. Two in-school supervisions will be given.

Sexting/Texting/Pornography – Phone will be turned over to the parents or police.

*****CGS assumes no responsibility for the loss, theft, or damage to all electrical devices, including cell phones, cell phone accessories, etc. and no effort will be made to search for or retrieve them**

Student's Name or Signature _____

Grade _____

Parent's or Legal Guardian's Signature _____