

CEL PARENT/STUDENT HANDBOOK 2011-2012



Chester-East Lincoln Community Consolidated School District #61
1300 1500th Street
Lincoln, IL 62656

Phone: 217-732-4136
Fax: 217-732-3265

School Website: <http://www.logan.k12.il.us/CEL/>

Superintendent/Principal:	Jennifer Hamm
Secretary:	Diana Plese
Secretary/Bookkeeper:	Teresa Strampp
Transportation Director:	Randy Ely
School Nurse:	Margie Dollinger

MISSION STATEMENT

The vision for the Chester-East Lincoln School District is that all students will progress, to the extent of their ability, in an atmosphere of understanding and community interaction.

EQUAL EDUCATIONAL OPPORTUNITY STATEMENT

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical or mental handicap or disability, or actual or potential marital or parental status.

TABLE OF CONTENTS

School Schedule	4
School Day	
Early Dismissals	
Student Arrivals and Departures	
Release During School Hours	
Inclement Weather/Emergency Days	
Student Attendance	6
Attendance	
Reporting an Absence	
Tardiness	
Vacations	
Doctor/Dental/Orthodontist Appointments	
Excessive Absences	
General Procedures	8
Residency Requirements	
Health and Dental Examinations	
School Insurance	
Safe and Drug-Free School	
School Safety Plan	
Provisions for Homeless Students	
School Visitors	
Emergency Contact Information	
School-Home Communications	
Notes to Divorced Parents	
Parents' Right to School Records	
Parents' Right to Know about Teacher Qualifications	
Description of the RtI (Response to Intervention) Process	
School Snack Policy	
Dispensing of Medication and Availability of School Nurse	
Head Lice Policy	
Student Fundraising Activities	
Lost and Found	
Telephone Use	
Parent/Adult Volunteers	
Community Club and CELEA	
Cleanliness of the School Environment	
Use of Pesticides	
School Programming and Complaints about Subject Matter	
Uniform Grievance Procedure	

Student Procedures18

- Dress Code
- Cell Phone Usage
- MP3/iPod Usage
- School Property and Vandalism
- School-Sponsored Publications/Products
- Prohibited Publications/Products
- Student Sex Equity Policy
- Harassment
- Bullying
- Computer Lab Guidelines
- Field Trips
- School Dance Policy

Grading Procedures23

- Grading Scales
- Promotion/Retention Policy
- Skyward Family Access
- Skyward Grade Book
- Report Cards

Student Discipline Policies26

- Delegation of Authority
- General Misconduct
- Gross Misconduct
- Gang Activity
- Student Language/Student Expression
- Disciplinary Consequences
- Search and Seizure
- Physical Education Guidelines
- Care of Bathroom Facilities
- Bus Policies and Regulations
- Cafeteria Rules and Guidelines
- Recess Drinks (K-2 Students Only)
- Playground and Recess Rules

Extracurricular Activities37

- Eligibility Rules
- Participation in Athletic and Non-Athletic Events
- Extracurricular Offerings at CEL

SCHOOL SCHEDULE

School Day

Chester-East Lincoln's day begins at 8:15 a.m. (when the tardy bell rings) and is dismissed at 3:05 p.m. for grades K-8th. Early Childhood students attend an afternoon session from 12:00 – 3:00 p.m.

Early Dismissals

From September to April, students will be dismissed at 1:15 pm on the first and third Wednesdays of the month so that teachers can participate in school improvement activities. In October, the third Wednesday of the month will be a regular attendance day and students will be released at 1:15 pm on October 31st.

Student Arrivals and Departures

Students should not arrive at or enter the school building until 8:07 a.m. unless prior arrangements have been made with a teacher. Students who arrive by bus will remain on the buses until 8:07 a.m. Please drop your children off at the south end of the building. It is against the law to pass a school bus on school property while students are boarding or being released from the bus. The police department will be notified of infractions regarding passing of school bus vehicles.

Parents are advised to call the school office if their child will not be riding the school bus in the morning. This will benefit the bus driver in not having to drive the extra miles and be cost effective for the school.

Doors to the building will not be opened until 8:07 a.m. at which time students will report to their classrooms. Parents should notify the teacher or the office if their child will need to be picked up after school. **If a note or a phone call is not received, the student will automatically ride the bus home.**

Parents should be advised that there is no supervision on the playground before and after the regular school day. If students are dropped off early or remain after school, supervision is the responsibility of parents/ guardians.

Release During School Hours

Teachers may not release a student from school at other than the regular dismissal times unless a parent or guardian signs the student out in the office. No student will be released from school to any person other than the custodial parent(s) or guardian without written or oral permission of the said person.

Because of safety concerns, students will not be allowed to leave school during lunch time unless a parent or guardian comes to school to take the child out for lunch and signs that child out in the office.

Inclement Weather / Emergency Days

Early dismissal or closing of school occurs when inclement weather or other unforeseen circumstances exist. In these situations, parents will be notified using the *Skylert* automated notification system. Messages will be sent to all phone and email contacts provided to the district. In addition, families may tune into one of the TV stations listed below for closure/late start information.

- WICS-Channel 20-Springfield
- WCIA-Channel 3-Champaign-Urbana
- WHOI-Channel 19- Peoria

On days when the heat index is expected to exceed 91 degrees based on the National Weather Service website (<http://forecast.weather.gov>), the administration will notify parents that morning using the *Skylert* system of a 1:45 pm dismissal.

*The heat index of 91 degrees occurs when the air temperature is 85 degrees or higher combined with relative humidity above 65%.

On extremely cold days, the administration will use the National Weather Service Wind Chill Guide to determine if closures are necessary to protect the students from exposure and frostbite.

Decisions about extra curricular activities on inclement weather early dismissal days will be determined by the team coach and Superintendent. Parents will be notified of practice cancellations or changes via the *Skylert* system.

STUDENT ATTENDANCE

Attendance

Success in school depends greatly on regular, punctual attendance and good study habits. Students are expected to be in school for the entire school day unless there is a justifiable reason for the absence. No student may participate in extracurricular activities on any given day unless that student has been in attendance at school for at least half (11:30 a.m.) of that day. Numerous absences and/or 5 or more days of tardiness will be reported to the Superintendent's office.

Reporting an Absence

If your child is ill, please call the office between 7:15 a.m. and 9:30 a.m. to report the absence. When you know in advance that your child will be absent, please notify your child's teacher and the school office by calling and/or sending a written note. Be sure to include the reason for the absence. If you do not contact the school regarding your child's absence, the absence will be recorded as unexcused.

Tardiness

A student who is late for school should report to the main office and receive a pass to class. Once a student has been tardy to school 5 days, he/she will be referred to the Superintendent.

Vacations

Family vacations during the school year may be unavoidable due to parent work schedules. Although the school encourages students to be in attendance at all times to ensure they are receiving vital in-class instruction and assistance with daily activities, some absences may be unavoidable.

In the event a planned student absence will occur, parents are asked to notify the school a minimum of 5 days in advance so that the teacher can provide the student with as much of the work he/she will be missing during the absence. Teachers will provide any additional activities, tests, or materials missed to the student upon his/her return.

Doctor/Dental/Orthodontist Appointments

Whenever possible, parents are encouraged to schedule doctor, dental, and orthodontist appointments outside of regular school hours.

Excessive Absences

Regular attendance is essential in providing students a well rounded education. When students miss school (both excused and unexcused absences), they lose the advantage of in-class instruction, guided practice, and intervention services. Because of this, CEL feels strongly that students need to be in school on a regular basis.

Once a student has missed 5% of the total attendance days in a school year, the parent/guardian will be required to attend a meeting of the Attendance Committee to discuss strategies to improve attendance and address any educational deficiencies that may have occurred as a result of the habitual absences.

The Attendance Committee will be comprised of the Superintendent, two of the student's teachers, a Board representative, the local truancy officer, and any special education staff that work with the child.

In addition to our school policy, the State of Illinois defines "habitual truancy" as missing 5% or more of the school year due to either excused or unexcused absences, which equals 8.75 days. Once a student has reached 5 absences, the local truancy officer will be contacted and the officer will make initial contact with the parent or guardian. Once the 8.75 days is reached, students will be placed on the officer's caseload and compliance criteria will be determined by the officer and courts.

GENERAL PROCEDURES

Residency Requirements

A student's residence is the same as that of the person who has legal custody of the student. Proof of residency in the Chester-East Lincoln School District is required for registration. The parent(s)/guardian who is registering a student must present the student's **birth certificate** and **four proofs of residency** in order to meet requirements and complete the registration process. Examples of documents that can be used to prove residency are: a current property tax bill, mortgage papers or a signed/dated lease, and at least 3 other items all showing the same address, such as a driver's license, utility bill, current homeowners/renters insurance policy, vehicle registration card, current public aid card, or a voter registration card.

Residency requirements are enforceable through state law. Students who are not residents of the district and do not qualify for attendance under the McKinney-Vento Homeless Act will be removed from school five days after final notification

McKinney-Vento Act: Under this federal act, parents who live in a shelter or motel, share housing with a relative because they have lost their housing, live in a campground, car, old building, other temporary shelter, or otherwise do not have a permanent address have rights under this homeless act.

If a parent/guardian meets the criteria listed above, they have the right to enroll their child in school immediately, even without medical records, and receive help from the District liaison to help obtain immunizations and/or medical records. The Chester-East Lincoln liaison is the Superintendent and can be reached at 217-732-4136.

The McKinney-Vento Act also makes provisions for homeless parents who choose to send their children to their old school or to the school that is closest to where they are living now, to get transportation for their children, to dispute enrollment and transportation decisions, and participate in their child's education.

Health, Dental, and Eye Examinations

Health: A student's parent(s)/guardian shall present proof that the student was examined by a licensed physician and received the immunizations against and screenings for preventable communicable diseases as required

by the Department of Public Health. If a student is not up-to-date with the required health examinations and immunizations by October 15th of the current school year, that student will be excluded from school until proof can be presented that the requirements have been met. The nurse will notify the parent(s)/guardian of the student by letter prior to the October 15th deadline if health records are not up-to-date.

Dental: The State of Illinois requires that parents/guardians of students in grades K, 2, and 6 present proof that their child/children have had a dental examination. The new law requires children in grades K, 2, and 6 to have a dental examination performed by a dentist by May 15th of the current school year, or to present proof to the school that an appointment is scheduled at some time within the next 60 days. (The exam may have been completed within 18 months prior to the May 15th deadline as well.) The school may withhold final report cards if proof of an examination is not provided by May 15th. Parents/guardians may apply for a waiver from this requirement for their child/children if they can demonstrate an undue burden or the lack of access to a dentist.

Eye Exams: The State of Illinois now requires comprehensive eye exams for students entering kindergarten. The law requires children entering kindergarten to have their eye examination performed **only by a qualified eye doctor**, such as an optometrist or ophthalmologist. Proof of the exam must be submitted to the school by October 15th of the current school year.

School Insurance

Student accident insurance is available to students at a nominal fee. It is recommended for all students whose families do not have such insurance coverage. All students participating in athletics and cheerleading must either be covered by school insurance or show evidence, by signing a waiver, that the family has an accident insurance policy.

Safe and Drug-Free School

Chester-East Lincoln School District is dedicated to ensuring a safe, drug-free environment for its students. The district is also committed to presenting information to strengthen the attitude of people respecting one another as well as information about the damaging effects of the sale and use of drugs, alcohol, and tobacco products. Parent/guardian support in these efforts is important so children do not get "mixed messages" between home and school. Please remember that

smoking is prohibited on school grounds during school hours as well as during any athletic event or before or after school program/event.

School Safety Plan

In compliance with state recommendations and guidelines, Chester-East Lincoln School District has a policy regarding school safety and a plan in conjunction with the City of Lincoln and State of Illinois Police Departments. Procedures for all faculty and staff are reviewed annually. Each faculty member has been assigned a job during a crisis in order to ensure the safety of all students in the building.

Provisions For Homeless Students

Parents who live in a shelter or motel, share housing with relatives because they lost their housing, live in a campground, car, old building or other temporary shelter, or otherwise do not have a permanent address have rights under the Homeless Act. These parents have the right to enroll their children in school immediately, even without school or medical records, and to get help from the school district liaison with immunizations and/or medical records. The district liaison for Chester-East Lincoln is the Superintendent, who can be reached by calling the school.

The Homeless Act also makes provisions for homeless parents to choose to send their children to their old school or to the school that is closest to where they are living now, to get transportation to school for their children, to dispute enrollment or transportation decisions, and to participate in their children's education.

School Visitors

All visitors to Chester-East Lincoln School are required to report to the office upon entry into the school building. This includes parents of CEL students and any other individuals who are not currently students or employees of the school. For safety reasons, doors will be closed and locked. Therefore, if you need to enter the building, **you must enter through the front doors and check in at the office.** Parents are also requested to call or come to the office to schedule appointments to talk with their children's teachers.

Emergency Contact Information

During the first week of school, students will be given a copy of their emergency contact form. **The information contained in this form is very important for several reason.**

First, it provides the school a way to contact parents/guardians in case of an emergency. It is also how the *Skylert* automated parent notification system will get in touch with parents.

Parents are asked to ensure that all of the information is correct and return it to the school by August 30th signed. Parents can update contact information at anytime throughout the year by contacting the main office or through the Skyward *Family Access* system.

School-Home Communication

Often, throughout the school year, information is sent home for parents and students concerning special events, changes in the school calendar, and other school matters. We urge you to check with your children daily and encourage them to show you all notices and/or other papers coming home from the school.

It is also important to check the school website (<http://www.logan.k12.il.us/CEL/>) on a regular basis to see calendar updates and special announcements.

Notes to Divorced Parents

Copies of all correspondence and school reports can be provided by upon request to both parents of a child whose parents are divorced, unless there is a court order to the contrary. School reports include reports or records that reflect the child's academic progress, reports of the child's emotional and/or physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as Open Houses, that involve student-parent interaction, and copies of the school calendar to show important dates in the school life of the child. When information is requested by either parent, the copies will be provided by email or mail.

Parents' Right to School Records

Parents have the right to see and read any educational record the school keeps on their children. A request must first be made in writing prior to reviewing any school record; then within 15 days, parents may inspect the information contained in their child's/children's school records. Parents are advised to review their children's records before transferring them to another school and/or before participating in special education meetings or due process hearings. If parents wish to challenge any of the information on file, they will need to submit a written request detailing why they think there is a problem. They will not be able to challenge grades or references to out-of-school suspensions or expulsions.

Parents' Right to Know about Teacher Qualifications

Because Chester-East Lincoln School receives and accepts *Title I, Part A* funding under the federal No Child Left Behind (NCLB) law, we are required to notify parents/guardians that they can request information regarding the qualifications of their child's teacher. This information can include, at a minimum: (1) whether the teacher has met the State requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications. In addition, a Title I school (a school that accepts Title I money) must provide to parents/guardians timely notice if their child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified," as defined by the federal No Child Left Behind law and the State of Illinois.

Description of the RtI (Response to Intervention) Process

RtI is a process designed to help schools focus on student achievement by providing high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding a student's educational program. For more information, please contact the district superintendent or your child's teacher.

School Snack Policy

Under the Child Nutrition and WIC Reauthorization Act of 2004, school districts that participate in the National School Lunch Program are required to develop and implement school wellness policies that address student nutrition and physical activity issues. According to the law, the policy must contain:

- Goals for nutrition education
- Goals for physical activity
- Goals for other school-based activities designed to promote wellness
- Nutrition guidelines for all food and beverages available on school campuses during the school day with the objectives of promoting student health and reducing childhood obesity
- A plan for measuring progress in these areas

In order to meet the law’s requirements, beginning with the 2009-2010 school year, we are asking that children not bring high sugar, high fat, low nutrient snacks for treats. If your child brings a snack for the class, please choose a healthy treat for the wellness of all our children. By providing our children with nutritious choices for treats at parties, CELebrations, class incentives, birthdays, and holidays, we can positively influence all of our children’s eating habits. **Snacks should be store-bought** and could include, but are not limited to, any of the following choices.

Suggested snacks include:

Fresh fruit	Low fat/sugar granola bars	Animal crackers
Graham crackers	Low fat cheese sticks	100 calorie snack bags
Yogurt tubes	Whole grain crackers/chips	Low fat pudding cups
Low fat frozen yogurt	Low fat ice cream sandwiches	Frozen 100% fruit bars
Individual dried fruit boxes: raisins, cranberries, apricots, peaches, bananas, apples		
Fresh vegetables and low fat dip	100% juice drinks (fruit or vegetable)	
Individual <i>Crystal Light</i> packets with 16 oz. water bottles	Cheese cubes	
Fruit smoothies made with low fat milk	Mini bagels and low fat cream cheese	
Sugar free <i>Jello</i> cups	Unsweetened cereal	

Please check with your child’s teacher for students with severe nut allergies before sending any of the following nutritious treats.

Peanut butter with apple or fruit slices	Trail Mix (fruit and nuts)
Party mix (variety of cereal, pretzels, nuts, etc.)	
Dry roasted peanuts, pecans, walnuts, cashews, etc.	

Dispensing of Medication and Availability of School Nurse

No medication, including aspirin, Tylenol, cough drops, etc., may be given to a student by any school personnel without written permission from the parent/guardian or a physician. If your child requires medication on a daily basis, a proper consent form from the office must be signed by the parent/guardian and a physician. Dosages and times of administering must be listed so the nurse can dispense the medication properly. A registered nurse is available at the school from 11:45 a.m. until 2:45 p.m. daily during the school year.

Head Lice Policy

Chester-East Lincoln has a NO NIT POLICY in regards to head lice. This means that a child with lice or nits can not return to school until all nits are removed and the child has had a hair treatment. Lice checks are done periodically in the fall, winter, and spring, as well as when a report has been filed. Currently, the school nurse does head checks on a routine basis.

Student Fundraising Activities

Students should not be used to promote fundraising by non-school sponsored groups. Exceptions are those of a school-wide nature in which participation can be a positive experience for students and the proceeds contribute to a recognized humanitarian purpose. Fundraising plans shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student activities.

Lost and Found

The school provides an area for all lost and found items. We strongly urge you to mark coats, hats, gloves, lunch boxes, sacks, and book bags with your child's name so that items may be returned when misplaced. Valuable items will be kept in the office.

Telephone Use

During school hours, students may have access to the office telephone for legitimate and/or emergency calls. However, **students must receive written permission from their teacher or another adult before using the office phone.**

Parent/Adult Volunteers

Extra help is welcomed in our school! The time and work contributed by volunteers has been an asset and has helped in developing a stronger school program. People interested in contributing their time should contact the Superintendent or the teacher with whom they wish to do volunteer work.

Community Club and CELEA

The Community Club of CEL and the teachers of CELEA (Chester-East Lincoln Education Association) work with school officials to promote the welfare of the children in our school. These groups meet monthly to work on projects and to provide special programs and activities to benefit our students.

Cleanliness of the School Environment

The desire of school personnel is to maintain a clean, safe, sanitary environment in which children can learn. To do so, custodial and maintenance employees work diligently to keep the school ready for students.

The school is considered to be environmentally safe. All toxic materials, including friable asbestos-containing materials have been removed or encapsulated. The Superintendent may be contacted to review the district's federally mandated asbestos management plan or to discuss environmental issues.

Use of Pesticides

As prescribed by the State of Illinois (225 ILCS 235/2), all schools are required to give written notification to parents regarding the use of pesticides at least 2 days prior to the application of pesticides on school grounds. Each year, the school will establish a yearly routine of applications by a local pesticide company. Notification of applications could be distributed through a school newsletter, calendar, or other correspondence deemed appropriate by the school. Parents are required to notify the school office if any of their children would be adversely affected by such application on the dates noted. Questions or concerns can be directed to Mr. Randy Ely, Head Custodian of Chester-East Lincoln School.

Curriculum Concerns

Parents/guardians with concerns about curriculum, instructional materials/activities, or programs should contact the classroom teacher first and then the Superintendent if further follow-up is needed.

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager (Superintendent Jennifer Hamm or CEL teacher Greg Hoffert) if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or

6. curriculum, instructional materials, programs.

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 the 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.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with a 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 sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student, the Complaint Manager will notify his/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 or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his/her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all

materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

STUDENT PROCEDURES

Dress Code

For health reasons and to prevent exposure of personal areas, decent and appropriate dress is considered to be fully clothed from the shoulder to mid-thigh. It is expected that students wear neat, clean, appropriate clothing that meets the standards of the district. **Student dress should not be disruptive or interfere with classroom procedures. In addition, students are expected to follow the dress code at extracurricular school functions, such as school dances, athletic events, Awards Night, and winter/spring concerts.** School officials are aware of current clothing styles; however, certain standards of decorum must be maintained at school and during school-sponsored events.

- ◆ Hats, hoods, bandannas, spiked or studded accessories, sunglasses, etc. must be removed when entering the school. Outerwear, such as coats and gloves, may not be worn in class unless permitted by the teacher.
- ◆ No shorts will be allowed between November 1st and March 15th.
- ◆ Shirts should cover the body from the shoulder to the waistband of the pants at all times. The wearing of clothing with writing/slogans containing inappropriate wording (obscene messages, double meanings, gang affiliation, references to drugs, alcohol, tobacco, violence, sexual exploitation, etc.) are considered unacceptable. **All students should use the “3-finger rule” to check for acceptable width of shirt straps (less than 3-fingers wide is not acceptable). All sleeveless shirts should also have appropriate underarm coverage (arm holes should not be oversized).**
- ◆ Clothing should be worn as intended, such as the waistband of the pants around the waist. Pants, skirts, and dresses that drag on the floor can present a safety hazard and should not be worn. **Short shorts and short skirts should not be worn.** (If bottom edge of shorts or skirt is shorter than **fingertip length** when the student is standing up straight at a natural posture with arms at sides, then they are not acceptable to wear in school.) Pants/shorts/skirts with holes above the knees are not acceptable for school and should not be worn. **Backless footwear will not be permitted in grades Pre-K through 5 for safety reasons.**

Cell Phone Usage

Policy will be provided to students and parents after development is complete, on or before the first attendance day of school.

MP3/iPod Usage

The use of MP3 players, iPods, iTouch, and other related electronic devices are restricted to use in grades 6, 7, and 8. Each classroom teacher in the junior high will develop his/her own class usage policy for these items. Students will be allowed to use their electronic devices during lunch in the cafeteria. Students may not use electronic devices in the hallways or during assemblies.

The school is not responsible for lost, stolen, or damaged electronic devices. It is the students responsibility to secure these and other valuable items at all times.

School Property and Vandalism

Students should act responsibly and respect school property. Care of books, for example, is the student's responsibility. If books are lost or mutilated, charges will be assessed. Students found damaging any school property will be responsible for the cost of repairing or replacing damaged items. The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

School-Sponsored Publications/Products

School-sponsored publications, productions, and web sites are part of the curriculum and not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission.

Prohibited Publications/Products

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet, that would cause substantial disruption of the operation of the school or violate the rights of others. Materials that are socially inappropriate or inappropriate due to the maturity level of the students, as well as items that are primarily intended for the immediate solicitation of funds and primarily prepared by non-students are also prohibited.

Accessing and/or distributing "at school" includes accessing and/or distributing on school property or at school-related activities. Such actions constitute gross misconduct, requiring action by administration and the Board of Education.

Student Sex Equity Policy

No student shall, on the basis of sex, 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.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure that is found at the end of the "General Procedures" section of this handbook. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to School Code 105 ILCS 5/2-10) and, thereafter, to the State Superintendent of Education (pursuant to School Code 105 ILCS 5/2-3.8).

Harassment

Students expect to be able to attend school each day without fear of being harassed in any way. Unwanted and unwelcome verbal and physical abuse by others will not be tolerated. Sexual innuendoes or advances, obscenities, or religious or racial slurs are inappropriate at any level. Examples include crude jokes or pictures, discussion of a sexual experience, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who feel victimized should immediately file a complaint with the Superintendent.

Bullying

Bullying is the name given to the type of conduct in which students repeatedly pick on others with no regard for their feelings. It consists of peer harassment and/or threatening and intimidating behavior toward others. Examples of bullying include taunting, teasing, insults, humiliation, aggression, exclusion, and causing alienation of another person. It comes with the intent to harm and hurt others. CEL Board Policy 7:180 outlines the steps the school is taking to address this issue. Bullying is hurtful and disruptive and will not be tolerated. Disciplinary action will be taken in accordance with school policy and our PBIS program.

Computer Lab Guidelines

The computer lab was installed at great expense for the purposes of increasing student learning and better preparing students for the future. Abuse of the computers or other electronic equipment (example: Kindles, iPads, etc), horseplay near the computers, etc. could result in a detention or removal from the lab for a specified period of time. Students are to exercise care in handling all computer equipment and software.

Students may only use the Internet when supervised and instructed by a teacher. If any student accesses inappropriate information of any type from the Internet, that student will have his/her Internet privileges revoked.

Field Trips

Field trips and class trips are extensions of classroom activities. While on these trips, students are representing Chester-East Lincoln School and are expected to conduct themselves appropriately, in much the same way as they are expected to do so within the classroom. A student who becomes a discipline problem at school may be deemed ineligible to participate in school trips, or may need to have a parent/guardian attend the trip with him/her.

Administration reserves the right to not allow a student to attend a school trip based upon the student's misbehavior and/or the number of detentions, in-school suspensions, and out-of-school or bus suspensions that the student has accumulated. **A student who has received any of the following combinations of disciplinary consequences will not be allowed to attend field trips:**

- ◆ **4 or more administratively assigned detentions**
- ◆ **2 or more suspensions (in-school, out-of-school, bus suspensions, or any combination of the three types listed)**
- ◆ **1 suspension and 2 or more detentions.**

Decisions that must be made regarding school trip eligibility are at the discretion of the Superintendent, in consultation with faculty and parents.

If a student is not allowed to attend the 8th grade class trip due to prior misbehavior and chooses to miss school on that day and go to the same location of the planned school trip, the student forfeits his/her right to participate in all 8th grade promotion activities and ceremonies.

School Dance Policy

Attendance at dances held at Chester-East Lincoln School is considered to be a privilege. Eligibility to participate will be contingent upon the status of the student's discipline record. Final determination for attendance will be made by the administration. Following are the rules that apply to school dances:

- ◆ **Only students in grades 6, 7, and 8 who are currently enrolled at Chester-East Lincoln School are permitted to attend dances held at the school. No outside guests will be allowed.** Dance information is included in the morning announcements and posted on signs in the hallway one week before each dance.

- ◆ Students will not be admitted into the gym until five minutes prior to the scheduled start time of the dance.
- ◆ If a student is absent from school on the day of the dance, or is serving a suspension that day, he/she will not be allowed to attend the dance.
- ◆ Only half of the gym floor will be available during school dances. Students are not allowed on the side of the gym that is not in use. They may sit on the bottom row of bleachers and the benches at half court, and may use the bathrooms in the locker rooms.
- ◆ Dances are school functions. The same rules of conduct and consequences that are listed in this handbook will be enforced. Public displays of affection will not be tolerated; hands must be kept above the waist. **Students are to dress in a manner that is appropriate for a school function and behave accordingly.**
- ◆ In the event that a student is asked to leave the dance because of misbehavior, the student's parent(s)/guardian will immediately be called to come and pick up the child. If the parent cannot be contacted, the child will sit out the remainder of the dance, but will not be allowed to leave the building. The child will also be subject to disciplinary action upon returning to school the next school day, and may be prohibited from attending future dances.
- ◆ Once a student leaves the dance, he/she will not be allowed re-entry.
- ◆ Please be sure that transportation has been arranged for your child. If a student needs to use the telephone, one will be made available upon request. Students should ask a chaperone for permission to use the phone a half-hour before the dance ends.

GRADING PROCEDURES

Grading Scales

The following grading scales are used at Chester-East Lincoln School:

Kindergarten + Good progress
 - Needs improvement
 x Not yet presented in class

1st and 2nd Grade Mastery Level (M) = Mastery means that the student has averaged 90% or higher on a specific common core standard

Developing Level (E) = Emerging means that the student has averaged between 80-89% on a specific common core standard

Introductory Level (I) = Introductory means that the student has averaged between 70-79% on a specific common core standard

Remediation Level (R) = Remediation means that a student has averaged below 69% on a specific common core standard.

3rd – 8th Grade A+ = 100 A = 93-99 A- = 90-92

 B+ = 87-89 B = 83-86 B- = 80-82

 C+ = 77-79 C = 73-76 C- = 70-72

 D+ = 67-69 D = 63-66 D- = 60-62

 F = 59 and below

Promotion/Retention Policy

In 1997, the state of Illinois added an amendment to the School Code (105 ILCS 5/10-20.9a) that prohibits the promotion of students who are not in special education programs for any reason that is not related to the student's academic performance, such as age or social reasons. It is also stated in District Policy 6.280 of Chester-East Lincoln CCSD #61 that promotion of a student to the next grade level "shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests and or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance."

The following criteria are used at Chester-East Lincoln School to determine whether a student will be promoted to the next grade level at the end of the school year or retained in the same grade for another year. It should be noted that, in addition to the following criteria, student attendance, teacher input, and parent input are considered in the decision-making process.

Kindergarten: A kindergarten student will be considered for retention depending upon emotional and academic readiness.

Grade 1: A student in first grade will be considered for retention if he/she earns an "Unsatisfactory" rating in Math and/or Reading.

Grades 2 - 5: A student in grades 2 - 5 will be considered for retention if that student earns a grade of "F" in two academic areas.

Grades 6 - 8: Students in grades 6 - 8 must be passing 3 out of 5 core subjects (English, Math, Literature, Science, and Social Studies) with a 68% or better average for the year in order to be promoted. The year-end percentage/grade is computed by averaging the percentages for each of the four grading periods of the school year.

Parents/guardians will be notified if students are having academic problems. Teachers may make contact by phone, through notes sent or mailed home, through report cards/progress reports, and/or by meeting with the parents/guardians. The Superintendent will also send a letter that warns of possible retention when a student has been identified by his/her teacher as someone who is in danger of not being promoted. The parent/guardian of the student is requested to sign the letter and return it to school as soon as possible.

SKYWARD

Skyward Family Access

CEL will be replacing EdLine with a more comprehensive home-school communication system through Skyward called *Family Access*. This new system will allow parents to monitor assignments, grades, attendance, discipline, pay lunch fees, communicate with teachers, see the school calendar, and receive automatic grade and attendance notifications based on individual preferences.

At the beginning of the year, each household will be provided a parent and a student login and password. At this time, parents can set-up individual preferences for their family.

Skyward Grade Book

Each week teachers will post all of the previous week's grades by Sunday at Noon.

Report Cards

The Skyward *Family Access* system allows parents to track their child's grades throughout the year. Each week by Sunday at Noon, teachers will have all of the prior week's grades updated in the system. Beginning in the 2nd 9 week term, parents will be able to view progress reports and final quarter grades on-line.

At the end of each quarter, a paper copy of the report card will be sent home and the report card envelope should be signed and returned to the classroom teacher.

For parents without computer and or internet access, a paper copy of all reports can be requested from the main office

Skylert

This year, parents will be notified by telephone, text messaging, and email of important school events, closures, early dismissals, and parent-teacher conferences through the automated *Skylert* system. This system will send pre-recorded messages to the contact numbers provided on your child's registration forms. In order to ensure that you are receiving messages, please be sure to update any changes in your contact information through the *Family Access* page or by contacting the main office.

STUDENT DISCIPLINE POLICIES

Chester-East Lincoln School uses the PBIS (**P**ositive **B**ehavior **I**nterventions and **S**upports) program to address behavioral successes, needs, and concerns in the school. This program stresses proactive, rather than reactive, responses to students' behavior and encourages the adults to "catch them being good." It also promotes timely communication between school and home, especially if there is a behavior concern.

In order to be successful in implementing this positive and consistent approach to handling discipline matters and recognizing/acknowledging good behavior, the school personnel count on support from the families of our students. Parents can help the school by discussing the PBIS program with their children and reminding them what the school rules are and what good behavior looks like in the various areas of the school, on the playground, and on the bus. Parents should also encourage their children to be positive, productive learners. Your support in helping us to create a safer, more productive, and more positive learning environment is greatly appreciated.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure except in-school suspension, out-of-school suspension, or expulsion that is appropriate for the situation and is in accordance with district rules/policies on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Behavioral Expectations

The PBIS process stresses the "pre-correction" of students, either individually or as a group, before transitioning to another activity or place. This means that the behavioral expectations for that activity and/or place are often reviewed prior to the transition. General re-teaching of rules and expectations also occurs at various times throughout the year, and students who display expected behaviors and act appropriately are acknowledged with "treasure tickets" that can be redeemed for items at our school store (named "Mrs. Albert's Store, in honor of Mrs. Connie Albert). They are also acknowledged during monthly "CELebrations".

When a student does not behave in accordance with the rules and expectations, that student is warned and re-taught/reminded of the proper way to behave. If the student still chooses to behave inappropriately, or a previous inappropriate

behavior continues, the student is then given a **referral**, which he/she must take home for a parent signature. Parents/guardians are expected to sign referral forms and send them back to their child's homeroom teacher the following school day. Your signature simply acknowledges that you are aware of the incident. An unsigned or unreturned referral form will not eliminate the referral or its consequences. Since the referral form is meant to be a communication tool, we ask that you promptly return any signed forms that you receive from your child so that we know the information got home to you.

TAP Notes and "Major" Referrals

There are 2 types of referrals-TAP (Teacher and Parent Notes) and "majors". Students are taught about both of them and are re-taught expected behaviors at various times throughout the school year in order to encourage them to make good choices and not get referrals.

TAP Notes: TAP Notes can be given by any staff member. Behaviors that are considered to receive a TAP Note include, but are not limited to: inappropriate language, physical contact, defiance/disrespect/non-compliance, disruption, not following the dress code, property misuse, being tardy, electronic violations (involving computers, cell phones, MP3 players, etc.), being unprepared for class, having food/drink/gum at an inappropriate time and/or when permission was not given, and not completing and/or turning in homework when it is due.

Majors: Major discipline referrals (called "majors") are more serious in nature than minors and are handled by the administration. Behaviors that are considered majors include, but are not limited to: abusive language, fighting/physical aggression, being overtly defiant or disruptive, harassment/teasing/taunting, significant or repeated violations of the dress code, inappropriate display of affection, serious or repeated misuse of electronic devices, lying and/or cheating, and vandalism/property damage. Students who receive 3 minors for the same offense or 6 minors for various offenses will also earn a major because of the repeated misbehavior.

Students who earn majors are sent to the office and/or talked to by the superintendent/principal, who then makes a decision about appropriate consequences for the misbehavior. The consequences assigned could be any of the following: a conference with the student, parent contact, loss of privilege (such as no recess or not eating in the cafeteria with friends), time in the office or in a time-out area, detention, in-school or out-of-school suspension, or another consequence that is deemed appropriate for the offense.

General Misconduct (can earn TAP Notes)

Small acts of misconduct are those that may take place in the classroom, hallways, learning center/lab, cafeteria, bathrooms, on the playground or the bus, or at school events. They require immediate attention by school personnel to stop the action in order to prevent someone from getting hurt or to maintain the smooth operation of the school. Warnings may be issued if inappropriate behavior is observed by a staff member but is not considered serious enough to warrant an immediate detention. Repeated warnings and corrections for misbehavior could result in a loss of privileges, detention, or in-school suspension, as determined by staff members and the Superintendent. Following are some rules and guidelines that students should learn and follow so that the school can remain a safe and productive learning environment for all:

- ◆ Students are not to whistle, run, slide, or loiter in the hallways. They are not to yell or talk loudly; nor are they to eat candy or chew gum while in school, unless they are permitted to do so by their teacher.
- ◆ Current fads in electronics are PROHIBITED on school grounds, except when they are school-owned and/or used under the direction of the faculty or staff. These items are nonessential and detrimental to the education process. Teachers and administration will confiscate them until a time that the staff member will determine. (DON'T BRING VALUABLE ITEMS TO SCHOOL.)
- ◆ Cell Phones-refer to district policy
- ◆ Public displays of affection make others feel uncomfortable, show poor judgment, and are lacking in good social graces. They will not be allowed.
- ◆ Students are to show respect for both people and property. Disrespectful behavior will not be tolerated.
- ◆ The throwing or casting of projectiles (such as snowballs, stones, or other items used as missiles) at any person is prohibited.
- ◆ Any items, such as hats, gloves, or playground equipment, that end up in trees, on roofs, or across public streets can not be retrieved without permission from an adult.

- ◆ Cheating and plagiarism are noted as academic misconduct and result in grade reduction as a consequence. Also, classes on ethics at a counseling center would be advised to prevent further infractions.
- ◆ After school, all students should have their transportation arrangements made. Supervision is NOT provided on the playground after school. Children who are waiting to be picked up are to remain by the door or seated on the steps.

Gross Misconduct (can earn “major” referrals)

Gross misconduct is any offense of a serious nature requiring immediate intervention by a teacher, supervisor on duty, the Superintendent, or police authority. As in all serious offenses, due process will be carried out as required according to state law. Following are examples of gross misconduct:

- ◆ possession of weapons and/or look-alikes
- ◆ possession of drugs and/or alcohol
- ◆ under the influence of alcohol and/or illegal drugs
- ◆ possession of smoking materials
- ◆ gang activity 1
- ◆ assault/battery of students, teachers, or other school personnel
- ◆ physical aggression/fighting
- ◆ setting off fire alarms or initiating a false fire or bomb threat
- ◆ having and/or setting off explosives, including fireworks, at school
- ◆ insubordination (refusal to obey school rules or the directions of school personnel)
- ◆ theft of property belonging to the school or to another person
- ◆ disrespect of school personnel
- ◆ making threatening statements
- ◆ intimidation/bullying
- ◆ sexual harassment
- ◆ truancy
- ◆ forgery
- ◆ using abusive language 2
- ◆ possessing obscene materials
- ◆ creating enough small misconduct concerns that the behavior disrupts the daily operation of the classroom or any other area in the school
- ◆ having an accumulation of detentions

1 Gang Activity:

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois (IL Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is criminal to the public good." "Gangs," as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in the school setting. The Board of Education is aware that their presence interferes materially and substantially with the education process and the requirement of appropriate discipline by the school. They also foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, and public school fraternity or sorority while attending school or school-sponsored events.

2 Student Language / Student Expression:

The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrator. Also prohibited is the use of any words, expressions, or gestures that are considered obscene to minors; are libelous or slanderous; injure, harass, or invade the privacy of other people; or disrupt the orderly operation of the school. Any students found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Disciplinary Consequences

All action in disciplinary matters will be taken according to the severity of the offense, as well as in the interest of the child or children involved in the situation. A list of consequences for any of the above infractions, whether considered general misconduct or gross misconduct, is given below. Depending upon the severity and frequency of the offense, one or more of these consequences will be imposed.

POSSIBLE CONSEQUENCES FOR MISCONDUCT: warnings, time out, loss of recess (K-5 students only), parent contact, parent conference, restitution, before or after school time spent with the teacher, detention*, in-school suspension, out-of-school suspension (from 1-10 days in length), placement in an alternative education program, and expulsion.

***Detention times** for grades 4-8: after school on Thursdays until 4:30 p.m.
for grades K-3: after school on Thursdays until 4:00 p.m.

(If a student is absent from school on the day of his/her detention, the detention will be rescheduled for the next available detention time. **If a student was present at school, but does not show up to serve an assigned detention, that student will have to make up double the time--the same as serving 2 detentions--during the next 2 available detention times.**)

Search and Seizure

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

Physical Education Guidelines

Failure to dress for P.E. without a note will result in a penalty of a grade reduction. Continued days of no dressing may result in a morning session before school to fulfill School Code requirements and maintain the good health of the student. Damaging lockers, failing to lock a locker, and/or sharing a locker will result in penalties appropriate to the infraction.

Care of Bathroom Facilities

Students are to be in the restroom only with permission from the teacher or a staff member. Climbing on doors, sinks, and stools is not permitted. Splashing water, throwing paper, and general horseplay is also not acceptable behavior. Writing graffiti on the walls, mirrors, doors, etc. is considered vandalism and is not permitted. Graffiti that makes threatening statements against the school or anyone in it will be investigated by school personnel and the police.

Consequences for inappropriate behavior in the restroom will be handled by the child's teacher or, if the situation warrants it, the Superintendent, the police, and/or the Chester-East Lincoln Board of Education. Any student who writes threatening statements may be subject to arrest and expulsion from school.

Bus Policies and Regulations

The time spent riding the bus could become a time when some students may cause trouble. The school staff will do all in its power to teach the children how to be safe on the bus and to behave in a proper manner while on the bus. We also appreciate the help of parents/guardians in discussing bus safety and behavior with their children in order to ensure a safe and pleasant ride for everyone.

While students are on the bus, they are under the supervision of the bus driver, and the driver will handle most of the bus discipline problems. The more severe discipline problems, as well as other student bus problems, will be reported to and handled by the transportation director. Riding the school bus is a privilege. If the privilege is abused, the student will be removed from the bus. Telephone calls and/or written discipline notices will be used to inform parents/guardians of poor bus behavior. Serious matters will be discussed with the transportation director and the Superintendent.

In the interest of student safety and in compliance with state law, students shall observe the regulations that follow. These regulations apply to daily travel to and from school, as well as to other trips under school sponsorship.

1. The bus driver is responsible for the safe pick-up and delivery of every child who rides the bus. He/she is in complete charge of all students while they are passengers on his/her bus. Students are expected to obey the driver.
2. Be on time at the designated school bus stop. Help keep the bus on schedule.
3. Remain seated on the bus. Do not leave your seat while the bus is in motion.
4. Keep all parts of the body inside the bus.
5. Be alert to a danger signal from the driver.
6. There shall be no loud conversation, singing, boisterous conduct, unnecessary noise, or profanity. Do not shout to anyone outside the bus.
7. Remain in the bus in the event of a road emergency until instructions are given.
8. There shall be no smoking, no eating food/candy, and no drinking on the bus.
9. Window ventilation is to be regulated by the driver only.

10. Keep the bus neat and clean.
11. Be courteous to fellow students and the bus driver.
12. Help look after the safety and comfort of smaller children.
13. When on school-sponsored trips, respect the wishes of the chaperone(s) appointed by the school.
14. Communication between school and home is required for the following: extra passenger along on the bus, student(s) not regularly on the bus, and students getting off the bus at any place other than their regular stop.
15. Parents will be held liable for any defacing or damage done to the bus by their child/children.

All students must follow the district's school bus safety guidelines. Gross misconduct resulting in a bus suspension includes: prohibited student conduct as defined in the student discipline 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 the bus driver's or other supervisor's directives; and such other behavior as the administration deems that threatens the safe operation of the bus and/or its occupants.

In all cases concerning student misconduct on the bus, the Superintendent reserves the right to suspend riding privileges for a period of time depending upon the severity of the offense. The Board of Education reserves the right to suspend a student from the bus for more than 10 days for safety reasons based on gross misconduct or other rule violations as noted in this handbook. **When a bus suspension occurs, the parent/guardian becomes responsible for the transportation of the child to and from school. A bus suspension may also affect the child's eligibility to attend field trips.**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The buses and office of Chester-East Lincoln School are also equipped with radios, should a problem arise. If you have any questions regarding bus transportation, please call the office.

Cafeteria Rules and Guidelines

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. In order to ensure that enough meals are prepared, students are asked each morning to sign up or otherwise let their teachers know that they want a school lunch. Students who do not sign up (or let their teachers know) will have to go to the end of the lunch line and wait until the other students have been served. Depending upon the amount of food left, they may or may not be served a full school lunch. (Students who come to school late, especially after 8:30 a.m., will be responsible for telling their teacher or the cafeteria personnel if they want a school lunch.)

Payment for school lunches can be made on a weekly, bi-weekly, or monthly basis. Students who fall behind \$20 or more on their lunch accounts will be given a modest lunch, instead of a full meal, until payments are current. Parents will be notified by letter when they owe money on their children's lunch accounts.

If a student does not want to eat a school lunch, sack lunches from home are permissible. **Please be aware that carbonated beverages are not permitted to be sold or brought into the cafeteria at lunch time, so they should not be included in the sack lunch.**

Also, Chester-East Lincoln School is a closed campus. Because of safety concerns, students will **not** be allowed to leave school during lunch time **unless a parent or guardian comes to school to take the child out for lunch and signs that child out in the office. Parents should make lunch arrangements clear to their children ahead of time so there will be no confusion about what or where their children will eat.**

While in the cafeteria, all students are expected to follow these rules:

1. Practice good manners and talk quietly.
2. Respect the supervisor in charge.
3. Stay in your seat and raise your hand if you have a question or need assistance.
4. Leave the table and surrounding area clean.
5. When the lights are out, please be quiet and listen for instructions.
6. Line up with your class in an orderly manner.

Lunch supervisors will be on duty in the cafeteria during all of the lunch periods. Their job is to maintain an orderly and clean environment and to help students as needed. Students are expected to cooperate with the lunch supervisors. Any

problems stemming from inappropriate behavior in the cafeteria will be handled by the lunch supervisor, who will consult with the Superintendent if necessary. Misbehaving students may be removed from the cafeteria for a period of time. If necessary, they will eat, or finish, their lunches in another location.

Recess Drinks (K-2 Students Only)

Students in grades K-2 have the option to receive a recess drink throughout the school year. This is for an additional cost that is not related to the school lunch program. Payment for recess drinks for the entire year may be made at the beginning of the school year, or partial payments may be made by the semester, by the month, or as arranged with the child's teacher. Students who fall behind \$6 or more on their recess drink accounts will not be given a recess drink until payments are current. (During that time, the student will be allowed to get water to drink with his/her snack.) Parents will be notified by letter when they owe money for recess drinks.

Playground and Recess Rules

Recess is a time for K- 5 students to unwind and take a break from the routines of instruction. Teachers in the primary grades schedule two recesses a day, and the intermediate teachers schedule one. (Students in grades 6-8 do not have recess time.) Rules are made in order to ensure the safety of children playing either on the playground equipment or out in the field. These rules are explained at the beginning of each school year and are continually mentioned throughout the year. Teachers are advised by the recess supervisor of situations involving student conflict and difficulty in dealing with outdoor or indoor free time.

The rules that follow were established so everyone could have an enjoyable break and so respect would be shown toward others.

- ◆ Obey the recess supervisors.
- ◆ Play cooperatively and without throwing any objects (such as snowballs, wood chips, rocks, or grass).
- ◆ Use recess equipment properly.
- ◆ Treat others with respect. Be kind to others.
- ◆ Line up immediately when the whistle is blown.

Some behaviors/activities that will not be tolerated during recess are: playing tackle football, wrestling, swearing, pushing, kicking, fighting, ignoring what the recess supervisors say, and spitting on the ground or toward others.

EXTRACURRICULAR ACTIVITIES

Eligibility Rules

Chester-East Lincoln School belongs to the IESA (Illinois Elementary School Association) and, as such, adheres to the rules and regulations set forth by that association. In addition, Chester-East Lincoln School has adopted the following policies regarding student eligibility for extracurricular activities:

- ◆ Students must maintain a C or higher (under new grading scale) in all subjects in order to practice or compete in an extracurricular activity. Eligibility will be determined on Monday mornings by the Superintendent or a designated representative. Students and coaches will be notified Monday morning of ineligibility issues. Ineligibility runs from Monday to Saturday.
- ◆ In the student's first week of ineligibility, he/she will be expected to attend practice, but will be expected to work on homework and not allowed to participate. Ineligible students will also be required to attend games, competitions, and recitals, but will not be allowed to participate.
- ◆ If a student is ineligible a second week, the student will not be allowed to attend any team practices, games, or any other CEL extra-curricular activities. This will give the student time to focus on his/her academics.
- ◆ The third week of ineligibility will result in removal from the team.
- ◆ No student may participate in extracurricular activities on any given day unless that student has been in attendance at school for at least half (11:30 a.m.) of that day.

Participation in Athletic and Non-Athletic Events

Extracurricular events are school functions. Students are expected to behave appropriately whether the event is held at Chester-East Lincoln School or at another school. This means that student spectators should sit and watch the event and not continually move from place to place, especially while the ball is in play during an athletic event. Public displays of affection, loitering too long in the bathrooms or hallways, or other inappropriate behavior will not be tolerated. **Students are to dress in a manner that is appropriate for a school function (as outlined in the Dress Code section of this handbook) and behave accordingly.**

The same rules of conduct and consequences that are listed in this handbook will be enforced. In addition, students are not allowed to re-enter the building after leaving an event while it is in progress. Any students who are not able to follow these guidelines will be removed from the event and may be suspended from attending future events by the Superintendent or the event's school supervisor. Parents are encouraged to attend events with their children.

Students who exhibit good citizenship and improved academics also show school spirit. Cheering for the team during an athletic event is encouraged. Other examples of acceptable school spirit include: applause during the introduction of players, coaches, and officials; recognizing a player's performance with applause; accepting all decisions of game officials; cheerleaders leading fans in a show of positive support; handshakes between participants and coaches at the end of the contest; treating the competition as a game, not a war; and encouraging surrounding people, including parents, to display only sportsmanlike conduct.

On the other hand, some examples of unacceptable school spirit are: yelling or waving arms during an opponent's free throw or serve; disrespectful or derogatory yells, chants, songs, or gestures; booing or heckling an official's decision; criticizing officials in any way; displays of temper with an official's call; yells that antagonize opponents; refusing to shake hands or give recognition for good performances; laughing or name calling to distract an opponent; blaming the loss of the game on officials, coaches, or participants; use of profanity or displays of anger that draw attention away from the game; and doing your own yells instead of following the lead of the cheerleaders. Students should always remember that they are representing Chester-East Lincoln School when they are at an athletic or other extracurricular event and they are expected to conduct themselves appropriately.

Extracurricular Offerings at CEL

Chester-East Lincoln School has a variety of offerings for students who want to participate in extracurricular activities. Listed below are descriptions of the activities currently being offered by our school.

Cheerleading

Cheerleading is not considered a sport, but junior high participants must meet the same requirements as athletes. Cheerleaders are to build enthusiasm and support among the students and fans of CEL. Cheerleaders are chosen in the spring for the following school year based on procedure and guidelines established by the sponsor and the administration.

Speech Team

Boys and girls in grades 6, 7, and 8 may participate in a variety of speeches or events that encourage speaking in front of a group, memorizing text, and the development of an appreciation of the fine arts. As with any activity, time commitment is a concern, and students are made aware early on of the amount of time required to learn a speech in order to perform it. All members of the speech team are bound by the same rules as sports, cheerleading, and the student council, as well as any other guidelines for this particular activity.

Boys' and Girls' Sports

Sports are offered to all boys and girls in grades 5, 6, 7, and 8. Boys may participate in baseball, basketball, and track here at CEL. Girls may participate in basketball, volleyball, and track here at the school. In addition, Chester-East Lincoln School is a member of a co-op in which boys may participate in wrestling and girls may participate in softball.

Objectives for athletics include developing in each participant a feeling of pride, a sense of accomplishment, and a desire to win within the ethics of the sport. Sports also promote, in every way possible, the improvement of the individual's moral character, spiritual well being, and physical development. Participation in athletics requires all students to abide by an athletic code. This code is available in the office and through the coaches. It is discussed each year at the beginning of each new sport season.

Student Council

The student council is an organization comprised of students in grades 6, 7, and 8 for the purpose of governing the student body and performing duties for the enrichment of the junior high. Guidelines, rules, and procedures for those holding an office in the student council are maintained by the sponsor. All student council members are also subject to the rules and regulations of the athletes.

2011-2012
Parent-Student Handbook Receipt
Acknowledgement

Student Name: _____ Grade: _____
(Print)

Parent/Guardian Name: _____
(Print)

My signature below is an acknowledgement that I have received a copy of the *2011-2012 CEL Parent-Student Handbook* and have reviewed the policies and rules contained in the handbook with my child.

Parent/Guardian Signature: _____ Date: _____

-Please Remove and Return to Homeroom/1st Hour Teacher-