

Chester High School

Student/Parent Handbook



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2026-2027

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Daily Bell Schedule

Passing Period: 4 min

CHS 2026-2027 Schedule

Period	Start	End	Min
1	7:55:00 AM	8:40:00 AM	0:45:00
	8:40:00 AM	8:44:00 AM	0:04:00
2	8:44:00 AM	9:29:00 AM	0:45:00
	9:29:00 AM	9:33:00 AM	0:04:00
3	9:33:00 AM	10:18:00 AM	0:45:00
	10:18:00 AM	10:22:00 AM	0:04:00
4	10:22:00 AM	11:07:00 AM	0:45:00
	11:07:00 AM	11:11:00 AM	0:04:00
5 Lunch	11:11:00 AM	11:41:00 AM	0:30:00
5	11:11:00 AM	11:56:00 AM	0:45:00
6 Lunch	12:00:00 PM	12:30:00 PM	0:30:00
6	11:45:00 AM	12:30:00 PM	0:45:00
	12:30:00 PM	12:34:00 PM	0:04:00
WIN	12:34:00 PM	1:17:00 PM	0:43:00
	1:17:00 PM	1:21:00 PM	0:04:00
7	1:21:00 PM	2:06:00 PM	0:45:00
	2:06:00 PM	2:10:00 PM	0:04:00
8	2:10:00 PM	2:55:00 PM	0:45:00

CHS 2026-2027 Early Release Schedule

Period	Start	End	Min
1	7:55:00 AM	8:34:00 AM	0:39:00
	8:34:00 AM	8:38:00 AM	0:04:00
2	8:38:00 AM	9:17:00 AM	0:39:00
	9:17:00 AM	9:21:00 AM	0:04:00
3	9:21:00 AM	10:00:00 AM	0:39:00
	10:00:00 AM	10:04:00 AM	0:04:00
4	10:04:00 AM	10:43:00 AM	0:39:00
	10:43:00 AM	10:47:00 AM	0:04:00
5 Lunch	10:47:00 AM	11:17:00 AM	0:30:00
5	10:47:00 AM	11:26:00 AM	0:39:00
6 Lunch	11:30:00 AM	12:00:00 PM	0:30:00
6	11:21:00 AM	12:00:00 PM	0:39:00
	12:00:00 PM	12:04:00 PM	0:04:00
7	12:04:00 PM	12:43:00 PM	0:39:00
	12:43:00 PM	12:47:00 PM	0:04:00
8	12:47:00 PM	1:26:00 PM	0:39:00

Students are to enter through the designated door and remain in Colbert Gymnasium or cafeteria until the bell rings at 7:50 a.m. No students are to be in the hallways prior to 7:50 a.m. There is no student entry through the office doors until 7:55 a.m.

Chester Community Unit School District 139 - Official School Calendar 2026-2027

July 2026						August 2026						September 2026						October 2026					
M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F	
			1	2	3		3	4	5	6	7		1	2	3	4	5				1	2	3
6	7	8	9	10			10	11	12	13	14		7	8	9	10	11		5	6	7	8	9
13	14	15	16	17			17	18	19	20	21		14	15	16	17	18		12	13	14	15	16
20	21	22	23	24			24	25	26	27	28		21	22	23	24	25		19	20	21	22	23
27	28	29	30	31			31						28	29	30				26	27	28	29	30
0						13						21						19					
accumulated 0						accumulated 13						accumulated 34						accumulated 53					
November 2026						December 2026						January 2027						February 2027					
M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F	
				6	5						4					1	0		1	2	3	4	5
9	10	11	12	13	4	7	8	9	10	11	5	4	5	6	7	8	4	8	9	10	11	12	
16	17	18	19	20	5	14	15	16	17	18	0	11	12	13	14	15	5	15	16	17	18	19	
23	24	25	26	27	3	21	22	23	24	25	0	18	19	20	21	22	4	22	23	24	25	26	
30					1	28	29	30	31		0	25	26	27	28	29	5						
18						14						18						19					
accumulated 71						accumulated 85						accumulated 103						accumulated 122					
March 2027						April 2027						May 2027						June 2027					
M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F		M	Tu	W	Th	F	
				5	5					1	2						5		1	2	3	4	5
8	9	10	11	12	4	5	6	7	8	9	5	10	11	12	13	14	5	7	8	9	10	11	
15	16	17	18	19	5	12	13	14	15	16	5	17	18	19	20	21	0	14	15	16	17	18	
22	23	24	25	26	4	19	20	21	22	23	5	24	25	26	27	28	0	21	22	23	24	25	
29	30	31			2	26	27	28	29	30	5	31					0	28	29	30			
20						22						10						0					
accumulated 142						accumulated 164						accumulated 174						accumulated 174					

Aug 11	Teachers' Institute Day
Aug 12	Teachers' Institute Day
Aug 13	Early Dismissal - First Day of Student Attendance
Aug 14	Early Dismissal - School Improvement Day
Aug 21	Early Dismissal - School Improvement Day
Aug 28	Early Dismissal - School Improvement Day
Sep 4	Early Dismissal - School Improvement Day
Sep 7	NO SCHOOL - Labor Day
Sep 11	Early Dismissal (11:30) - School Improvement Day
Sep 18	Early Dismissal - School Improvement Day
Sep 25	Early Dismissal - School Improvement Day
Oct 2	Early Dismissal - School Improvement Day
Oct 9	NO SCHOOL - Teachers' Institute Day
Oct 12	NO SCHOOL - Columbus Day
Oct 16	Early Dismissal - School Improvement Day
Oct 16	End of First Quarter (44 days)
Oct 20	Early Dismissal - Parent/Teacher Conferences
Oct 22	Early Dismissal - Parent/Teacher Conferences
Oct 23	NO SCHOOL - Due to evening Teacher Conferences
Oct 30	Early Dismissal - School Improvement Day
Nov 6	Early Dismissal - School Improvement Day
Nov 11	NO SCHOOL - Veterans' Day
Nov 13	Early Dismissal (11:30) - School Improvement Day
Nov 20	Early Dismissal - School Improvement Day
Nov 25	Early Dismissal - Thanksgiving Break
Nov 26	NO SCHOOL - Thanksgiving Day
Nov 27	NO SCHOOL - Thanksgiving Break
Dec 4	Early Dismissal - School Improvement Day
Dec 11	Early Dismissal - School Improvement Day
Dec 16	Early Dismissal - School Improvement Day/Exams
Dec 17	Early Dismissal - School Improvement Day/Exams
Dec 18	Early Dismissal - Christmas Break
Dec 18	End of Second Quarter (41 days)
Dec 21-Jan 1	NO SCHOOL - Christmas Break
Jan 4	NO SCHOOL - Teachers' Institute Day
Jan 8	Early Dismissal - School Improvement Day
Jan 15	Early Dismissal - School Improvement Day
Jan 18	NO SCHOOL - Martin Luther King Jr Day
Jan 22	Early Dismissal - School Improvement Day
Jan 29	Early Dismissal - School Improvement Day

Feb 5	Early Dismissal - School Improvement Day
Feb 12	Early Dismissal (11:30) - School Improvement Day
Feb 15	NO SCHOOL - Presidents' Day
Feb 19	Early Dismissal - School Improvement Day
Feb 26	Early Dismissal - School Improvement Day
Mar 5	Early Dismissal - School Improvement Day
Mar 5	End of Third Quarter (42 days)
Mar 8	Early Dismissal - Evening Parent/Teacher Conferences
Mar 11	Early Dismissal - Evening Parent/Teacher Conferences
Mar 12	NO SCHOOL - Due to evening Teacher Conferences
Mar 19	Early Dismissal - School Improvement Day
Mar 25	Early Dismissal - Spring Break
Mar 26	NO SCHOOL - Spring Break
Mar 29	NO SCHOOL - Spring Break
Apr 2	Early Dismissal - School Improvement Day
Apr 9	Early Dismissal (11:30) - School Improvement Day
Apr 16	Early Dismissal - School Improvement Day
Apr 23	Early Dismissal - School Improvement Day
Apr 30	Early Dismissal - School Improvement Day
May 7	Early Dismissal - School Improvement Day
May 12	Early Dismissal - School Improvement Day
May 13	Early Dismissal - School Improvement Day
May 14	Early Dismissal (11:30) - School Improvement Day
May 14	End of Fourth Quarter (47 days)
May 21	Last Day of Student Attendance
May 31	NO SCHOOL - Memorial Day

PUPIL ATTENDANCE DAYS	174
APPROVED INSTITUTE DAYS	4
P/T CONFERENCE DAYS	2
EMERGENCY DAYS	5
TOTAL DAYS	185

Calendar Legend

	School Holiday
	Students not in Attendance
	Teachers Institute/Workshop
	Early Dismissal - School Improvement Day will be 11:30 dismissal
	Early Dismissal (1:30 dismissal)
	No School due to prior Parent/Teacher Conferences
	Early Dismissal - School Improvement Day will be 1:30 dismissal
	Emergency Day
	Last Day of School

Early Dismissal Times

Parochial Schools	1:30 pm
Grade School	1:26 pm
High School	1:30 pm

Emergency Days

1 used add	May 17
2 used add	May 17, 18
3 used add	May 17, 18, 19
4 used add	May 17, 18, 19, 20
5 used add	May 17, 18, 19, 20, 21

Chapter 1: Introductory Information & General Notices

Welcome

The administration and staff would like to take this opportunity to welcome you to Chester High 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. This handbook is a summary of Chester High School's rules and expectations, and is not a comprehensive statement of school policies and procedures. The policies herein coincide with CCUSD #139's Board of Education Policies and Procedures. The CCUSD #139 Board of Education does not intend to limit its ability, nor the ability of its administrators, and/or faculty to respond to situations which are not specifically addressed herein, and agrees that the administration may need to make supplemental rules when certain situations arise. The Board of Education's comprehensive policy manual is available for public inspection at the high school principal's office and the Unit office, located at:

CCUSD #139 Unit Office
1940 Swanwick Street
Chester, IL 62233
Phone: (618) 826-4509

The CCUSD #139 Board of Education, 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. Development of self-discipline (responsibility for one's actions) and citizenship in democracy are required for success in a democratic society and public school setting. Every Chester High School (CHS) student will be afforded the opportunity to develop self-discipline and exhibit standards of good citizenship, respect for the rights of others, through cooperation with all members of the school community.

Vision Statement

Chester 139 will be a thriving, inclusive district where every individual is empowered to achieve their full potential. Through strong partnerships, innovative learning, and a safe supportive environment for all. We will inspire learners to grow, lead, and positively contribute to having a lasting impact on their community and society as a whole. (Adopted 2026.)

Mission Statement

In partnership with families and the community, we foster a supportive environment where every student is valued. We nurture, challenge, and empower everyone to grow with respect, pride, and purposes. Ensuring success in learning, career readiness, and life. (Adopted 2026.)

Educational Philosophy & Objectives

Chester Community Unit School District #139, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. The partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. Chester Community Unit School District #139 is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal management practices. (Adopted December 19, 2006.)

The CCUSD #139's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

- Foster students' self-discovery, self-awareness, and self-discipline.
- Develop students' awareness of and appreciation for cultural diversity.
- Stimulate students' intellectual curiosity and growth.
- Provide students with fundamental career concepts and skills.
- Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
- Help each student strive for excellence and instill a desire to reach his or her potential.
- Encourage students to become lifelong learners.
- Provide an educational climate and culture free of bias of any type.

(Adopted January 15, 2009.)

Board of Education

The School Board governs the school district, and is elected by the community. The Chester Community Unit School District #139 (CCUSD #139) Board of Education members are:

Debi Caraway, President

Matt Davitz, Vice President

Charles Fricke, Secretary

Barb Coffey

Chad Ebers

James Krieg

Shannon Wolff

Administration

The School Board has hired the following administrative staff and faculty to operate the school:

Mrs. Kimberly Briggs, Superintendent

Mr. Jeremy Blechle, Principal

Mrs. Robin Barton, Assistant Principal

Ms. Shirley Stegmann, Curriculum Director

Mrs. Jenny Cartwright, Athletic Director

Faculty and Staff

A complete listing of our Faculty & Staff is published on the high school website. Comments or concerns regarding any student's academic experience should initially be directed to the classroom teacher or school counselor. This can be accomplished by contacting the Principal's Office (618-826-2302). An Administrative Assistant will transfer incoming calls to the appropriate teacher's voicemail, or take a message. Teachers will return phone calls at their earliest convenience. Parents may also email teachers through the CHS website and/or visit Teacherease for detailed grade and class assignment information.

ALL members of the faculty have a responsibility to uphold the rules of the school. This faculty authority applies to all activities, during the school day and during all school sponsored activities.

Residency Requirement

At the time of registration, parents will be asked to certify and provide evidence that their student resides within the boundaries of CCUSD #139 and meets statutory requirements for attendance at CHS. Parents will be asked to provide proof of residency and eligibility to attend. Fraudulent enrollment will result in the student's removal from school and legal action to recover per diem attendance costs as well as legal expenses incurred.

Restrictions on Enrollment

Re-enrollment shall be denied to individuals 19 years of age or older who have dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his/her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to an alternative educational program that may lead to graduation or receipt of a GED Diploma.

Transfers

Students who plan to discontinue their attendance at CHS, for any reason, shall inform the Main Office and Student Services Office staff so the appropriate paperwork may be completed. All school fees must be paid before a transfer will be approved.

Closed Campus Policy

CHS operates on a closed-campus policy. Once a student has arrived on school property, s/he may not leave during the school day without permission from the Principal's Office. Students may not order food from outside dining establishments nor have a friend, relative, etc. deliver such items.

Before & After the School Day

This policy applies to students who ride the bus, are dropped off, or who walk to school. Once a student arrives on school grounds, s/he may not leave until dismissed. Students are not permitted to leave campus, or cross the street and loiter on private property. Students who arrive at school before 7:50 am, must wait in Colbert Gym until the bell rings. Students may eat breakfast in the cafeteria.

Students who ride the bus home, after the school day, will wait in Colbert Gym for the bus.

Hall Traffic & Elevator Usage

Students are not permitted to be in the hallways or between the buildings while classes are in session unless a pass is issued by a teacher or a member of the office staff. All students in the hallway during class periods will be required to have their pass with them. The elevators in the building are to only be used by students with office permission and high school employees.

Library & Media Center

CHS provides an organized collection of resources that circulate to students and staff in order to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research. Computer labs are available for student use during class periods or under adult supervision. All students shall

abide by the CHS Internet Acceptable Use Policy. Chromebook Care: Students are responsible for the general care of the Chromebook they are issued.

1. Only use the chromebook when allowed by the teacher.
2. New cases have a pocket on them and there are only items allowed in the pocket: Writing utensils, a calculator, and a Yondr with a cell phone.
3. Bring chromebooks to school fully charged. Students need to be responsible and charge their chromebooks at home.
4. Students will only pick up their chromebooks from the base and not pick them up from the screen.
5. Chromebooks can only be transported in the case that is provided. At no time will chromebooks be allowed to be transported in anything other than the case provided.
6. Do not stack items on top of the chromebook. The chromebook is not allowed to bear any other weight than the case.
7. Do not decorate the chromebook with stickers.
8. Do not deface the chromebook in any way. (carving, etching, leaving it in the heat or cold temperatures)
9. Chromebooks must be sent through the help desk for every repair. No outside repairmen can work on the chromebook.
10. Do not charge external devices from the chromebook. (Phones, Ipads, Ipods, etc...) Chromebooks will be returned at the end of each school year for summer maintenance.

Telephone Calls

Telephone calls may be made to the school office at 826-2302 between the hours of 7:30 am and 4:00 pm. The office is not open on Saturdays, Sundays or holidays. Only messages of an urgent nature will be delivered to students.

TeacherEase

CHS provides TeacherEase, free of charge, to aid parents/guardians for staying up to date on their student's course assignments, academic progress, grades & attendance etc. TeacherEase can be accessed by visiting the website: <https://www.chester139.com>. CHS students are assigned a TeacherEase login and password upon enrollment, contact the Principal's Office regarding information. It is recommended that students and parents check their TeacherEase "Home" screen daily for messages and announcements.

Visitors

All visitors, including parents and siblings, are required to enter through the main entrance of the building. Visitors should identify themselves and inform office personnel of their reason for visiting CHS. All visitors will be required to sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Office Entrance to sign out before leaving school grounds.

Any/all former CHS students wanting to visit with CHS teachers must make an appointment. Walk-in visits are not allowed. Please contact the teacher via their CHS email address (firstname.lastname@chester139.com) to arrange a date and time that is convenient for the CHS teacher.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Equal Opportunity & Sex Equity

Equal educational and extracurricular opportunities are available to all CHS students, without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Students who believe that they have been discriminated against, may file a discrimination grievance, and/or sex equity complaint following the guidelines in the Uniform Grievance Procedure stated in this section.

Title IX

District Coordinator for Title IX:
Kimberly Briggs, Superintendent
1940 Swanwick St.
Chester, IL 62233
(618) 826-4509

Grievance for students and staff in accordance with Title IX should be made in writing to Kimberly Briggs.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Emergency School Closings

In cases of bad weather and other local emergencies, students and parents/guardians will be notified via the automated message system. Additional announcements may also be on St. Louis TV stations Channel 2, 4, and 5. If school is dismissed early for an emergency, all after-school functions may also be canceled.

E-Learning

Refer to the CUSD 139 website for the E-Learning policy.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. GoGuardian is used to monitor appropriate computer usage. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Parents/guardians may not be privy to viewing or listening to any video or audio.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or CHS Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Section 504

District Coordinator for Section 504:
Kimberly Briggs, Superintendent
1940 Swanwick St.
Chester, IL 62233
(618) 826-4509

Grievance for students and staff in accordance with Section 504 should be made in writing to Kimberly Briggs.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the CHS Principal at (618) 826-2302.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the CHS principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school counselor's office.

Student/Parent Rights & Responsibilities

Students are expected to respect constituted authority as they strive to develop self-discipline and exhibit standards of good citizenship. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students. Conduct of all CHS students shall reflect consideration for the rights and privileges of others. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained at all times, in addition to respect for real and personal property, pride in one's work and achievement within one's ability.

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.

Student Rights

- To attend school.
- To appropriately dress in such a way as to express personality. (see Dress Code Policy)
- To appropriately & respectfully express his/her opinion verbally or in writing.
- To expect the school to be a safe, drug free, place for all students to gain an education.
- To be represented by an active student government selected by free school elections.

Student Responsibilities

- To become informed of and adhere to reasonable rules and regulations established by the local board of election and implemented by school administrators and teachers.
- To respect the rights and individuality of other students and school administrators and teachers.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- To be punctual and present in the regular or assigned school program to the best of one's ability.
- To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- To report issues relative to school safety to school personnel. This includes knowledge of weapons, drugs, threats to do harm to students, staff, or the school or its property.

Parent Responsibilities

- Encourage and model positive attitudes toward school.
- Monitor student's school attendance & encourage them to be on time, every day, well rested and prepared to actively engage in learning.
- Read CHS Handbook and encourage students to follow the rules and regulations of the school by reading and abiding by the CHS Student/Parent Handbook.
- Work with students to schedule a specific time to complete homework on a daily basis.
- Provide a quiet, well-lit study area with supplies necessary to study and complete homework.
- Contact classroom teachers directly regarding any concerns, as often as necessary.
- Sign and return all papers that require signatures.
- Monitor student grades in the web-based grading system.
- Participate, as appropriate, in decisions relating to the student's education and positive and productive use of extracurricular time.
- Ensure students are dressed according to the school's dress code.

Multi-Tiered System of Supports (MTSS)

MTSS is a process regarding student success that combines both academic and behavioral aspects. The academic side is often defined as “Response to Intervention” (RTI), while the behavioral side can be defined as “Positive Behavioral Intervention & Supports” (PBIS).

Positive Behavior Interventions and Supports (PBIS)

PBIS is a system for improving student behavior. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, library, MPR, and hallways) to help create a safe and effective learning environment. Here at Chester, we are committed to teach, reinforce, and acknowledge appropriate student behaviors.

What I Need (WIN)

Students may be selected to receive interventions in reading, math, and behavior. Eligibility is based on benchmark tests, which are given three times per year, and teacher recommendations. Students are re-evaluated annually. Any questions regarding eligibility should be referred to the school administration.

Tutoring

Tutoring is offered after school every Tuesday and Thursday for students who are failing or have been recommended by a teacher. A bus for students who need transportation is available. Transportation requests must be made on the first day of the week.

Title I

Chester Community Unit School District #139 participates in a Title I program. Students may be chosen to participate in the Title I program, which is designed to supplement reading and math instruction. Eligibility is based upon test scores and teacher recommendations. Students are re-evaluated annually. Any questions regarding eligibility should be referred to the Title I teacher or school administration.

McKinney-Vento Education for Homeless Children

District Homeless Liaison:

Danielle Conway

650 Opdyke St.

Chester, IL 62233

(618)826-2354

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

"Homeless person, child or youth" includes, but is not limited to, any of the following:

1. An individual who lacks a fixed, regular, and adequate nighttime place of abode.
2. An individual who has a primary nighttime place of abode that is:
 - A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - B. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. A public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please contact the School Homeless Liaison with questions regarding the education of homeless students.

Chapter 2: Attendance, Promotion, and Graduation

Attendance

CHS is committed to the idea that every student should attend each class, every day, and Illinois law requires compulsory school attendance.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. Students may not attend night activities if they are not in attendance at school during the day with an exception of a mental health day.

Excused Absences

- Personal illness or hospitalization
- Behavior or mental health
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Medical appointments
- Court appearance verified by written summons
- Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Anticipated absences approved by administration
- Out of school suspension (contact Principal regarding make-up work options)

Pre-arranged (excused absences) must be approved by an administrator. Students must complete a Pre-Arranged Absence Form through the Principal's Office at least three (3) days in advance of the anticipated, pre-arranged absence.

The school may require documentation explaining the reason for any student's absence, whether excused or unexcused.

Unexcused Absences (Examples include but are not limited to)

- Skipping school
- Missing the bus
- Failure to bring a required note upon returning to school pursuant to the associated policy
- Car trouble
- Oversleeping

A parent/guardian who knowingly permits a student to miss school without a valid reason, or who gives false information regarding the student's absence, may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Students who are absent from school will not be allowed to attend school events later in the day, or over the weekend, following a Friday absence.

School Notification Procedure

In the event of any absence, the student's parent or guardian is required to call the school at 618-826-2302 (ext. 2205) before 8:00 a.m. to explain the reason for the absence.

If a call has not been made to the school by 8:30 am on the day of a student's absence, an automated phone call from our automated system will be made to inform parents that their child(ren) is not present. If the parent or guardian cannot be contacted, upon returning to school, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to supply a parental/professional note after 3 days shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Absences After the Tenth Cumulative Absence

A well-regulated school must insist upon regular and punctual attendance of students. The admittance to and the continued attendance in public school is a privilege, dependent upon compliance with the laws of Illinois and the rules and regulations of the CCUSD #139 Board of Education. Irregular attendance leads to loss of interest, below ability or failing course work, and discouragement. The responsibility for a student to be a regular and punctual citizen rests upon the student and the parents. Punctuality is important to success in high school, college, or on the job later in life. It is expected that students will be in class on time, every day, unless they have a valid cause to be absent.

In the event that a student's absences should become excessive, parents will be notified. If the poor attendance pattern continues, the student will be required to provide verification from a physician to excuse any and all future absences and/or tardies to school. Students who are required to have a doctor's verification must submit the documentation to the Principal's Office on the day the student returns to school, or not later than three days following the absence, if the documentation is not immediately available.

Poor attendance patterns that continue following initial interventions and parent contact will result in the involvement of the Regional Office of Education and the local authorities.

On the tenth cumulative daily absence during the school year, Parents/Guardians will be notified by letter that their student will be required to present a professional appointment note for verification in order to receive an excused absence for any absence that occurs after the date of the notification. No professional notes will be accepted after three (3) days from the date of the 10th absence.

Five mental health days will **not** be included in the ten cumulative daily absence total. At the request of a parent, a mental health day will be an excused absence caused by illness being required to include the mental or behavioral health of the student for up to 5 days for which the student need not provide a medical note. After the second day, the student may be referred to the appropriate school support personnel.

Appeal Process for Absences After Tenth Cumulative Absence

If a parent/guardian feels that the number of absences is unjustified, the parent/guardian has the right to appeal this decision. This appeal must be made to the principal within three (3) school days of receiving the notice of required verification for absence. Parent/Guardian can fill out the Google Absences Appeal Form for an administrative process.

Truancy Program

Students who are chronic truants (absent without valid cause for 5% or more of the previous 180 regular attendance days) will be offered support services and resources aimed at correcting the truancy issue. Support services will fall under the guidelines set forth by the Regional Office of Education. Students may also be subject to a monetary fine or community service per the 20 Randolph County Truancy Ordinance. A copy of the Randolph County Truancy Ordinance is available in the principal's office.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy office
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Release Time for Religious Instruction and Observance

CHS students who are unable, because of the observance of a religious holiday, to attend classes on a particular day or days or at a particular time of day will be excused from any examination or any study or work assignments on such particular day or days or at such particular time of day. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

College Day

A college day is NOT considered an absence from school as long as all of the appropriate paperwork is approved and submitted as per the stated policy. College Days must be arranged through the Principal's Office and at least three days in advance.

- Seniors are allowed two (2) college/trade school visitation days per year.
- Juniors are allowed two (2) college/trade school visitation days during second semester.

A College Visit Day Form & Verification Form must be completed. The completed Verification Form is due to the Principal's Office no later than three (3) school days after the college day is taken, or the College Visit Day will be considered an excused absence (or unexcused if the student has reached the 10 day excused threshold.)

Job Shadowing

Students who participate in a Job Shadowing experience are NOT considered absent from school, as long as all of the appropriate paperwork is approved and submitted, as per the stated policy. Job Shadowing days must be arranged through the Principal's Office and at least one week in advance.

- Students are allowed one (1) Job Shadowing day per year, unless the experience is arranged by a member of the faculty in relation to a course objective.

A Job Shadowing Form & Verification Form must be completed. The completed Verification Form is due to the Principal's Office (and classroom teacher if applicable) one week following the Job Shadowing experience date, or one week after the final day of the job shadowing experience arranged for a course. Students who fail to abide by this policy will receive unexcused absences for all Job Shadowing days.

Home & Hospital Instruction (Homebound)

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences between appropriate school personnel, parent(s)/guardian(s), and hospital staff will be held to coordinate course work and facilitate the student's return to school.

For information on home or hospital instruction, contact the Principal.

Illness During the School Day

Students who become ill during the school day and are sent home by the nurse or administration, must follow the same procedure upon returning to school as other students who have been absent. No student, ill or otherwise, is permitted to leave school unless he/she secures permission from the office and signs the sign-out sheet. Permission will not be granted without first contacting Parents/Guardians through the office. Students who violate this procedure will receive an unexcused absence and Alternative Classroom for skipping school.

Tardy Policy

The tardy bell rings to signal the beginning of each class period. Tardiness is excusable under the following limited circumstances:

- If a student is detained by a teacher/office staff and has a pass from that person.
- Unique situations with administration approval.

Any other reason for tardiness not included above is deemed an "unexcused tardy."

The following tardy policies are per semester:

Tardy to School

Students who are more than 5 minutes tardy to school must report to the Main Office to receive a tardy pass to their first hour class.

- Attendance for students that sign-in before half of the class has passed is recorded as “Excused Tardy”.
- Attendance for students that sign-in after half of the class has passed is recorded as “Unexcused Absence”.
- Attendance for students that sign-in after 1st period (with no parent contact) is also recorded as “Unexcused Absence”.

Students in violation of this policy are subject to progressive, disciplinary interventions:

In order to effectively prepare students for their future and to encourage positive habits, we promote promptness. Students are allowed three total tardies for each semester. Students may be assigned further discipline, as determined by the administration, on a case-by-case basis.

Tardy to Class

Students who are tardy to any class, other than the 1st hour, shall proceed to their scheduled class. The classroom teacher will determine the validity of the student’s excuse for being late.

Students who accumulate more than three (3) tardies for each semester should be referred to the Administration for a conference and additional disciplinary consequences at the discretion of the Administration.

Make-Up Work

If a student’s absence is excused, s/he will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as s/he was absent to turn in the make-up work. All assignments that were assigned while the student was present in class are due the day the student returns. The student is responsible for obtaining assignments from his/her teachers.

Examples:

Missed Monday	1 day absent = All assignments are due on Wednesday at the beginning of class.
Missed Monday and Tuesday	2 days absent = Monday’s assignments are due on Thursday and Tuesday assignments are due on Friday at the beginning of class.

Parents may review TeacherEase for assignments and/or request homework to be collected through the Principal's Office on the day of the student’s absence, but should not expect that all teachers will have an opportunity to comply with the request on the same day. All requested homework may be picked up from the Principal's Office.

Make-up Work Policy for Students on Out-of School Suspension

Students who are placed on out-of-school suspension are still expected to complete the assignments, homework, quizzes, or tests completed/assigned on the day(s) of their suspension. Students will be given information that details how the student can contact his/her teachers in order to obtain the work. The student will have the same amount of days to turn in the make- up work as the number of days of the suspension.

Incomplete Semester Grades Due to Student Absences

All incomplete grades, resulting from one or more excused absences, must be made up within one week following the end of the semester. It is the responsibility of each student to make arrangements to complete all work. Incomplete final semester grades will be changed to zeros one week following the end of the semester.

Promotion & Grade Reports

Classification of Students

CHS students are placed in a particular class (e.g. senior, junior, sophomore, and freshman) on the basis of the year they entered high school for the first time, and progress as a group, through senior year.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading System & Standards

A	Excellent/progress superior to the minimum required in satisfactorily meeting the objectives of the class.
B	Exceeds/progress somewhat superior to the minimum required in satisfactorily meeting the objectives of the class.
C	Satisfactory/progress meets the objectives of the class.
D	Less than satisfactory. A student's work is not progressing at a rate that meets the objectives of the class. This indicates that the student is falling behind and may have difficulty progressing to the next level of difficulty within the class or to the next level in the subject. This grade is also a signal that the student may fail if corrective steps are not taken. This is the lowest possible passing grade.
P	Indicates that the student has worked consistently, but has not reached a level of achievement represented by a "D" grade. This grade is given to students who perform to the best of their ability on assignments, quizzes, and tests, and who display a cooperative attitude and consistent attendance. It is considered to be a passing grade.
F	Unsatisfactory progress; no credit will be awarded.
I	Incomplete. This letter grade is a temporary posting to indicate the required work has not been completed in a given class or classes due to extended excused absences. This grade is not given in cases of unexcused absences or in instances where students simply choose not to complete assignments.

Grading Scale

This grading scale is in effect for all CHS classes

Percentage Range	Letter Grade
100 - 90	A
90 - 80	B
80 - 70	C
70 - 60	D
59 and Below	F

Grade Calculation

The semester grade is the all-important grade. It is the grade that is used in calculating each student's grade point average (GPA) and is the one that is permanently recorded on transcripts. The semester grade is calculated as follows:

Running Semester Grade (85% or 80%)		Running Semester Grade (100%)
+ Semester Exam (15% or 20%)	OR	+ Semester Exam (Exempt)
Semester Grade		Semester Grade

Each semester grade is a separate grade providing 1/2 of the total credit for the course. Therefore, the grade received, as a first semester grade, has no direct effect on the grade earned as the second semester grade. Only semester grades accumulate credit towards meeting graduation requirements.

Weighted Grades

College Board Advanced Placement (AP) courses are weighted courses. A weight of 1.0 is added to the numerical value for the grade earned each semester in this course.

For example: If a student earned an A for the semester in an AP course, 1.0 is added to the numerical value of the A, 4.0, giving a total of 5.0.

Advanced Chemistry, and Calculus are also weighted courses. A weight of 0.5 is added to the numerical value for the grade earned each semester in these courses.

Weighted classes are only available to Juniors and Seniors. Students taking weighted courses must achieve a letter grade of "C" or better to receive any bonus on their GPA.

In order to earn a weighted grade for AP courses taken online, students must meet additional criteria. See the School Counselor for details on calculating weighted grades or GPA calculation.

Semester Exam Policy

All students are required to take semester exams unless they meet the requirements of the semester exam exemption policy. Examinations are to be confined to the posted examinations schedule. Semester exams are required for credit for all courses. Failure to take a semester exam unless otherwise addressed below (“self-exempting”), will result in receiving an “F” as the final semester grade for the course. Teachers are instructed not to allow students to leave early.

If a student cannot take a scheduled examination for good reason, the student’s parents must contact the Principal’s office in advance of the absence and obtain an Anticipated Absence Form which needs to be completed and returned (3) days before the scheduled exam.

Only students with excused absences will be given a make-up date and permitted to take the exams.

Semester Exam Exemption Policy

Each teacher holds the right to allow a student to be exempt from taking the semester exam in that particular class if the student is making a minimum of an “A-” grade. Teachers shall inform all students of their particular exemption policy within the first 3 days of the class. Teachers shall notify each student of his/her grade prior to the semester examinations date. The English, Math, and Science departments do not exempt any student from finals. Students who take the College Board AP Test will be exempt from the classroom semester exam.

NOTE: The decision to exercise the right to exempt students based on their academic standing is at the discretion of each individual teacher.

The following guidelines will apply to all exam policies:

1. Any student who receives an out-of-school suspension or two or more Alternative Classroom placements during the semester will be required to take all semester exams.
2. Any student who has two or more unexcused absences during the semester will be required to take all end-of-semester final exams.
3. Anyone who violates the academic dishonesty policy will be required to take the semester exam in that specific class for that school year. If a student violates the academic dishonesty policy more than once in either that class or a combination of classes, he or she will be required to take all semester exams for that school year.
4. After receiving an Unexcused Absence, the student must meet with the Assistant Principal.

Report Cards & Progress Reports

School report cards are issued electronically, by the Principal's Office, to students, every semester through Teacherease. Daily student progress (progress reports) can be viewed or emailed to you directly through Teacherease; parents/guardians who do not have internet access may contact the Principal's Office or Student Services Assistant in the Student Services Office to request a student progress report/report card. Parents/Guardians are encouraged to review progress reports weekly and make direct contact with teachers as often as necessary. It is the student's responsibility to check with teachers periodically regarding grades and progress status in each class. Students are encouraged to keep a written record of their test scores, daily work and participation points in all classes.

Credit Policy

- Students served in the CHS building must be enrolled in seven (7) classes each semester; seven (7) credits per year.
- A passing grade in both semesters of a full year course equals one credit; a passing grade in one semester equals ½ credit.
- Students must be enrolled in Physical Education unless a waiver or substitution is requested, in writing, by a parent or guardian and approved by the School Counselor or Principal. A passing grade in Physical Education will receive ½ credit per semester. PE waivers are available, based on Illinois State guidelines. See Physical Education Exemption Policy below or contact the School Counselor for more information.
- Credit earned in "Personal Finance" will meet the Illinois State Board of Education consumer education requirement.
- To meet the English/Language Arts graduation requirement, all students must successfully complete a first and second semester content course in English/Language Arts I, II, III, and IV. Rhetoric and Composition (1 credit) may be substituted for English IV (1 credit).
- Credit may not be awarded more than once for completion of the same course, and the same course may not be counted more than once toward fulfillment of the State requirements for graduation (with the exception of Construction, Concert Choir, Band, PE, and Swing Choir).
 - All transfer high school credits and/or approved summer school, correspondence, and/or online dual credit will be accepted for transfer pursuant to CHS credit and transcription policies and procedures.
- A student may not participate in graduation ceremonies unless they have completed all CHS Graduation Requirements, with the exception of students with Individualized Educational Plans (IEP's). A student with an IEP may participate in the commencement ceremony after completing four years of high school, and receive a Certificate of Completion pursuant to Brittany's Law (105 ILCS 5/14-16).
- Graduation requirements are subject to change by action of the Board of Education. Students should always verify current requirements with the School Counselor.
- Graduation requirements may be waived by the CCUSD #139 Board of Education in cases of unusual circumstances with the exception of those mandated by the Illinois State Board of Education.

Physical Education Exemptions

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

- Enrollment in a marching band program for credit;
 - Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
 - Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
 - Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
- 26 A student in grades 9 - 12 who is eligible for special education may be excused from physical education courses if:
- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
 - The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
 - The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Articulated Credit at Southwestern Illinois College (SWIC)

SWIC awards, at no cost to CHS students, articulated college credit when learning experiences at the secondary level of instruction duplicate those at the post-secondary level. Articulated credit enables students to save time, and money, in college, and avoid duplication of material already learned in high school. Articulated credit is awarded by SWIC but generally transferred to most colleges/universities. Students who wish to earn CHS and college credit must be, or turn sixteen (16) while enrolled in the class and sign the appropriate paperwork presented during the first month of class. Students wishing to take advantage of these courses must also meet SWIC placement requirements. See the CHS Curriculum and Career Planning Guide for the most current list of courses.

Credit for Alternate Courses & Program/Course Substitutions

Plans for earning credit outside of the CHS curriculum must be approved in advance by the Principal and/or School Counselor, as per established policy, and must be completed in accordance with the CHS school calendar, see the school counselor for more information. Student's permanent records will reflect where credits are earned under this policy. Corresponding examination papers etc. upon which credit is validated through this policy will be kept in the student's temporary file for a minimum of three years as evidence for recognition and accreditation agencies.

The following programs are currently utilized under this policy:

- Illinois Virtual School
- University of Missouri High School
- Southwestern Illinois College (online dual enrollment)
- Southwestern Illinois College High School Summer Academy

Maximum Allowable Credit for Credit Recovery Purposes

In accordance with Board Policy 6:310, a maximum of one (1) credit (2 courses) total of Alternative Courses and Programs/Course Substitutions, for credit recovery purposes, may be used to satisfy graduation requirements at CHS. This applies to students who have failed a CHS course required for graduation (e.g. English, Math, Science) and plan to enroll in summer school, or other allowed credit recovery options. Additional credits may be earned, in cases of unusual circumstances, at the discretion of the administration.

College Courses/Dual Enrollment

A maximum of eight (8) college courses/four (4) credits, which will count towards GPA/Class Rank, may be earned towards satisfying CHS graduation requirements. A student who successfully completes dual enrollment college course may receive high school credit, provided:

- All appropriate paperwork is completed on time, see school counselor for details;
- The student is 16 years of age or older and categorized as a junior or senior;
- The course is not offered through the CHS curriculum;
- The student assumes all responsibility for fees (including tuition and textbooks); and
- The School Counselor and Principal approve the course in advance.

Course extensions will not be allowed. Seniors must submit an official final course grade no later than three days before the graduation date in order to be recognized for Valedictorian, Salutatorian or Top Ten.

Graduation Requirements

To earn a diploma from CHS, and participate in the commencement ceremony, a student must (unless otherwise exempted):

- earn the specified minimum requirement of 24 credits;
- complete the specific course requirements noted below;
- pass the U.S. Constitution Test, including an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Specific Course Requirements	Credits
English/Language Arts (9, 10, 11, 12)	4
Math (including one year of Algebra I content and one year of Geometry content course)	3
Science (including one credit of Physical Science- 9 and one credit of Biology-10)	2
"Personal Finance" (12)	1/2
Social Studies (including one credit of U.S. History (11) and ½ credit of Government	2
Government (12)	1/2
Health (9-10)	1/2

Physical Education (9-12)	4
Computer Concepts (9)	1
Career Education (10)	1/2
Art, Music, Foreign Language, or Vocational Education, or any combination (9-12)	1

The Graduation Requirements described by this policy do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

Any senior who has not completed assigned discipline will forfeit their privilege to walk in the graduation ceremony.

Early Graduation

The Board of Education may grant a request for early graduation/dual enrollment providing that the student has met all legal requirements. Early graduation requests will be considered only if submitted in writing by November 15th of the student's 7th semester of attendance.

Valedictorian

A student must complete two semesters at CHS to qualify for the Valedictorian or Salutatorian Award. The student(s) with the highest GPA is designated as the Valedictorian(s) and the student(s) with the next highest GPA is declared the Salutatorian. Final scholastic averages are determined after the final grades for the eighth semester are calculated.

Cum Laude Groups

Chester High School will assign honors to those students who have distinguished themselves with superb academic performance during their high school careers. These honors include: Summa Cum Laude, Magna Cum Laude, and Cum Laude.

Students who are candidates for graduation with a cumulative grade point average greater than or equal to: 4.000 or higher for all work completed will be recognized as "Summa Cum Laude"

3.75 for all work completed will be recognized as "Magna Cum Laude"

3.50 for all work completed will be recognized as "Cum Laude"

Graduation Information

Commencement ceremony information may be obtained from the Senior Sponsors.

Achievement & Academic Awards

Honor Roll

The Principal's Office announces a scholastic honor roll and high honor roll after the end of each semester. It is posted on the bulletin board and published by the local newspaper. The purpose of this academic recognition is to call attention to those students for their academic achievement.

In order to qualify for the honor roll, a student must have a minimum GPA of 3.0 for that semester. To qualify for the high honor roll, a student must have a minimum of 4.00 for that grading period. If a student receives a D, F, P or an I (Incomplete) grade in any class, s/he will not be eligible for any honor roll or high honor roll for that semester.

Academic Awards

Honors' Night is held in May each year. Academic award winners and scholarship recipients are honored during the program.

Academic "C"/BAR

An Academic "C" or "bar" will be awarded at Honors Night to all students who receive a cumulative GPA of 3.750 or greater on their semester grade report that will be obtained exactly two weeks before the Honors' Night scheduled date.

Course Requirements for College Bound Students

Students interested in entering an Illinois public university, or community college will need to plan on meeting much more rigorous requirements in terms of course completion at CHS; four-year plans should be adjusted accordingly.

College freshman applicants are required to have successfully completed at least fifteen (15) units of high school course work. Some universities have even more stringent requirements. Students are urged to contact schools of interest, check their websites, visit the campus, meet with the admissions representatives during their visits to CHS and meet with the School Counselor to review specific entrance guidelines. It is the college bound student's responsibility to know the entrance requirements for all institutions of interest.

Failure to meet the minimum requirements set forth by the Illinois Board of Higher Education could result in either one of two consequences:

- Denial of enrollment into a public university or community college.
- Acceptance as a probationary student and enrollment in remedial courses. Remedial courses increase a student's overall cost of tuition, and generally do not qualify for college credit towards a degree. However, they are required to make progress towards earning that degree.

Course Offerings

The official listing of courses (Curriculum and Career Planning Guide) offered by CHS is available online and in the Student Services Office. The Curriculum and Career Planning Guide is reviewed and updated annually through collaborative efforts of the administration & faculty.

Schedule Changes

According to Board Policy 7:30, the Principal shall assign students to classes. The course selection process begins in January/February of each year, and a considerable amount of time is devoted to the selection of courses; and student course requests are expected to match four-year plans. Therefore, changes in course requests will not be granted for any of the following reasons: to change teachers, to change lunch, to be with friends, etc. Occasionally, schedule problems develop – such as conflicts between classes or actual scheduling errors. These types of schedule changes, being administrative in nature, will be made. To drop or add a class, a student must complete and return, to the Student Services Office, a Schedule Change Request Form. Student changes must be requested within the first five (5) class days of a semester. It is important to note that not all schedule change requests can or will be accommodated.

First semester schedule changes	must be made in writing by the first 5 days of class.
Second semester schedule changes	must be made by the third day of class.

Advanced Placement Program

CHS offers two College Board Advanced Placement (AP) courses, based upon student interest: AP Chemistry and AP Biology. For a fee, students may take additional, online, AP courses through Illinois Virtual School (www.ilvirtual.org). AP courses taught by CHS and/or IVS faculty adhere to the suggested College Board course descriptions and serve as the primary vehicle to prepare students for the AP examination in May. In addition to preparing students for the AP exam, AP courses allow students to experience the pace and intensity of a college-level course while still in high school. Although each college determines what AP examination grades it will accept for credit and/or Advanced Placement, the great majority of colleges accept scores of 3 or better and award the student credit in the subject matter tested.

Scores of 3, 4, and 5 on the College Board Advanced Placement examinations shall be accepted for credit to satisfy degree requirements by all Illinois institutions of higher education. Each Illinois institution of higher education shall determine for each test whether credit will be granted for electives, general education requirements, or major requirements and the Advanced Placement scores required to grant credit for those purposes. Students are urged to contact colleges/universities of interest regarding their specific AP credit policies.

AP Exam Score	Qualification	College Course Grade Equivalent
5	Extremely well qualified	A+ and A
4	Well qualified	A-, B+ and B
3	Qualified	B-, C+ and C
2	Possibly qualified	
1	No recommendation	

(see: www.collegeboard.com/ap/creditpolicy)

All CHS students are strongly encouraged to take applicable AP exams. All CHS students enrolling in an AP course will be required to complete an “AP Student Expectations Agreement”.

Driver Education

CHS offers Driver Education courses first and second semester pursuant to the Driver Education Act (105 ILCS 5/27-24 through 27-24.8). A student must receive a passing grade in at least eight courses during the previous two semesters, prior to enrolling in a driver education course. Students enrolled in Driver's Education must log a minimum of thirty clock hours in the classroom and a minimum of six hours of behind-the-wheel driving; the instructor may require more time to meet competencies, less time will mandate a failing grade. Students who meet the age requirements, and enroll in a CHS Driver Education course will be exposed to:

1. Classroom and the behind-the-wheel instruction; each are scheduled regularly throughout a period of not less than six complete weeks.

2. Behind-the-wheel instruction, which shall not begin until the student has started classroom instruction; however, a student may be enrolled in both portions of the course on a concurrent basis.

3. At least one hour of observation time.

4. Access to the Cooperative Driver Testing Program.

Cooperative Driver Testing Program

The Cooperative Driver Testing Program allows state-certified driver education instructors to administer the behind-the-wheel road exams to their driver education students. Instructor administered tests are regulated and approved by the Office of the Secretary of State. To be eligible, a student must:

1. Complete a minimum of 30 hours of classroom study and 6 hours of behind-the-wheel training.

2. Receive a combined grade of A or B. Students who receive an A or B can take the driver's exam at CHS. Students who receive a C or D must take the driver's exam at the DMV office.

3. Receive approval from parent/legal guardian.

4. Pass an instructor-administered behind-the-wheel exam.

After the student has successfully completed an approved driver education course, the Illinois State Board of Education will send the information to the Secretary of State's office. To apply for a driver's license at age 16, a student who has held an instruction permit for nine months must visit a Driver Services facility and provide the following: 50 hour certificate verifying practice driving time; written parental consent; acceptable identification verifying full legal name, written signature, date of birth, Social Security number and Illinois residency and the required fee. The road exam is generally waived, however, to ensure the quality and integrity of the program, some students may be required to take the road exam.

Career Center of Southern Illinois (CCSI) Guidelines

Students who wish to attend CCSI Vocational Center's 2-hour program must complete an application and submit it to the Student Services Office during the scheduled registration process. Parents are responsible for paying all class and lab fees directly to CCSI.

Attendance Requirements

During the year preceding CCSI enrollment, the student must not have been absent (unexcused) more than 10 days for the entire year or 5 days any semester.

While in attendance at CCSI, the student must not exceed 5 days of absence for either semester or a total of 10 absences for the year. Students who violate this policy may be withdrawn from CCSI with no grade assigned or denying the student re-enrollment at CCSI during senior year.

Junior Year Requirements

To be eligible to attend CCSI as a junior the following core area academic requirements must be met:

- The student must have earned at least 13 academic credits.
- The student must have earned at least 2 English credits, 1 Math credit, and 1 Science credit.

Senior Year Requirements

To be eligible to attend CCSI as a senior the following core area academic requirements must be met:

- the student must have earned at least 16 academic credits.
- the student must have earned at least 3 English credits, 2 Math credits, 1 Science credit and have passed both semesters of United States History (if enrolled).

Students who are approved to attend CCSI must abide by the CCSI Application & Agreement. If a student fails to meet the specified guidelines while attending CCSI, s/he will have their record reviewed to determine if they will be allowed to continue attending CCSI or enroll the following semester or year. If a student would become ineligible to attend CCSI under the guidelines and are not permitted to enroll, the student has the privilege of appealing the decision to a committee of the School Counselor, Principal, and Superintendent. The number of students CHS sends to CCSI is restricted; attendees are selected by the administration.

Randolph County STARTUP Guidelines

Students who wish to enroll in the STARTUP Course must complete an application and submit it to the Student Services Office during the scheduled registration process.

Attendance Requirements

During the year preceding STARTUP enrollment, the student must not have been absent (unexcused) more than 6 days for the entire year or 3 days any semester.

While enrolled in the STARTUP course, the student must not exceed 3 days of absence for either semester or a total of 6 absences for the year. Students who violate this policy may be withdrawn from the STARTUP course with no grade assigned or denied re-enrollment in STARTUP during senior year.

Junior Year Requirements

To be eligible to enroll in STARTUP as a junior the following core area academic requirements must be met:

- The student must have earned at least 13 academic credits.
- The student must have earned at least 2 English credits, 1 Math credit, and 1 Science (excluding Integrated Science) credit.

Senior Year Requirements

To be eligible to enroll in STARTUP as a senior the following core area academic requirements must be met:

- The student must have earned at least 16 academic credits.
- The student must have earned at least 3 English credits, 2 Math credits, 1 Science credit and have passed both semesters of United States History (if enrolled).

This course is managed by the Randolph County STARTUP Board. Students apply to the program as prescribed by the STARTUP Board, approval for the course is managed by the STARTUP Board, and the course is facilitated by a teacher hired through the STARTUP Board; CHS has no control over the selection process etc. regarding this course. Students who are enrolled in the STARTUP course must abide by the aforementioned STARTUP attendance requirements. If a student fails to meet the specified guidelines, s/he will have their record reviewed to determine if they will be allowed to continue in the course or enroll the following semester or year.

Study Hall (Opt-Out)

Senior & Junior students enrolled in Study Hall during their first or last period of the day may opt to not attend that study hall period, provided parent permission is on file, and they are passing all classes. Opting out of study hall is a privilege and can be revoked based on administrative decisions. Students who are failing one or more courses will be required to report to study hall until they can show that they are passing the course before returning to opt out. Students have an opportunity to change their opt in/out status before each semester and must remain with that status for the entire quarter. If a student is absent more than seven (7) days or fifty-six (56) periods, and/or more than ten (10) excused or unexcused absences, their opt-out privileges will be revoked for the remainder of the semester.

Chapter 3: Student Fees and Meal Costs

Fees, Fines & Charges

Fees and charges are established yearly by the CCUSD #139 Board of Education for textbook rentals, lab fees, and to fund certain school activities; an official list of fees and charges is published each year prior to registration in August. Fee waivers may be available for students whose family is unable to pay established fees and charges. Students who are unable to pay established fees or charges will not be denied educational services or academic credit. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Homeless students, as defined by the McKinney-Vento Homeless Education Assistance Act, are not subject to fees.

Fines will be assessed in the event of loss or damage to books beyond what is expected from normal use and loss and/or damage of locks, materials, supplies, and/or equipment. The schedule is as follows:

Minor ink writing/initials	\$5.00
Heavy writing, water damage	\$10.00
Cuts, tears, rips, bent covers, water damage	\$30.00
Major damage	Full cost of replacement, at current rate
Loss	Full cost of replacement, at current rate
Chromebook replacement	\$240.00
Chromebook screen	\$20.00
Chromebook charger	\$15.00

Lab & Other Instructional Fees

Certain classes require a lab, workbook, or other instructional fees in addition to the regular textbook rental fee. Application of a fee waiver for these types of courses is dependent upon the course in which a student is enrolled.

Fee Waiver Policy

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the Federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.

- Seasonal employment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

Fee waivers cover all fees and deposits for the use of school property (i.e. fees, textbook rental & required teacher field trips). Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. Questions regarding the fee waiver process may be directed to the building principal.

Charges Not Covered

- Library fees and other charges made for misuse, damage or destruction of school property (i.e. books, locks, towels, lab equipment, materials, supplies & building facilities).
- Charges for class rings, yearbooks, pictures, graduation pictures, and or supplies.
- Charges for optional travel undertaken by a school club or group.
- Charges for admission to school dances, athletic events, etc.
- Athletic fee to participate in sports at CHS.
- Charges for book fees for dual-credit courses.
- Chromebook damage.

Standards to Determine Eligibility for Fee Waivers

- Fees are waived for students that qualify for free/reduced-price lunches.
- Students that qualify for reduced-price lunches will receive a prorated reduction in school fees based on the prorated cost of reduced lunches compared to full-cost meals.
- Parents/Guardians of students may be eligible for fee waivers if they can substantiate significant loss of income due to: severe family illness or injury, unusual expenses due to fire, flood damage, or other similar emergency situations.

Application Procedures for Fee Waiver

Approved free or reduced lunch applications will automatically qualify all of the students in that family for fee waivers.

Parents/Guardians wishing to apply within the guidelines of the emergency situations mentioned above should do so in the form of a brief letter to the Superintendent of Schools.

Appeal Procedures (for Fee Waiver Request Denial)

1. The district office will notify all Parent/Guardians within 30 days of the first day of school if their request has been denied.
2. Parents/Guardians may appeal the decision denying the request within 30 days. Parents/Guardians have the right to meet with the Superintendent in order to justify the request. If the appeal is denied at this meeting, the district shall mail a copy of its decision to the Parent/Guardians. The decision will include the reasons for denial.
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 Superintendent's decision to the Board of Education at its next regular meeting.

School Lunch Program

All CHS students are encouraged to complete a free lunch application during Registration. Free or reduced price meals are available for qualifying students. For an application visit the Principal's Office.

The CHS Cafeteria is open from 7:30 a.m.-12:55 p.m. daily. Limited prepared items are available prior to lunch service. Lunch is served every school day from 11:00 a.m. to 12:30 p.m., except on early dismissal days. A student may bring a sack lunch from home or may purchase a school lunch for \$2.35 and/or milk for \$0.40. Prices are subject to change. Food from outside vendors or deliveries for outside vendors are prohibited, absent prior approval from a building administrator.

No cash will be accepted by cafeteria staff. Money turned in before 9:43 will be accredited to the student's account for that school day. All lunch money must be turned in to locker number 80 in the hallway across from the Principal's Office before school, after school, or during passing periods. Lunch payments will be credited to the designated student account. Students use their PIN numbers to purchase food from the cafeteria. Students may not charge more than \$5.00 on credit. Students who have met their charge limit of \$5.00 may not purchase anything more than a regular lunch until their debt is paid in full.

Chapter 4: Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops may be obtained by calling Robinson Transport at 1-855-527-6171 Ext. 0. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Principal; bus passes may be requested from the Principal's Office.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Principal. Parents will be informed of any inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Parents will be liable for any defacing or damage students do to the bus.

For questions regarding school transportation issues, contact CCUSD #139 Superintendent.

Driving & Parking

Driving to school and parking on school grounds is a privilege. Vehicles parked on school property are subject to law enforcement and administrative searches.

The bus lane is for bus use only. Student drop off should occur in front of the school or behind Colbert Gymnasium.

Student parking is located behind the school building. Students in violation of city of Chester ordinances may be subject to city fines or citations. The lot behind Juergens Gym and the lot in the U-shaped area between the new addition and the maintenance door is designated for teachers.

Parking permits will start becoming available for purchase during registration or from the Principal's office starting with the senior class with first choice. The parking permits are to be visible at all times in the front, bottom right corner of the windshield. Students are to be parked in their assigned spots only. Students illegally parked or parked on high school property without a valid parking sticker are subject to towing at the expense of the owner. Students shall keep all lanes clear for emergency vehicles and automobiles to pass.

Students who need to go to their vehicle during the school day will be escorted by a member of the faculty or an administrator. Students are not permitted to go to their vehicles once they enter the school building on school days, when school is in session. Students will not be escorted to vehicles that are not parked on school grounds. Currently teachers notify the office that a student needs to go to their car once school is in session. Students are then allowed to go to their car, and must re-enter the school building via the front doors.

Driving & Parking Restrictions

- Students who attend the two-hour CCSI technical education program may park on the CHS campus, but may not drive to CCSI Center without approval from the CHS and CCSI administration.

- STARTUP students are responsible for their own transportation to and from meeting locations.
- Students that attend all-day CCSI Alternative Education Programs are not allowed to park on school grounds.
- Students shall not drive through the bus lane next to the bus porch and Colbert Gym.
- Students should enter the school building in the morning as soon as they arrive at the high school campus. They are not to loiter in the parking lot before or after school hours.

Violation of any parking rule will result in the vehicle being towed at the owner's expense.

Aggressive and/or Dangerous Driving

Driving on school property in such a manner that could result in danger to the student and/or others is prohibited. Students in violation of this policy are subject to the following disciplinary interventions:

1st offense - ACR

2nd offense – May result in an OSS & revocation of parking permit privilege (student will be required to park off school property)

3rd offense & beyond - Administrative Discretion

Chapter 5: Health and Safety

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination (Physical) and the immunizations against, and screenings for, preventable communicable diseases during registration, regardless of the student's grade.

A Tetanus (Td) booster, T-dap vaccination, and the complete series of 3 Hepatitis B shots are required for entry into high school. A freshman physical will suffice for the school year for athletics, but athletic physicals will not suffice for the standard freshman physical. 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, upon entering 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 the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection
2. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection
3. Health examination or immunization requirements on medical grounds if a physician provides written verification
4. 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 and provides eye examinations, or a licensed optometrist.

Student Medication

All students are urged to submit a completed "Student Medical Authorization Form" during registration.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the

parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-medication Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

No school or district employee is allowed to 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/guardian.

School Counseling Services

School counselors don't just provide "guidance" to help students figure out what classes to take or what they want to do with their lives after high school. Today's school counselors are vital mental health professionals in the school system and members of the education team. School counselors deliver prevention and intervention services that support the academic, career, personal, interpersonal and healthy development of all students. Prevention and intervention services include social/emotional counseling, academic advocacy, classroom/group counseling lessons, individual student planning, four-year plan development, staff/parent/guardian consultation, school program support and crisis response.

The school counselor is present in the school to aid students in making effective choices and decisions as they prepare to become responsible and contributing members of our ever-changing society. Parents/Guardians and students may contact the Student Services to schedule an appointment to see the school counselor.

Students and Parents/Guardians are encouraged to seek out the school counselor as often as necessary. The school counseling core curriculum changes every year as student needs change. Multiple events are coordinated by the School Counselor every year and a variety of information regarding post-secondary options etc. is always available in the Student Service's Office for students to explore; a financial aid night/FAFSA completion event is also coordinated by the School Counselor annually. Students complete multiple interest inventories through the school counseling core curriculum, but special arrangements may be made with the school counselor to complete additional inventories etc. for students who would like to learn more about themselves, or further explore their career interests.

Career Awareness & Exploration

Career awareness & exploration opportunities are provided for all grades through the School Counseling Curriculum and through various academic courses throughout the year. Students & parents will be provided career, high school, college & financial aid planning resources through the school counseling curriculum. Career Education is offered as a class to all Sophomores.

Chapter 6: Discipline and Conduct

It is the policy of CHS to maintain a safe and productive learning environment. CHS also maintains a set of external discipline rules, guidelines and consequences for the student who chooses to act outside those limits of acceptable behavior.

Definitions

Detention: the keeping of a student before or after school for misconduct. A detention is served with the affected teacher. Detentions may be assigned that conclude at the teacher's discretion.

Lunch Detention: the placing of a student in a separate classroom during lunch periods. **Exclusion:** the denial of education services, programs or transportation to which the student would otherwise be entitled.

After School Detentions: the student will serve the detention on days of scheduled after school tutoring.

Alternative Classroom (ACR or In-School Supervision): the isolation of a student from the regular school program. Students under this penalty are assigned regular schoolwork while remaining in the closely supervised, Alternative Classroom program for the entire school day. Students will receive credit for all work done while in the Alternative Classroom. They will eat their lunch in the Alternative Classroom and will not be allowed to leave school grounds. Alternative Classroom placements will be served from 8:00 am to 3:10 pm. Students who are assigned to Alternative Classroom must bring all of their textbooks and study materials to the room prior to the beginning of the first hour.

Out-of-School Suspension: the exclusion for a period not to exceed ten (10) school days. Students who are suspended out of-school are not allowed to be on school grounds during the day, participate in or attend extracurricular events. This would include extracurricular events that would be held on non-attendance days if the student were to be suspended on the final attendance (school) day of the week. It will be the responsibility of the suspended student to contact the principal and schedule an appointment during the suspension to

formulate a plan for school work make-up. Additional consequences may be given in the event of an out-of-school suspension.

General Student Conduct

1. Students shall obey the rules of student conduct and directives from staff members or school officials
2. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
3. The holding of hands will be tolerated as the only sign of affection. Students will be asked to refrain from other signs of affection.
4. Students shall address school employees by their proper titles: Ms., Miss, Mrs., Mr., Dr., etc.
5. Food shall be confined to the cafeteria. Food and drink will be allowed in classrooms for special occasions. Water bottles will be allowed only if they are transparent, without additives, and only contain water. If this privilege is abused, disciplinary action will be taken. Detentions may be assigned by the adult observing the infraction.
6. Students who lose, damage, or vandalize school equipment or facilities shall be responsible for replacing it

or paying for it.

7. Matches, lighters, and pepper spray are prohibited in the school building and will be confiscated by the administration.
8. Water guns, play guns, and/or real guns are not permitted at school.
9. Students shall not become involved with any public-school fraternity, sorority, or secret society, or gang; or engage in gang-like activities, including displaying gang symbols or paraphernalia.
10. When a CHS student turns 18 years of age, he/she still must follow the rules and guidelines set forth in the student handbook. If a parent/guardian needs to excuse/sign out a student under age 18, then the same rule applies to students who are 18. Unless the student is emancipated from his/her parents (court granted), then the 18-year-old must follow the same rules as other students.
11. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, or submit to a search.
12. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
17. Operating an unarmed aircraft system or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Dress Code & Student Appearance Policy

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Guidelines:

Top attire:

- Must touch bottom attire all the way around. NO midriffs shall show.
- Manufactured sleeveless tops are allowed. Must have straps that are at least three fingers wide. NO bra straps or spaghetti straps shown. No tops with sleeves that have been altered or cut off.

Bottom attire:

- Must be worn at the waist so no undergarments are visible.
- Must be at appropriate length.
- Clothing can have holes at appropriate length.

Undergarments:

- All undergarments must be covered by outer attire.

Unacceptable Attire includes but is not limited to:

- No oversized coats or hats.
- No pajamas, lounge pants, or blankets.
- No house slippers. Shoes must be worn at all times.
- No PE clothes are to be worn in school other than during PE class. (Unless authorized by school administration due to dress code violation.)
- No bandanas, hats, hoods, or sunglasses.
- Students are prohibited from wearing clothing, or dressing in a manner, which is provocative or materially and substantially disruptive.
 - Students are also prohibited from wearing clothing or dressing in such a way that endangers the health and safety of other students or themselves.
 - Students are prohibited from wearing clothing that conveys any obscene, vulgar, or indecent message or promotes any product or service not permitted to minors by law.

For the above infractions, discipline will be administered by administration, beginning with a Warning, with progressive discipline for repeated violations.

Parents/Guardians will be called to bring a new change of clothes or PE clothes can also be used if a student violates the dress code. If they are unable to bring a change of clothes, that student will spend the rest of the school day in the Alternative Classroom.

Electronic Device Policy

The use of electronic devices and other technology is a privilege not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to the following: Any electronic device that incorporates voice communication, video communication, accesses the internet, or

functions as a cellular phone, or camera (i.e. cell phones, pagers, cellular radio devices, laptop computers, Meta glasses, tablet computers, eReaders, walkie-talkies, cameras, video recorders, etc.). These devices are not allowed on school property at any time, except with the permission of the building principal. Smart Watches with stand-alone cellular/internet capabilities (i.e. Apple Watch, Samsung Galaxy Watch, et.) are considered electronic devices and are not allowed.

During instructional time electronic devices must be powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program; or (c) it is an emergency that threatens the safety of students, staff or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before or after school and during the student's lunch period.

Electronic devices may never be used in any manner which disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to the following:

- (1) using the device to take photographs/videos without consent;
- (2) cheating;
- (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting);
- (4) making calls during the school day.

The school and School District are not responsible for the loss, theft, or damage of any electronic device brought to school.

Possessing a cell phone at school is prohibited unless the following stipulations are met: To be able to carry a cell phone at school the student and the parent/guardian must agree to use of a locked Yondr sleeve at a cost of \$15.00. The contract includes the following expectations for students and parents/guardians.

Student Expectations:

1. I understand that having a cell phone is a privilege.
2. In order to have my cell phone in my possession during the instructional day, I agree to keep my phone turned off in a locked Yondr sleeve unless given express permission by a member of the CHS faculty/staff.
3. I understand that I am responsible for the safekeeping of my cell phone and the Yondr sleeve.

I agree that if I violate any part of the expectations within this contract, I will be considered in non-compliance and insubordinate and be subject to consequences under the CHS Student Handbook. For the above infractions, discipline will be administered by administration, beginning with an After School Detention, with progressive discipline for repeated violations.

Camera/Cameras phone/Tablet:

The use of camera phones and/or cameras to record videos or take pictures during the school day on school property is prohibited unless authorized and approved by the Administration or supervising faculty member. For the above infractions, discipline will be administered by administration, beginning with an Alternative Classroom, with progressive discipline for repeated violations.

Incidents which are determined by the Administration to be more serious may be considered gross disobedience and/or misconduct.

Cell phones will be confiscated from students who fail to follow these rules.

Headphones/Earbuds/AirPods

Headphones/Earbuds/AirPods use is limited to:

1. Before school and during a student's assigned lunch period in the cafeteria.
2. In a classroom after the student receives specific permission from the teacher.

They must be kept out of sight and in an inconspicuous location at all times when a student does not have permission to use them.

For the above infractions, discipline will be administered by administration, beginning with an After School Detention, with progressive discipline for repeated violations.

*The Administration of CHS will be monitoring this policy and evaluating how it alters the educational setting on a monthly basis. If the educational setting becomes substantially disrupted, as result of this policy, CHS Administration, in cooperation with the CCUSD #139 Board, reserves the right to alter the policy, effective upon school board action.

Academic Honesty & Integrity Policy

Defining Terms

Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment

Cheating: Acting dishonestly or unfairly in order to gain an advantage

Academic dishonesty includes, but is not limited to, the following:

- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.
- Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate citation.
- Submitting another person's work as one's own (i.e. other students, parents, siblings).
- Copying another student's homework, test, quiz, project, book report, assignment.
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment.
- Providing or accepting answers to specific test items/questions.
- Using a cell/camera phone (i.e., text messaging), pager, programmable calculators, or any other electronic device to store and/or transmit quiz/test content or answers.
- Theft of academic materials (i.e. answer keys, copies of tests or quizzes).

Academic dishonesty in any form will not be condoned at CHS. Students in possible violation of the Academic Honesty and Integrity Policy will result in the following measures taken by the classroom teacher and/or administration:

Procedure

Note These violations accumulate over the course of a student's high school career.

First Violation:

- Student will meet with the teacher to discuss the Academic Honesty and Integrity Policy and his/her infraction. The violation will be documented in the school's electronic database for every concurrent offense, and the parent(s) or guardian(s) will be notified. The teacher reserves the right to either assign the student a grade of "0" or provide the student with an alternative assignment, assessment, etc. so as to allow the student to demonstrate proficiency with regard to the specific standard(s)/learning outcome(s). Student will receive one session of Academic Seminar and will be required to take the semester exam in that specific class for that school year.

Second Violation:

- Student and parent(s) or guardian(s) will meet to discuss the infraction. The student will receive a zero on the assessment and will be removed from extra-curricular activities for one week. The student will receive two sessions of Academic Seminar and will forgo their semester exam exemption rights in all subject areas for that school year.

Third Violation:

- Student and parent(s) will be notified of the infraction, and the student will fail the semester course where the third violation occurred. The student will receive an Alternative Classroom (ACR) and forgo their semester exam exemption rights for the remainder of their high school career.

If students having an infraction have no additional infractions the following year, they will move back one step to the conditions of the previous infraction.

****Interpretation of the Academic Honesty and Integrity Policy is subject to administrative discretion and will supersede bylaws and constitutions of other student organizations.****

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
7. ACR (Alternative Classroom)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Examples of misconduct specifically include but are not limited to the following infractions.

Infractions listed below call for first offense penalties of anywhere from a possible warning to placement in lunch detention or discipline homeroom.

1. Disturbance to the educational climate
2. Disrespect
3. Insubordination
4. Profanity or obscene language
5. 3 (three) un-served detentions

The following infractions are more serious:

1. Possessing or using tobacco or tobacco products
2. Disrespect (derogatory name calling; use of obscene gestures; using racist, sexist, and/or ethnic slurs; spoken or written abuse of any other student or staff member).

3. Giving false reports to school officials which would negatively affect the welfare of others.
4. Forgery of signatures, times, dates, grades, addresses, or other data on school forms.
5. Gambling for money or other valuables.
6. Insubordination - the willful failure to carry out a reasonable request or command by authorized school officials.
7. Profane, obscene, aggressive language - whether spoken or through the use of gestures, pictures, symbols.
8. Truancy.
9. Unauthorized leaving of school grounds or authorized school trips.
10. Hazing/initiation – is any form of harassment, humiliation or mental/physical abuse used against an individual or a group.
11. Three (3) un-served detentions with a teacher.
12. Inciting others to violence or disobedience or threatening to use violence against another student.
13. Gross disturbance of the educational learning climate.

The following infractions are extremely serious and may call for up to ten (10) days of out-of-school suspension (OSS). Each infraction will be looked at on a case by case basis.

1. Fighting -physical attack on any person on school grounds, going to or from school, or any activity under school sponsorship.
2. Theft.
3. Threatening to use violence against a district employee.
4. Using obscene gestures, language, or written communication that denigrates a member of the staff-- whether on or off school property and either during school hours or during non-school hours.
5. Intentional giving of false alarms and/or tampering with security devices -automatic five (5) day out-of-school suspensions.
6. Gross Insubordination - the willful failure to carry out a reasonable request or command by authorized school officials.

The following infractions are extremely serious and may call for first offenses of up to 10 days OSS and possible expulsion from school. Each infraction will be looked at on a case by case basis.

1. Possession, use, distribution, sale, or being under the influence of illegal drugs or alcohol (see Drug & Alcohol Policy).
2. Possession of a firearm on school property (mandatory expulsion).
3. Using, possession of, or threatening to use any weapon or instrument capable of inflicting bodily injury.
4. Physical assault by a student on a staff member of CHS or CCUSD #139.
5. Arson.
6. Engaging in any gang activity, including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang, committing any act or omission, or using any speech, either verbal or non-verbal, showing membership or affiliation in a gang and using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity.
7. Bullying of any type, aggressive behavior, and (sexual) harassment; (as defined by the related CHS policy)
8. Vandalism penalties will be assigned at the principal's discretion based upon the circumstances of the case, the dollar value of the damage, the vandalism's impact, etc. In some cases, the damage may be worked or paid off. In other more serious cases, the consequences may additionally include the awarding of discipline consequences to include Alternative Classroom and/or out-of-school suspension and filing of criminal charges with civil authorities.

NOTE: Disciplinary consequences described in this policy may be amended at the discretion of the administration. The administration also has the option of calling the police. A probationary status or contract is an available tool to be used by the administration as a disciplinary option with terms indicating if the terms are violated; the appropriate discipline for the probationary offense as well as the new offense will be enforced.

Note: Students must turn in an excusal slip within 2 days of missing an assigned discipline. Any student who has an unexcused absence on the day of discipline = same as skipping the discipline.

Alternative Classroom (ACR)

Students should not be assigned to ACR more than three (3) times per semester. After that limit has been reached, administration discretion will be used.

Rules for ACR

1. A student not in ACR by the start time will receive a tardy and discipline will be assigned per administrative discretion.
2. The ACR supervisor will ensure that the student does the class work assigned from his/her teachers while in ACR. The ACR teacher will communicate with the regular teacher to get assignments for a student assigned to ACR. The classroom teacher will provide the daily assignment or provide an alternate assignment if it is not feasible for the student to do the regular class work. (Example: lab or group activity). Makeup work will be returned to the classroom teacher by the ACR supervisor when completed.
3. Students must use the seat or study carrel assigned by the supervisor.
4. Students are not to talk or to interact in any way with any other student in ACR.
5. Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR supervisor.
6. Students will eat lunch in ACR, they may be escorted by the ACR teacher to the cafeteria at a time when other students are in regular classes.
7. Students will not be allowed to go to their locker or anywhere else during ACR time.
8. Students are not to use their phones at any time during ACR
9. Students are not to sleep during ACR
10. Any student violating ACR rules will be assigned discipline per administrative discretion and will be required to return to ACR to complete that placement before being allowed to return to the regular classroom.

Anti-Sexting Policy

Sexting: the sending or receiving of naked, semi-naked, sexually explicit, or sexually suggestive, images or video via a cellphone. Students should note, possession of such images and videos often constitute child pornography, and the creation, possession, solicitation, or transmission of these types of messages/images is a felony offense subject to criminal prosecution. This is considered a form of bullying.

The mere possession of sexually-explicit images of minors on any device is strictly prohibited. In the event of an alleged incidence of sexting, all involved in sexting, unless they immediately deleted the images, could be subject to disciplinary and criminal actions. CHS students and parents are hereby notified that local police and/or Illinois State Police departments will be contacted to investigate any alleged allegations regarding sexting. Cell phones allegedly used for sexting by minors will be seized by an administrator and forfeited to law enforcement officials, as part of the routine investigation into the matter. If there is probable cause that a

criminal violation may have occurred, and/or if reasonable suspicion exists that the cell phone contains evidence of a violation of school policy, all students involved will be disciplined pursuant to Level 4 of the discipline policy and may be prosecuted criminally.

Disciplinary consequences for violation of the anti-sexting policy are consistent with those related to the anti-bullying policy, in addition to (Illinois) criminal sanctions, which can range from \$1,000 to \$100,000, imprisonment for four to 15 years, and mandatory registration as a sex offender. A sexting minor, or a recipient of a sext message from a minor, may have committed one or more felonies under the Illinois Child Pornography Act. Harassment and bullying related to sexting incidents is explicitly prohibited. Students found to have engaged in this type of conduct are subject to increased punishment, especially where threats are made regarding the distribution of sexting images.

Please note, minors who sext across state lines (by using the Internet, for example), or by using materials that traveled in interstate commerce, are also subject to federal charges of child pornography. For example, students who post prohibited pictures on their Facebook pages have likely violated federal criminal law.

Any student who is found to be the subject of a sext message will be referred for counseling through a community agency to work through the trauma and stress of the incident.

Drug & Alcohol Policy

The drug and alcohol policy has been established to ensure that the students attending CHS will be educated in a drug -free environment. The purpose of this policy is to provide a clear message to students, Parents/Guardians, and the citizens of this community that the use, possession, distribution, sale, or being under the influence of alcohol or drugs will not be tolerated on school grounds, in school buildings, on school buses, or at activities under school sponsorship. Further, students who are under the influence of any prohibited substance are not permitted to attend school or school functions and shall be treated as though they have the prohibited substance, as applicable, in their possession.

The Board recognizes its responsibilities to provide a program of drug awareness 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 will offer assistance - without penalty - to any student seeking drug or alcohol treatment or counseling 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 on school property, the penalty will be prescribed as set forth in the Discipline Policy.

The following policies and definitions also apply to “look-alike” drugs. “Look-alike” drugs are defined as a substance that because of its physical characteristics would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance. In addition, the Extra Curricular Code of Conduct calls for consequences for these violations.

Students may be disciplined for misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, THC gummies and edible cannabis, and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - ii. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - i. that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - ii. about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

****Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.**

- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:
 - a. on the student's person;
 - b. contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
 - c. in a school's student locker, desk, or other school property;
 - d. at any location on school property or at a school-sponsored event; or
 - e. in the case of drugs and alcohol, substances ingested by the person.
- The student's parents/guardians will be called to remove him/her immediately from school property.
- The Chester Police Department will be notified promptly of the offense by means of a complete report, prepared by the principal, which will include a description of the substance plus any physical evidence obtained.
- The student's parents/guardians will be asked to meet with the school's administrators and members of the staff during the first four (4) days of the suspension for the purpose of enrolling the student in the District

Substance Abuse Program. Any repeat offense under this policy will result in an expulsion recommendation from the Principal.

- Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs brought on school buses or school grounds and submit drugs to the proper authorities for chemical analysis. The Illinois Canine Unit upon the recommendation of the administration may make searches.

Weapon Policy

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program; or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school, if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence

Engaging in teen dating violence that takes place at school, on school property, at school -sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen

dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cafeteria Rules

Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action by administration according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/ or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

- Other reasons as determined by the school.

Students need to check with their teachers before the field trip to get any of the work they may miss.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Chapter 7: Internet, Technology, and Publications

Internet Acceptable Use Policy

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use: Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges: The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.

6. Consider all communications and information accessible via the network to be private property.

No Warranties: The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email: The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of

the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school 58 district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's email system constitutes consent to these regulations.

AI Usage Policy

Purpose

This policy is designed to guide the appropriate and ethical use of artificial intelligence (AI) tools in our school community. It aims to ensure that AI is used to enhance education while maintaining academic integrity and fostering the development of critical thinking and creativity in students.

Scope

This policy applies to all students, faculty, and staff at Chester High School. It governs the use of AI tools for educational purposes both on- and off-campus and during all school-related activities.

Acceptable Use of AI

Educator-Led Integration: AI tools may only be used when explicitly required or approved by an educator and pre-authorized by an assigned administrator.

- Examples of Approved Uses:

- Educational AI for personalized learning (e.g., adaptive math programs).

- AI-driven tools for skill practice (e.g., grammar checkers during the drafting phase, AI use for writing feedback, or Khan Academy's SAT writing practice AI).

- Tools approved by faculty for specific research or learning enhancements.

Prohibited Use of AI

- Generative AI for Intellectual Tasks: The use of generative AI tools (e.g., ChatGPT, DALL-E, or similar programs) to complete writing assignments, problem-solving tasks, or any other intellectual or academic work is strictly prohibited.

- Examples of Violations:

- Using generative AI to write essays, lab reports, or creative assignments.

- Relying on AI to generate answers to quizzes, tests, or homework.

- Employing AI tools to create projects, presentations, or artwork without educator approval.

Approval Process for AI Use

- Educator Responsibility: Any AI tool intended for use in an assignment must be reviewed by the educator and receive prior approval from an assigned administrator. Tools that are approved by administrators only

need to be approved once per building.

- Student Responsibility: Students must obtain explicit approval from their teacher and administrator before launching or using AI for any academic purpose that is not part of a class assignment. “Written” permission from the instructor must have a digital time stamp: i.e. email, Google Classroom comments, etc. Failure to receive written permission to use AI will be considered a violation of CHS Academic Dishonesty Policy.

Academic Integrity

- All work submitted must reflect the student’s own understanding, effort, and abilities.
- Using AI to circumvent learning and academic growth diminishes the effectiveness and implementation of curriculum, instruction, and state/national educational standards.
- Using AI tools in violation of this policy constitutes academic dishonesty and will be subject to disciplinary action as outlined in the school’s academic integrity code.

Privacy and Safety

- Students and staff must not input personal, sensitive, or confidential information into AI tools.
- The use of AI must comply with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Children’s Online Privacy Protection Act (COPPA).

Chapter 8: Search and Seizure

Search & Seizure Policy

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 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

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.

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.

NOTE: The administration has the legal right to initiate a school wide lockdown for safety, search, weather - related happenings or emergency situations.

Chapter 9: Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504

of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Discipline of Students with Disabilities

CHS will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The

student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Section 504 Information

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school related programs and activities.

Any child suspected of needing a Section 504 Plan should be referred to the district's Section 504 Coordinator at 826-2302. The coordinator will then initiate the process for determining whether the student meets the qualifications under this federal law.

Chapter 10: Student Records and Privacy

Student Privacy Protections-Surveys By Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey.

The school will not penalize any student whose parent/guardian exercised this option.

Student Records

Records of each student's scholastic achievement are kept in the Principal's Office (Student Permanent Records/Transcript) and the Student Services Office (Student Temporary Records).

Student Permanent Records

Student permanent records (Transcript) will reflect, at a minimum:

- State Identification number
- Attendance, including number of days tardy to school;
- Semester grades for each course;
- Term and cumulative GPAs;

- Class rank;
- Record of having passed the consumer education & state constitution requirement

Information reflected in Student Permanent Records is maintained for not less than 60 years after a student has transferred, graduated or otherwise permanently withdrawn from CHS. This information will be used if a student must transfer to another high school, it also will be used by prospective employers, college admissions officers, or military recruiters.

Temporary Records

Student temporary records will include all information contained in a school student record that is not necessarily contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. The information shall include information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. In addition, the student temporary record will include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. In accordance with Illinois law, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another.

Student Temporary Records are kept for the purpose of assisting students in their high school and post-high school plans. Student Temporary Records will be maintained for not less than 5 years after a student has transferred, graduated, or otherwise withdrawn from CHS.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

School student records are confidential and information from them will not be released other than as provided by law. The Family Education Rights and Privacy Act (FERPA) give the Parent/Guardians a right to:

- The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
- The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information.
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
- The right to request that military recruiters or institutions of higher learning not be granted access to

your student's information without your prior written consent.¹

- The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, D.C. 20202-4605

Students who need a copy of their records for any reason must complete a Transcript Request form.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Military Recruiters or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the Student Services Assistant for an opt-out form.

Chapter 11: Parental Right Notification

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Please contact the principal's office to receive any of this information.

Standardized Testing

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Parent Involvement Compact (Title 1)

The CCUSD #139 Board of Education, in order to comply with federal statutes, hereby assures and affirms that Parent/Guardians of students being served in the District's Title I program will have an adequate opportunity to participate in the design, planning and implementation of the District's Title I project. CHS holds a meeting/forum annually for all Parents/Guardians to attend in an effort to discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their student(s). Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

Parent/teacher conferences are also held, at least twice per year, at flexible times to accommodate a variety of parent schedules. Additionally, teachers are available regularly to meet with parents/guardians to discuss student concerns and/or academic progress. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers.

Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

- School Counseling Program Advisory Committee (Contact School Counselor)
- Response to Intervention Program (Contact Principal)
- Additional opportunities for parental involvement will become available throughout the year; contact the Principal for more information.

CHS provides Parents/Guardians with access to school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results; a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

Everyone is responsible for the success of the students of the school. While CHS provides the best education the current level of available resources can provide, it is critical to the success of students that parents/guardians assist CHS in meeting the goals of education set forth by the state of Illinois, the federal government and local school Board.

English Learners

CHS offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent- teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Superintendent
1940 Swanwick Street
Chester, IL 62233
Ph.: 618-826-4509

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. Information regarding violent offenders may be accessed through the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>, and the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Accident Insurance

CHS students are given the opportunity to purchase a student accident insurance policy at a nominal fee through the school.

This insurance helps cover the cost of an injury while students are engaged in a school-sponsored activity. "Around-the-clock" coverage is also made available to the students and their Parents/Guardians at a higher premium. All students may purchase this insurance through the Principal's Office.

Procedure for Student/Parent Concerns

Students and/or parents who have concerns about a school policy or an employee should follow the procedure outlined below in order to resolve the problem as quickly as possible:

Contact the person who you have a complaint about to discuss both sides of the story.

- If the problem still exists, contact the principal.
- If still unresolved, contact the superintendent.
- Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180 74
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/.
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Nondiscrimination Coordinator:
Kimberly Briggs, Superintendent
1940 Swanwick Street
Chester, IL 62233
Ph.: 618-826-4509

Complaint Managers:
Kimberly Briggs, Superintendent
1940 Swanwick Street
Chester, IL 62233

Jeremy Blechle, Principal
1901 Swanwick Street
Chester, IL 62233

Ph.: 618-826-4509 Ph: 618-826-2302

Chapter 12: Extracurricular and Athletic Activities

Extracurricular participation is a privilege extended to all students in the district. The Board of Education is to provide, within the financial constraints of the resources available, adequate personnel and facilities to fulfill the needs of all the extracurricular programs.

The Chester School District and the Board of Education employs one district athletic directors, for both the one at Chester Grade School and one at Chester High School who is are responsible for the administration of the total sports program including, but not limited to:

- the recommendation, assignment, and evaluation of all athletic personnel,
- the guidance and direction needed for a well-rounded program of athletics for grades 5 9 through 12
- the information necessary to keep the Board informed concerning adequate facilities which are required for an outstanding program.

Board of Education Extracurricular Philosophy

The philosophy of the Board of Education, Chester School District, concerning extracurricular programs at the freshman and the junior varsity levels along with the varsity levels encompasses the following basic beliefs:

- that all students are provided an opportunity to develop the basic skills needed to participate in organized interscholastic competition,
- that all participants at the freshman and the junior varsity levels in each program are provided an opportunity to participate in organized competition,
- that all participants are provided the opportunity to learn positive self-discipline and teamwork by being a participating member of the team,
- that participants are provided the opportunity to experience both success and failure through team membership and participation.
- The freshman and junior varsity level programs are the foundation of each varsity athletic program. Therefore, participation, development of playing skills, self-discipline, teamwork as well as winning are all parts of the philosophy necessary to build strong varsity interscholastic programs.

Title IX

The 1972 Title IX Education Amendment states: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." The Chester Board of Education, the administration, faculty, and employees of Chester School District affirm that no student shall be denied equal access to any academic, athletic, extracurricular, or co-curricular program because of his/her sex, marital status, race, color, creed, national origin, or handicap. If you believe you have been discriminated against, you may seek relief as follows:

1. Request in writing a review of the situation by the building principal of your attendance center. If you are not satisfied with the resolution of your complaint you may;
2. Request in writing a review of the situation by the district superintendent. If you are not satisfied with the resolution of your complaint you may;
3. Request in writing a review of the situation by the Board of Education at the next regular Board of Education meeting. If you are not satisfied with the resolution of your complaint you may;
4. Appeal to the Illinois State Board of Education and/or the State and Federal Court System and/or the Secretary of Agriculture, Washington, DC 20250.

Athletics and Extracurricular Activities

Section I: Athlete Responsibilities

Participation in extracurricular activities, such as athletics, is a privilege and not an absolute right of students enrolled in Chester School District. With this privilege go certain responsibilities. The rules set forth are for all Chester School District students who participate on any extracurricular or athletic team sponsored by the Chester School District.

Sport Fees

All athletes will be charged a non-refundable \$40.00 participation fee per athlete per sport. This fee will need to be paid before the student-athlete will be allowed to participate in practices or contests.

Uniform/Equipment

All school issued equipment is to be used only for training and participation in school functions. Clothing issued is not to be worn in public unless the student is participating in a school function. Any equipment entrusted to a student that is damaged, lost, or stolen must be paid for at the end of the season. The student will not be allowed to participate in contests until the lost or stolen equipment has been paid for.

Interscholastic Activities

It is expected that all members of all extracurricular activities be good citizens in school and in the community. While the opportunity for participation in extracurricular activities is a vital part of the students' educational

experiences, such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. Any violation of the rules in this handbook or in the CHS Athletic Code by any student who is a participant in any extracurricular activity shall be subject to the logical consequences up to and including denial of these privileges. The following codes, rules, policies, and procedures are in effect year-round.

<u>Sport</u>	<u>Level</u>	<u>Activity</u>	<u>Level</u>
Baseball	V, JV	Bass Fishing	V
Basketball	V, JV, FR	E-Sports	V
Competitive Cheerleading	V	Journalism	
Competitive Dance	V	Music	
Cross Country	V	Scholar Bowl	V, JV
Dance	V	Trapshooting	V
Football	V, SO, FR		
Golf	V, JV		
Softball	V, JV		
Track & Field	V		
Volleyball	V, JV, FR		

To compete in sports, students must meet the following requirements:

- Have a current physical on file before participating in any practice or game.
- Have an insurance waiver turned in indicating insurance coverage through the school or be covered by your family's insurance carrier.
- Emergency Contact Forms must be filled out and turned in to the athletic director.
- Must be willing to abide by the rules and regulations for training and practices as established by the school and the coaches.
- Must fulfill all of the requirements for eligibility prescribed by the IHSA and the eligibility policies of the CCUSD #139.
- All participants in IHSA sports or activities will pay a \$40.00 per sport/activity fee per year.
- All athletes at the end of their extra-curricular season must turn in all uniforms, equipment, and/or property of the school district. This must be done by a date determined by the head varsity coach and athletic director. If any item is not turned in and accounted for by a predetermined date set by the administration, the student will be asked to pay a financial fee equal to the cost of the item(s). If this cannot be done, the student will not be allowed to participate in any or all (in the following order):
 - The next athletic contest in which the student participates.
 - The next school sponsored dance (Homecoming, Prom).
 - Participation in the graduation ceremony.

Eligibility Requirements – Policy for Grades

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain a passing grade for 3 credits in which the student is enrolled during the current grading semester. Grades will be checked at the beginning close of the school day on Monday of each week for all students that are participating in extracurricular activities. This list is then compiled for week's (Monday through Sunday) eligibility. Those students failing two or more credits at the time the grades are being compiled are ineligible for the week. Students who are failing only one course are still eligible to participate.

OR

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain a passing grade in all but one course in which the student is enrolled during the current grading semester.

Failing two courses: If a student fails to attain a passing semester-to-date grade in two courses in which the student is enrolled during any semester, the student will be ineligible to participate in an extracurricular activity during the first nine weeks of the following semester. During the first nine weeks of ineligibility, if the student becomes ineligible on a weekly basis, that student will also be ineligible for the second nine weeks quarter of the current semester.

Failing in three or more courses: If a student fails to attain a passing semester-grade in three or more courses, in which the student is enrolled during any semester, the student will be ineligible to participate in an extracurricular activity during the entire following semester.

Summer Eligibility: If a student is eligible to participate in an extracurricular activity during the second semester, the eligibility will continue during the summer months.

If a student is ineligible during the second semester, the ineligibility will continue during the summer months or until the time the credit deficit is corrected.

If a student is eligible during the second semester but becomes ineligible as a result of second semester grades, the eligibility will continue during the summer months.

Ineligibility will start on the first day of the first semester of the next school year, unless the credit deficit is corrected.

Attendance

A student must be in attendance for at least half of the school day, the day of an event, in order to be in attendance or participate in a school-sponsored extracurricular activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, etc.) must be approved through the principal's office. Any student who is absent due to illness must sign in before the start of 5th hour (Monday through Thursday) and the start of 6th on Friday or they will not be allowed to participate that day or evening in a school-sponsored extracurricular activity. What about students who leave for appointments in the afternoon and don't return to school? Do they need a doctor's note?

Students who take a mental health day are allowed to participate in practices and games that same day.

Changing Sports

Athletes will be encouraged to participate in the sports program during the entire school year. Close cooperation between all coaches is a must in a successful interscholastic program. A policy stating the beginning date of organized practice for any athlete of any sport will be provided in order to encourage athletes to finish any major sport they are currently participating in before he/she begins another sport.

No athlete participating in a sport may quit without reasonable cause as determined by the head coach in conjunction with the athletic director. Furthermore, no athlete may begin organized practice in weight training/open gym in another sport after the date of the first scheduled game of the original sport in which he/she is a participant.

Athletes may switch sports with the consent of the Athletic Director and all coaches involved. Athletes may participate in two sports during the same season. The athletic director, in consultation with the coaches and administration, will resolve any disputes over practice or game participation. The student will declare their primary sport at the beginning of the season to avoid conflicts.

Curfew/Rest Policy

Students will be expected to maintain regular hours and to restrict outside activities so that their physical performance will not be hampered in any way. Coaches and sponsors may set curfews for individual activities and appropriately discipline any student's infractions.

Transportation Policy

Students participating in extracurricular activities are required to ride to and from interscholastic events on district-furnished transportation unless they have made prior arrangements with the head coach or sponsor for the trip back home. A minimum requirement must include:

- 1) The student's parent is present at the site of the contest,
- 2) The student's parent tells the coach that they are taking his/her son/daughter home with them and signs the coaches sign-out sheet in the presence of the head coach or his/her designated assistant.

Section II: Dual Sport Policy

Athletes may compete in two sports concurrently in a season provided that the athlete fulfills all of the following criteria. The athlete:

- must attain his/her parent's/guardian's permission by having a permission form signed by the athlete and parent/guardian and returned to the athletic director,
- must determine his/her primary and secondary sport before the first scheduled contest of the fall, winter, or spring season,
- must select a primary sport in which the athlete will participate in all scheduled contests. A secondary sport may be chosen in which the athlete may participate in contests if released by the coach of the primary sport and if the athlete has participated in the minimum number of required practices in the secondary sport,
- an athlete may choose to withdraw from participating in the primary sport, and continue to participate in the secondary sport with both coaches' permission. An athlete may, however, decide that the secondary sport is too much and discontinue participation in it,
- must maintain good academic standing according to the eligibility requirements listed in the student handbook

Scheduling Conflicts

Although every effort is made to avoid scheduling conflicts for extracurricular activities, they often result in disputes that cannot be resolved. Extracurricular activities are to be defined as “all activities that Chester School District offers that take place either before classroom work begins at 7:55 A.M. or after classroom work ends at 2:55 P.M.” If an extracurricular activity is scheduled to take place during classroom time, the coach or sponsor is responsible for publishing a list of the students involved in that activity and distributing that information to all of the teachers at the high school.

When conflicts occur because a student is in two or more activities that are scheduled for the same or overlapping times, the student will be required to participate in activities with priority as given below (listed in descending order). The decision is not up to the student, coach, or sponsor as to which activity the student will participate in when conflicts occur. The student has a responsibility and commitment to his/her respective organizations and teams. (e.g. a student that has a conflict of a conference level activity in their chosen primary sport and a sectional level activity in their secondary sport, the student will attend the sectional level contest).

- | | |
|--------------------------------|-------------------------------------|
| 1. State Level Group | 8. Conference Level Group |
| 2. State Level Individual | 9. Conference Individual |
| 3. Sectional Level Group | 10. Non-Conference Level Tournament |
| 4. Sectional Level Individual | 11. Non-Conference Level Group |
| 5. Regional Level Group | 12. Non-Conference Level Individual |
| 6. Regional Level Individual | 13. Previously Scheduled Events |
| 7. Conference Level Tournament | 14. Rescheduled Events |
| | 15. Scheduled Practice |

Section III: Awards & Recognition

Athletic Award Requirements

In order to honor athletes that participate in the athletic program, it is appropriate that a system of awards be established. As a means of establishing types and numbers of awards that one athlete may earn, the following schedule will be followed:

- Students competing in freshman sports and fulfilling requirements set forth by the athletic director and coaches will be awarded their graduation year numbers.
- Students competing in sophomore sports and fulfilling requirements set forth by the athletic director and coaches will be awarded patches.
- A student will receive a varsity “C” or pin if they fulfill the requirements set forth below in this handbook.
- Any athlete lettering in all three sport seasons in a single school year will be awarded a chenille Yellow Jacket Mascot or pin for successive years.
- An athlete can only receive one major letter. A metal insignia pin will designate additional varsity recognition in different sports.
- If anyone should quit a team (regardless whether requirements for earning an award have been fulfilled), the award will be forfeited unless a physician instructs them to quit.
- Any athlete nominated for a major award is required to be present at the annual Sports Banquet or forfeit his/her award unless a legitimate excuse and documentation for the absence is presented to the athletic director.
- Any time a team makes the playoffs or wins a regional, sectional or state level tournament the individuals on that team will receive an achievement patch.

- Any individual that qualifies to participate in an IHSA state level event will receive an achievement patch.
- Any team at any level that is undefeated throughout its regular season will receive achievement patches.
- Any time a team wins the conference championship at the varsity level, the individuals on that team will receive achievement patches.
- Any INDIVIDUAL player that sets a school record in an individualized sport will receive an award plaque.

Requirements for Varsity Letter Awards

Baseball and Softball

- Play in one half of the total innings of all conference games, or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach, or
- Play in at least 30 innings, or
- Pitch 18 innings.

Basketball and Football

- Play in one half of the quarters of varsity games, or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach.

Cross Country

- Be in the top five runners of the year, or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach.
- Be a State qualifier.

Golf

- Be in the five low scorers for the season, or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach.
- Be a team medalist at a tournament.

Track

- Place first or second in Black Diamond Conference Meet (including members of a relay team), or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach, or
- Earn 20 points in competition not all against the same team, or
- Participation in the State meet.

Trap

- Be in the five top scorers for the season, or
- Performance of an outstanding contribution which deserves recognition, or

- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach. Volleyball
- Play in one half of the games of the varsity matches, or
- Performance of an outstanding contribution which deserves recognition, or
- Loyal service by a senior during 4 years of eligibility upon recommendation of the coach.

Managers

A manager in any sport will receive a varsity letter award after the second and subsequent years of participation in the same sport.

Recognition Policy

Chester High School Plaques will be awarded at Sports Award Night.

Sport	Number of Plaques	Sport	Number of Plaques
Varsity Boys' Cross Country	3	Varsity Dance	3
Varsity Girls' Cross Country	3	Varsity Girls' Basketball	3
Varsity Football	6	Basketball Cheerleading	3
Football Cheerleading	3	Varsity Baseball	3
Varsity Boys' Golf	3	Varsity Softball	3
Varsity Girls' Golf	3	Varsity Boys' Track	3
Varsity Boys' Basketball	3	Varsity Girls' Track	3
Varsity Volleyball	3		

These special plaques are meant to be given to athletes that show excellence in some aspect of the sport that is represented. The list above represents the maximum number of major award plaques that may be awarded in any specific sport season. The title of each plaque and selection of the recipients of these awards are left up to the discretion of the head coach. It is the responsibility of the head coach to submit the title of the awards to the athletic director and/or the principal for approval before the respective sports award night.

Section IV: Discipline

The extracurricular programs will be conducted in accordance with the existing Board of Education policies and the rules and regulations set forth in this handbook. While the Board of Education, administration, coaches and sponsors take great pride in winning, they do not condone "winning at any cost" and discourage any and all pressure which might neglect good sportsmanship, academic achievement, and mental and physical health. It is expected of members of the organizations and athletic teams that they be good citizens at school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school

personnel will observe the students, will look to them for leadership in the school and community, and will expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

The opportunity for participation in a wide variety of student-selected activities is a vital part of the students' high school experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves.

A participant must remember that coaches and sponsors are not police, but violations of the rules will not be tolerated. Attention is constantly focused on the student, and he or she will be expected to set a good example so that the entire community can be proud of him or her. Participants must avoid situations that bring disrespect to themselves, their teammates, their coaches, or sponsor, or their parents.

ONLY IF THE STUDENT IS READY TO ACCEPT THIS FULL RESPONSIBILITY, SHOULD HE OR SHE CONSIDER PARTICIPATING IN THE EXTRACURRICULAR PROGRAMS AS A CHESTER YELLOWJACKET.

Extracurricular Rules and Regulations

This extracurricular Code of Conduct is adopted by the Board of Education of Chester District to apply to students participating in competitive and performing in extracurricular activities in grades 9-12. This policy applies in addition to other policies concerning student conduct and imposes additional requirements on students. It is intended to promote the health and safety of students and to encourage the development of self-discipline and self-control in students. These are attributes the Board finds to be necessary to make participating in extracurricular activities successful and rewarding for students as well as for the organizations for which the students participate.

The Board finds that students who participate in high school extracurricular activities are perceived by students and the public as representatives of the school and other students. They are provided certain privileges and services not available to other students.

The Board determines that it is necessary for the maintenance of discipline and to promote exemplary conduct that additional rules apply to extracurricular activities, unique to those activities.

The Board determines that participation in extracurricular activities is a privilege. There is no right of a student to participate in athletic competition or to participate in particular sport activities or any school governed extracurricular activity. If a student fails to comply with the rules and requirements set forth in this policy, the privilege to participate in extracurricular activities may be lost in accordance with this policy.

The rules set forth in this policy apply to the student commencing with entrance into the 9th grade and continue to apply to the student until the completion of his/her high school career. The conduct code applies both in and out of season of the sports or activities in which each student participates; during summer, holidays, and vacations; on and off campus; and whether or not misconduct occurs at a school sponsored activity.

The extracurricular organizations governed by this code include all athletic programs and all other school-sponsored competitive clubs and organizations.

Rule I. Students participating in concurrent sports/band/drama/clubs will be suspended in all extracurricular activities for the violation. Example: 50% of the season will apply to all seasons. Students desiring to participate in any such extracurricular activity are required to have on file in the school office an Extracurricular Activity Form. Such forms shall be provided to students and parents or guardians and shall include the Extracurricular Conduct Code. Students participating in extracurricular activities and a parent or guardian shall sign the form indicating that they have read and understood this policy regarding participation in extracurricular activities. Sports include: Volleyball, Football, Cross Country (B & G), Golf (B & G), Cheerleading (Fall & Winter), Basketball (B & G), Track (B & G), Baseball, Softball, and Dance Team. Competitive clubs and organizations include: Art Club, Bass Fishing, Environmental Green Team, FCA, FFA, GSA, HIVE, Interactive Club, Journalism, SADD, Scholar Bowl, School Play/Musical, Spanish Club, Student Council, Tabletop Gaming, The Sting, and Trapshooting .

Use, possession, distribution, purchase, sale, or being under the influence of alcohol, tobacco, e-liquid or illegal drugs, look-alike drugs, or the use of possession, distribution, purchase, or sale of drug-related paraphernalia at any time during the calendar or academic year is prohibited. Evidence of a violation means a visual observance by an employee of Chester School District. Evidence can also include a police report of an identified student in attendance of underage drinking, and/or a police ticket issued to a student for underage drinking regardless if the ticket is upheld in a court of law. Student admittance as to the offense will also count as a violation.

Violation: If any student commits an infraction as defined above involving tobacco, alcohol, illegal drugs, look-alike drugs, or drug-related paraphernalia, a meeting shall be held with the student, a parent or guardian, the building principal, and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible. If it is determined that the student is guilty of an infraction involving tobacco, alcohol, illegal drugs, look-alike drugs, or drug-related paraphernalia the following discipline actions will be taken:

Alcohol/Tobacco/Vape Consequence

1st Violation	2nd Violation	3rd Violation
-Suspension for 50% of season -30 hours of community service <i>Option: If the student attends an approved 3 hour counseling program, the suspension will be reduced to 25% of the season. If the suspension cannot be completed during the current season it will be continued to the next activity.</i>	-Suspension for 100% of season -30 hours of community service	-Suspension of career

Drugs/Look Alike Drugs Consequence Drugs

1st Violation	2nd Violation
-Suspension for 1 calendar year -30 hours of community service Option: If the student attends an approved 6 hour counseling program, the suspension will be reduced to 182 day suspension .	-Suspension of career

Suspension: For computation, any fraction shall be rounded upward. If there are not enough contests remaining in the current sport season to fulfill the suspension, the remaining percentage of suspension will be assessed in the next activity the student is participating in. For the suspension to be accepted as fulfilled the student must complete the season that the suspension is assigned. The student will be required to complete an alcohol assessment. The student or parent or guardian shall be notified in writing of the penalty imposed. Any cost incurred for the counseling will be the sole responsibility of the student.

Rule II. Any student convicted of a felony will be excluded from the extracurricular programs during the remainder of his/her time as a student at Chester School District.

Rule III. A student will be subject to disciplinary action imposed by the Extracurricular Disciplinary Committee and Student/Parent Handbook for committing any of the following:

- Falsification of a signature on a parent permission form.
- Use or possession of drug paraphernalia or a weapon.
- Theft or vandalism of any school property or property belonging to other students.
- Any inappropriate civil behavior such as fighting, theft, vandalism, etc. of public or private property.
- Acts of unsportsmanlike conduct during a contest (home or away) in which he/she is a spectator. This conduct would include such behavior as cheating, fighting, insubordination, or verbal abuse of officials, contestants, coaches, or spectators.
- Misbehavior during the school day, intimidation, or acts that directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

By no means does this handbook address or foresee all types of disciplinary problems that may arise during the school year. Therefore, in those offenses in which a student may get involved and in which the penalties are not specifically addressed in this handbook, the offense(s) and student(s) in question will, at the discretion of the athletic director, be addressed by the Extracurricular Disciplinary Committee. This committee will be composed of the athletic director, the sponsor or head coach of the sport/activity and the assistant principal or principal. The athletic director will chair this committee and present the facts and information to the committee. Once the information of the case is presented the committee will recommend from the following list what type of disciplinary action if any will be taken.

- Issue a written reprimand detailing action pending for future infraction and/or require restitution.

- Suspend the student from the next contest in which he/she would be eligible to participate.
- Suspend the student from participation for the rest of the season in which he/she is currently participating or the next season in which he/she will participate.
- Exclude the student from participating in the athletic program for the rest of his/her high school career.

It is important that this committee be consistent when establishing what type of discipline is to be taken. A written statement of the committee's action will be given to the student and a copy will be filed in the athletic director's office.

Rule IV. Students that transfer into the Chester School District that have disciplinary action pending from another school will be subject to disciplinary action under this handbook's rules prior to participating in the extracurricular and athletic programs.

Rule V. Each coach has the prerogative to establish additional rules pertaining to his or her activity. These rules may include attendance at practices, detentions, curfews, dress, and general conduct of participants during practice, contests, and trips. A written copy of all rules established by a coach must be approved by the athletic director and be on file in the athletic office and the main school office.

Rule VI. Students that receive a suspension due to a violation of the Extracurricular Code of Conduct policy can petition to move back to the previous violation level. The petition can only be submitted if the student does not incur another violation within the subsequent calendar year.

Further Procedures: The procedures and rules of conduct for students participating in extracurricular activities set forth above shall apply irrespective of whether at the time of the infraction the student was participating in an extracurricular activity. For example, if a student commits an act which would be an infraction under this extracurricular code in the fall semester but participates for the first time in the extracurricular activity in the spring semester, the procedures and penalties for the first violation shall apply immediately as of the time the student first begins to participate in activities under this extracurricular code of conduct.

Appeals: Any student participant and/or parent or guardian shall have the right to appeal any action taken pursuant to this policy by contacting the athletic director within seven (7) days of receiving notice of the imposition of any sanctions or penalty. The student's case will be reviewed by a three (3) member Right of Review Committee. The decision shall be final unless the Board of Education elects to review the case and/or the parent /guardian files an appeal. The Board of Education will then review the case and make a final decision. The permanent dismissal of a student will be reviewed annually for purposes of considering the student's reinstatement by the Right of Review Committee described herein above upon written request by the student.

Search and Seizure: The locker or the student's personal effects can be searched at any time by school personnel or the police department when there are reasonable grounds for suspecting that the search will produce evidence that the student was violating either the law, the rules of the district, or the extracurricular policies. If the search conducted in accordance with this policy provides evidence that the student has violated or is violating either the law, the district's rules, or the extracurricular policies, such

evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Student Conduct and Sportsmanship During Extracurricular Activities

Students are encouraged to be active in athletics and other extracurricular activities--whether as a participant, spectator, or both. Spectators are asked to support CHS teams by attending, cheering and encouraging. However, support must be given in a sportsmanlike manner. Spectators shall not risk sanctions by the IHSA against CHS teams by way of unsportsmanlike conduct at home or away games. 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 but are not limited to:

- Using vulgar or obscene language, signs or gestures.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or school district employee.
- Harassing referees, officials, umpires and/or players and school officials from the other team. ●
- Engaging in any activity that is illegal or disruptive.

The Principal (or a designee) has the right to remove a student or adult fan for violation of the above. The Superintendent or designee may charge a student or adult with unsportsmanlike conduct by delivering or mailing a notice.

The notice shall inform the student or adult of the following:

- The date, times and place of a hearing before the B.O.E.
- A description of the unsportsmanlike conduct.
- How to inform the Superintendent of a desire to waive a hearing. In addition to the prohibitions against unsportsmanlike conduct, students are expected to abide by the following rules:
 - No smoking, drugs, or use of alcoholic beverages at home or away events.
 - Once a student leaves an event that student will NOT be allowed to return.
 - Students are not permitted to bring in food or beverages from an outside vendor.

Attendance in Regards to Extracurricular Events

A student must be in attendance for at least half of the school day, the day of an event, in order to be in attendance or participate in a school-sponsored extracurricular activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, etc.) must be approved through the principal's office. Any student who is absent due to illness must sign in before the start of 5th hour (Monday through Thursday) and the start of 6th on Friday or they will not be allowed to participate that day or evening in a school-sponsored extracurricular activity.

Art Club	National Honor Society
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Environmental Green Team	SADD
FCA	Spanish Club
FFA	Spring Play/Musical
GSA	Student Council
HIVE	Tabletop Gaming
Interactive Club	The Sting

To participate in any extracurricular activity at CHS, every student must fulfill all of the requirements for eligibility as prescribed by the eligibility policies of the CCUSD #139 and/or their respective groups/club eligibility policies.

Section V: Code of Ethics

Extracurricular Code of Ethics

As a member of the Chester School District extracurricular program, I am sincerely interested in contributing my best to the success of our program during the coming season. I, therefore, agree to conduct myself according to the following code of ethical behavior.

I will:

- follow all policies as set forth in this handbook.
- follow all training rules and discipline myself to be mentally and physically alert.
- be sincere and loyal at all times to my coach, my team, and my school.
- respect and cooperate with all my coaches.
- put my team's success ahead of individual glory.
- create, maintain, and promote the elements of good sportsmanship.
- work hard and strive for improvement.
- be worthy of the responsibility of representing my school at home and away.
- create, maintain, and promote good team morale.
- be responsible for all school equipment entrusted to my use and return it to the school in the best possible condition.

The Chester School District Extracurricular Code of Conduct and all of its policies have been set forth with the purpose of allowing me the privilege and honor of being a part of a successful organization, to give me full opportunity of becoming a better competitor and to instill the desirable traits of manhood/womanhood.

Top Ten Reasons to Sport a Winning Attitude

1. Taunting, trash talk and intimidating behavior have no place in high school sport – or any level of sports.
2. It allows everyone to maintain a “Fun is #1” attitude.
3. It is how you play the game that counts
4. You want others to treat you the way you want to be treated and how many of us want to be treated with disrespect.
5. People don't always remember the final score – but they always remember the person who made a fool of himself or herself.
6. You shouldn't be obsessed with your involvement in sports. Remember: there is life after sports.
7. Avoiding ridicule and sarcasm lets you find the positive in each other.
8. It lets you maintain a sense of humor.
9. It is simply the right way to treat people.
10. Sportsmanship begins with you!

Student Council Nominations & Elections

The Student Council is comprised of Student Council officers, Class Officers, and (*if necessary) class representatives.

Nominations for the offices of President, Vice-President, Secretary and Treasurer (*and Extra-Curricular Chair for Student Council) of the Freshman, Sophomore, Junior and Senior classes, and Student Council, shall be conducted as follows:

- Students who wish to run for a position must do the following:

Obtain the Student Council/Class Officer/Class Representative from the Student Council sponsors.

Complete the application in its entirety and return it to the Student Council sponsors by the specified deadline. The application requires:

-TWO teacher recommendation assessments. **This should be returned to the student in a sealed envelope to allow the teacher an opportunity to give their honest opinion and recommendation.

-30 grade level classmates' signatures who are willing to attest to the applicant's character and qualities as they pertain to the requirements for Student Council membership: character, initiative, work ethic, decision making skills, asset as a member to this governing organization for Chester High School (see attached form)

-All petitions must be returned to the Student Council sponsors by the given deadline.

- Student Council sponsors are to check to make sure each student running for a position has at least a 2.0 GPA. Freshman averages will be based on their 8th grade year. Members' grades will be checked at each semester's end. Failure to maintain a C average will result in probation from the Student Council.

- If there are no candidates running for a particular office, Student Council sponsors have the option to hold another round of nominations or request a specific student fill the open position with approval from administration. .

- Before the voting ballots are made, sponsors are to check with the nominees at a meeting called by the sponsors to explain the duties involved. Any nominee may then withdraw if they are unwilling to meet those duties.

The election procedure for class offices shall be as follows:

- Voting will take place via electronic ballots for 2-3 days.
- The entire student body will vote for Student Council officers.
- Only class members may vote for each set of class officers.
- Freshman class officers are not eligible to be Student Council officers.
- *Seniors who run for class, club, or other organization offices and who intend to graduate in January must notify the sponsor before the election or appointment.

National Honor Society Selection Process

The National Honor Society (NHS) is an organization that recognizes juniors, and seniors who exemplify high standards in the areas of character, leadership, scholarship, and service. NHS is considered to be one of the highest achievements given to high school students. Students are invited during their junior, and/or senior year. An invitation is extended if the student has a minimum cumulative grade point average of 3.2 and a minimal discipline record. Next the entire faculty evaluates each student on leadership, service, and character. Students are then selected for membership by a 5-member faculty council that reviews each candidates' form and faculty evaluations. The faculty council will discuss whether each student meets the standards. Students that are selected are inducted at an Induction Ceremony held in October. NHS activities include but are not limited to Honors Night, Holiday Week, and Teacher Appreciation Breakfast.

Attendance at School-Sponsored Dances

CHS has a Homecoming and Prom Dance. Other dances may be scheduled as approved by the principal. Attendance at school-sponsored dances is a privilege.

- All dances end at 11:30 PM.
- Admission should be paid through advanced sales.
- Parties and dances are for CHS students only unless announced otherwise. Jr. High and Grade School students are NOT allowed. Any non-CHS student who is invited to attend a dance or party as a guest of a CHS student must have proper paperwork filled out 3 days in advance of the event and approved by administration.
- The use, possession, sale or transportation of alcoholic beverages, illegal drugs, and tobacco products is prohibited.
- Students who leave the building may not return unless given prior permission by the dance chaperone.
- Students should have a good time but will be expected to behave responsibly.
- A student may be asked to leave for any violation of the rules.

Requirements for Special Events Participation:

Participation in special events (field trips, school dances, etc) is a privilege. Students may be denied participation in special events when they have been:

- Referred to the administrator for major discipline infractions per semester.
- Absent ten percent of the current school year.
- On the ineligibility list for the week of the event.
- Absent the day prior to the event if the event is held on a weekend.

Any off-site district special events are considered a reflection of the school district and appropriate behavior is expected.

Student Athlete Concussion and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols

SCHOOL MASCOT, COLORS & ATHLETIC AFFILIATION



School Mascot: Yellow Jacket

School Colors: Black and Orange

Athletic Affiliation: Cahokia Conference

Fight Song – GO YOU YELLOW JACKETS

Go you Yellow Jackets, Fight you Yellow Jackets, Win you Yellow Jackets
GO! FIGHT! WIN! Go you Yellow Jackets, Fight you Yellow Jackets
We like to win and we'll back you to the end
So, go you Yellow Jackets, Fight you Yellow Jackets
Lift up your banners high
Go right down the field ("floor" in basketball)
And never, never yield ("And make another score" in basketball)
For dear old Chester High! Go you Yellow Jackets (6 claps) Fight you Yellow Jackets (6 claps)
Go – Fight – Win! RA

