

**GENERAL
INFORMATION
BULLETIN**

2020 - 2021 School Year



Chester Community Unit School District No. 139

DISTRICT OFFICE

Brian Pasero, Superintendent
1940 Swanwick Street
Chester, Illinois 62233
(618) 826-4509
(618) 826-4500 FAX

COMMUNITY GRADE SCHOOL

Bill Grafton, Principal
David Kaiser, Assistant Principal
650 Opdyke Street
Chester, Illinois 62233
(618) 826-2354
(618) 826-2805 FAX

CHESTER HIGH SCHOOL

Melissa Meyer, Principal
Jeremy Blechle, Assistant Principal
1901 Swanwick Street
Chester, Illinois 62233
(618) 826-2302
(618) 826-3723 FAX

BOARD OF EDUCATION

Mitch Hammel, President
Tom Welge, Vice-President
Debi Caraway, Secretary
Dan Colvis
Charles Fricke
Lorin Mott
Trent Vasquez

July 2020

Dear Parents and Students:

Welcome to the 2020-21 school year. Chester Community Unit School District No. 139 provides a comprehensive educational program that benefits the academic, social and extracurricular needs of our students.

This packet contains district-wide items of interest and required notifications. The District Office, High School, and Grade School each have their own web-site which can be reached through <http://www.chester139.com>. Please cruise our sites to find other pertinent information about the Chester School District.

It is important that you take time to read your child's school handbook. These handbooks provide building level policies, rules, and regulations necessary for an effective, efficient and safe school environment.

Students that participate in sports and extracurricular activities will also receive a copy of the Chester CUSD 139 Extracurricular Code of Conduct within the first full week of school.

We believe the Chester Schools belong to the local communities in which they serve. Parents and community members are encouraged to visit our schools and attend school activities. As always, my door is open to you. Feel free to contact my office if you have any questions, concerns or comments about your child's education.

On behalf of the Chester Public School staff members and the Chester Board of Education, best wishes for a successful school year.

Yours in Education,

Brian Pasero

Brian Pasero, Superintendent
Chester Community Unit School District No. 139



The mission of Chester Community Unit School District #139 is to provide an education for all students in a safe environment that develops the academic, social and critical thinking skills necessary to become responsible and contributing members of our changing society.

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Date: 2020-21 School Year
To: Students, Parents/Guardians, and Staff
Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of one lunch. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).

7 C.F.R. §245.5.

105 ILCS 123/, Hunger-Free Students' Bill of Rights Act. 23 Ill. Admin. Code Part 305, School Food Service.

DATED: January 17, 2019

OPENING DAYS' SCHEDULE

Wednesday, August 12 Remote/Blended Learning Planning Day
Thursday, August 13 Teachers' Institute
Friday, August 14 Remote/Blended Learning Planning Day
Monday, August 17 Students-Group A, 1st day of attendance; buses will run - *see schedule below*
Tuesday, August 18 Students-Group B, 1st day of attendance; buses will run - *see schedule below*

CHESTER GRADE SCHOOL (Grades K-8) – Regular Times

2:50 p.m. School buses will transport all children to the appropriate bus stops in Chester. All remaining bus students will be transported to appropriate rural bus stops following the completion of the Chester bus routes.

2:54 p.m. Students will be released to parents by teachers.

CHESTER HIGH SCHOOL – Regular Times

2:42 p.m. All students dismissed. Bus students will be transported to appropriate bus stops.

KINDERGARTEN / EARLY CHILDHOOD / PRE-KINDERGARTEN

The first day for kindergarten students is August 24 (Group A) and August 25 (Group B). An "Open House" for kindergarten students and parents has been scheduled for Thursday, August 20 (Group A) and Friday, August 21 (Group B).

All special education early childhood students will begin classes on August 24.

The pre-kindergarten teacher and aide will be making home visits with their first day of classes scheduled for August 27 [GROUP A] and August 28 [GROUP B]. An "Open House" has been set for August 24 [GROUP A] and August 25 [GROUP B].

SCHEDULE FOR FIRST FEW WEEKS OF SCHOOL

Monday, August 17 First day of attendance for 1st-12th Grade - Lunch will be served
[GROUP A students] 2:50 p.m. dismissal for Grade School
2:42 p.m. dismissal for High School

Tuesday, August 18 First day of attendance for 1st-12th Grade - Lunch will be served
[GROUP B students] 2:50 p.m. dismissal for Grade School
2:42 p.m. dismissal for High School

Wednesday, August 19 Remote Learning for All Students

Thursday, August 20 Kindergarten Open House [GROUP A students]
Friday, August 21 Kindergarten Open House [GROUP B students]

Monday, August 24 First day for Kindergarten students [GROUP A students]
First day for Early Childhood students

Tuesday, August 25 First day for Kindergarten students [GROUP B students]

Monday, August 24 Pre-Kindergarten Open House [GROUP A students]
Tuesday, August 25 Pre-Kindergarten Open House [GROUP B students]

Thursday, August 27 First day for Pre-Kindergarten students [GROUP A students]
Friday, August 28 First day for Pre-Kindergarten students [GROUP B students]

Monday, September 7 Labor Day / NO SCHOOL.

Chester Community Unit School District 139 - Official School Calendar 2020-2021

AMENDED 7/16/2020

July 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
0				

August 2020				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
13				

September 2020				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
21				

October 2020				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
19				

November 2020				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
17				

December 2020				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
14				

January 2021				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
18				

February 2021				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
18				

March 2021				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
23				

April 2021				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
19				

May 2021				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
12				

June 2021				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
0				

Aug 12	Remote Learning Planning Day
Aug 13	Teachers' Institute Day
Aug 14	Remote Learning Planning Day
Aug 17	First Day of Student Attendance
Aug 19	Remote Learning Day
Aug 26	Remote Learning Day
Sep 2	Remote Learning Day
Sep 7	NO SCHOOL - Labor Day
Sep 16	Remote Learning Day
Sep 23	Remote Learning Day
Sep 30	Remote Learning Day
Oct 9	NO SCHOOL - Teachers' Institute
Oct 12	NO SCHOOL - Columbus Day
Oct 16	End of First Quarter (44 days)
Oct 21	NO SCHOOL - Parent/Teacher Conferences
Oct 28	Remote Learning Day
Nov 3	NO SCHOOL - General Election Day
Nov 11	NO SCHOOL - Veterans' Day
Nov 18	Remote Learning Day
Nov 25	Remote Learning Day
Nov 26-27	NO SCHOOL - Thanksgiving Break
Dec 2	Remote Learning Day
Dec 9	Remote Learning Day
Dec 16	Remote Learning Day
Dec 18	End of Second Quarter (40 days)

Dec 21-Jan 3	NO SCHOOL - Christmas Break
Jan 4	NO SCHOOL - Teachers' Institute
Jan 13	Remote Learning Day
Jan 18	NO SCHOOL - Martin Luther Kings Birthday
Jan 27	Remote Learning Day
Feb 3	Remote Learning Day
Feb 10	Remote Learning Day
Feb 15	NO SCHOOL - Presidents' Day
Feb 24	NO SCHOOL - Parent/Teacher Conferences
Mar 3	Remote Learning Day
Mar 10	Remote Learning Day
Mar 12	End of Third Quarter (46 days)
Mar 17	Remote Learning Day
Mar 24	Remote Learning Day
Mar 31	Remote Learning Day
Apr 1	NO SCHOOL - Spring Break - pending
Apr 2 & 5	NO SCHOOL - Spring Break
Apr 14	Remote Learning Day
Apr 21	Remote Learning Day
Apr 28	Remote Learning Day
May 5	Remote Learning Day
May 12	Remote Learning Day
May 18-26	Last Day for Students - pending (44 days)
May 19-27	Teachers' Institute - pending

Early Dismissal Times	
Parochial Schools	1:30 pm
Grade School	1:40 pm
High School	1:58 pm

Pupil Attendance Days	174
Approved Institute Days	4
P/T Conference Days	2
Emergency Days	7
Total Days	187

Emergency Days	
1 used add	April 1
2 used add	April 1, May 20
3 used add	April 1, May 20, 21
4 used add	April 1, May 20, 21, 24
5 used add	April 1, May 20, 21, 24, 25
6 used add	April 1, May 20, 21, 24, 25, 26
7 used add	April 1, May 20, 21, 24, 25, 26, 27

Calendar Legend	
 Teacher Institute Day	 Legal Holiday
 Full Day P/T Conference	 School Improvement
 Non-Attendance Day	 Early Dismissal
 Emergency Day	 First / Last Student Day
 Remote Learning Day	 Act of God Day
 Remote Learning Planning	

Chester Community Unit School District 139

A / B Calendar 2020-2021

July 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
0				

August 2020				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
13				

September 2020				
M	Tu	W	Th	F
	1 _B	2	3 _A	4 _B
7	8 _B	9 _A	10 _A	11 _B
14 _A	15 _B	16	17 _A	18 _B
21 _A	22 _B	23	24 _A	25 _B
28 _A	29 _B	30		
21				

October 2020				
M	Tu	W	Th	F
			1 _A	2 _B
5 _A	6 _B	7 _B	8 _A	9
12	13 _B	14 _A	15 _A	16 _B
19 _A	20 _B	21	22 _A	23 _B
26 _A	27 _B	28	29	30 _B
19				

November 2020				
M	Tu	W	Th	F
2 _A	3	4 _B	5 _A	6 _B
9 _A	10 _B	11	12 _A	13 _B
16 _A	17 _B	18	19 _A	20 _B
23 _A	24 _B	25	26	27
30 _A				
17				

December 2020				
M	Tu	W	Th	F
	1 _B	2	3 _A	4 _B
7 _A	8 _B	9	10 _A	11 _B
14 _A	15 _B	16	17 _A	18 _B
21	22	23	24	25
28	29	30	31	
14				

January 2021				
M	Tu	W	Th	F
				1
4	5 _B	6 _A	7 _A	8 _B
11 _A	12 _B	13	14 _A	15 _B
18	19 _B	20 _A	21 _A	22 _B
25 _A	26 _B	27	28 _A	29 _B
18				

February 2021				
M	Tu	W	Th	F
1 _A	2 _B	3	4 _A	5 _B
8 _A	9 _B	10	11 _A	12 _B
15	16 _B	17 _A	18 _A	19 _B
22 _A	23 _B	24	25 _A	26 _B
18				

March 2021				
M	Tu	W	Th	F
1 _A	2 _B	3	4 _A	5 _B
8 _A	9 _B	10	11 _A	12 _B
15 _A	16 _B	17	18 _A	19 _B
22 _A	23 _B	24	25 _A	26 _B
29 _A	30 _B	31		
23				

April 2021				
M	Tu	W	Th	F
			1	2
5	6 _B	7 _A	8 _A	9 _B
12 _A	13 _B	14	15 _A	16 _B
19 _A	20 _B	21	22 _A	23 _B
26 _A	27 _B	28	29 _A	30 _B
19				

May 2021				
M	Tu	W	Th	F
3 _A	4 _B	5	6 _A	7 _B
10 _A	11 _B	12	13 _A	14 _B
17 _A	18 _B	19	20	21
24	25	26	27	28
31				
12				

June 2021				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
0				

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Jan 18	NO SCHOOL - Martin Luther Kings Birthday
Jan 27	Remote Learning Day
Feb 3	Remote Learning Day
Feb 10	Remote Learning Day
Feb 15	NO SCHOOL - Presidents' Day
Feb 24	NO SCHOOL - Parent/Teacher Conferences
Mar 3	Remote Learning Day
Mar 10	Remote Learning Day
Mar 12	End of Third Quarter (48 days)
Mar 17	Remote Learning Day
Mar 24	Remote Learning Day
Mar 31	Remote Learning Day
Apr 1	NO SCHOOL - Spring Break - pending
Apr 2 & 5	NO SCHOOL - Spring Break
Apr 14	Remote Learning Day
Apr 21	Remote Learning Day
Apr 28	Remote Learning Day
May 5	Remote Learning Day
May 12	Remote Learning Day
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7 used add	April 1, May 20, 21, 24, 25, 26, 27

Calendar Legend			
	Teacher Institute Day		Legal Holiday
	Full Day P/T Conference		School Improvement
	Non-Attendance Day		Early Dismissal
	Emergency Day		First / Last Student Day
	Remote Learning Day		Act of God Day
	Remote Learning Planning		

ASBESTOS NOTIFICATION

School Buildings in the Chester School District have been found to contain friable asbestos. The areas containing asbestos have been under an operations and maintenance program subject to the Federal AHERA Laws. Anyone desiring to review the Management Plans may do so at the respective school offices or at the District Office located at 1940 Swanwick Street, Chester, Illinois.

CORPORAL PUNISHMENT

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

EMERGENCY CLOSINGS AND DISMISSALS

The Board of Education has authorized the superintendent to close schools in the event of hazardous weather conditions and other emergencies that present threats to the safety of students, staff members or school property. The superintendent may delay the beginning of the school day because of hazardous conditions.

Emergency school closings, delays in starting time, or in the event school needs to be closed before the end of the day, an announcement will be made via **SKYLERT**, KBDZ-Chester (FM 93.1), KTJJ Radio - Farmington (98.5 FM) FOX-TV Channel 2, KMOV-TV Channel 4, KSDK-TV Channel 5. If it should become necessary to dismiss the student body early for any emergency reason, this procedure will be followed:

- students and teachers will be notified an hour in advance when possible.
- the radio/television stations will also be notified an hour in advance when possible concerning the procedure to be followed and also the reason for the early dismissal.

If there is an unexpected early dismissal, such as a snow day, the afternoon pre-kindergarten and early childhood sessions will be cancelled.

The superintendent may maintain a full day of school with a limited bus route schedule that will be called the "Snow Route". The "Snow Route" will consist of trips on the main highways from Rockwood, Bremen and Ellis Grove to the Chester attendance centers. The city of Chester routes will be traveled where possible.

The "Snow Route" schedule is as follows:

	<u>Morning Pickup</u>	<u>Evening Drop Off</u>
Rockwood (beside Post Office)	7:15 am	4:00 pm
Bremen (Roadhouse)	7:20 am	4:00 pm
Ellis Grove (Pop-a-Top & Catholic Church Parking Lot)	7:15 am	4:00 pm
Kaskaskia Island	Regular routes will run unless otherwise notified	

If the "Snow Route" is used for the morning runs – it will also be used for the afternoon runs. The "Snow Route" will only be used once the regularly scheduled emergency calendar days have been exhausted.

The school bus driver will determine whether a route is safe for travel. In the event a route or portion of route cannot be traveled, the students will be returned to their school and the schools will be responsible for contacting the parents so they can either pick up their children or make other arrangements for them in town.

When the schools are closed or dismissed for emergency reasons, any or all school-sponsored activities may be cancelled or postponed at the discretion of the superintendent or his designee.

ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS

Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

FEE WAIVERS

The following guidelines are in effect concerning the waiving of school fees:

FEES COVERED:

- All fees and deposits for the use of school property, such as locks, towels, laboratory fees and book rentals.
- Charges for field trips made during school hours, or after school hours, if the field trip is required.
- Charges or deposits for uniforms or equipment related to varsity, intramural sports and fine arts programs.

FEES NOT INCLUDED:

- Library fees and other charges made for the misuse, damage or destruction of property including books, locks, towels, laboratory equipment and building and ground equipment.
- Athletic Fees.
- Charges for class rings, yearbooks, pictures, graduation and/or promotion supplies and similar items.
- Charges for optional travel undertaken by a school club or group.
- Charges for admission to school dances, athletic events and other social activities.

STANDARDS TO DETERMINE ELIGIBILITY:

- Fees waived for students that qualify for free lunches or breakfast.
- Students qualifying for reduced lunches will receive a prorated reduction in school fees based on the prorated cost of reduced lunches to full cost lunches.
- Parents of students may be eligible for fee waivers if the parent can substantiate a significant loss of income due to:
 - 1) Severe family illness
 - 2) Severe family injury
 - 3) Unusual expenses due to flood, fire, storm damage or other similar emergency situations

FREE AND/OR REDUCED LUNCH APPLICATION PROCEDURE:

- Fill out an application to see if your family qualifies for free and/or reduced lunches. Approved free and/or reduced lunch applications will automatically qualify all students in the household.
- **If the school provided you a letter that stated your child(ren) is eligible for free meals, via the direct certification process, you do not have to complete this application to receive free meal benefits.**

PROCEDURE FOR RESOLVING FEE DISAGREEMENTS:

- The District Office will notify all parents within 30 days of the first day of school if their request has been denied.
- Parents may appeal the decision to deny the request within 30 days. Parents have the right to meet with the District Superintendent in order to explain why the fee waiver should be granted. If the appeal is denied, then the District shall mail a copy of its decision to the parents and the reason for the denial shall be stated.
- 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.
- The parent may appeal the District Superintendent's decision to the School Board at the next regular Board meeting.

INFORMATION REGARDING REGISTERED SEX OFFENDERS (P.A. 94-994)

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.

NONDISCRIMINATION ASSURANCE

The Chester Board of Education, the administration, faculty and staff of Chester Community Unit School District No. 139 affirm that no student shall be denied equal access to any academic, athletic or co-curricular program because of their 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) Appeal to the building principal of your attendance center. If you are not satisfied with the resolution of your complaint you may;
- 2) Appeal to the District Superintendent. If you are not satisfied with the resolution of your complaint you may;
- 3) Appeal to 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, D.C. 20250.

PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND BOOSTERS

All children entering kindergarten, first grade (if they did not attend kindergarten), sixth and ninth grades must file evidence of physical examination, immunization and boosters with the school district. The physical examination must be given within one year prior to entrance to school by a physician licensed to practice medicine in all of its branches. Students must have immunizations and boosters for hemophilus type b, diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis, meningococcal, and varicella as required by the Illinois Health Department.

Dental examinations are required for all children in kindergarten, second, and sixth grades of any public, private, or parochial school. Each of these children shall present proof of having been examined by a dentist before May 15th of the school year, (physical exam forms are available at the schools).

Eye examinations are required for all children in kindergarten or if it is the first time the student is attending an Illinois school.

Out of state students attending an Illinois school for the first time must also file evidence of a current physical examination, immunizations and boosters.

Parents are asked to have verification of physicals and immunizations available at registration. Students will be subject to exclusion from school in accordance with state rules and regulations if they have not been immunized and an 'outbreak' of communicable disease occurs. Further information concerning immunizations is available through the Public Health Department. HB 2301 signed by Governor Thompson 8/13/79 says in part "if a child does not comply by October 15th then the local school authority shall exclude the child from school until such time as the child presents proof of having had the health examinations as required and presents proof of having received those immunizations which are medically possible to receive immediately. Parents objecting to health examination and immunizations on religious grounds must file a signed statement of objection with the school authority."

PUBLIC COMPLAINTS

Constructive criticism of the schools is welcome by the District.

The School Board recognizes that from time to time students, parents, guardians and citizens of the community may have grievances that they wish brought to the attention of the Board. In the interest of resolving these problems quickly and fairly as possible, such complaints and grievances should be brought first to the attention of the District employee most closely related to the problem for resolution. If the solution suggested at that level is not satisfactory, the complainant may then seek resolution from each higher authority – in order – to the Superintendent. If not resolved satisfactorily at any lower step, the complainant may bring the matter to the attention of the Board by requesting in writing that the Superintendent and Board President place the complaint or grievance on the agenda of the Board's next regularly scheduled meeting.

In the event that the complaint is related to personnel issues, generally all parties involved, including the District's administration, shall be asked to attend such a meeting for purpose of presenting additional facts, making further explanations and clarifying the issues. The School Board shall conduct such a meeting in a fair and just manner.

REGIONAL SUPERINTENDENT

For information concerning high school equivalency tests (the GED), teacher certification, and all State of Illinois educational laws, rules and regulations, the Regional Superintendent of Schools for Monroe-Randolph Counties, Kelton Davis, can provide assistance.

The Regional Superintendent's Office is located in the Randolph County Courthouse in Chester (826-5471).

RESIDENCY DETERMINATION

Children living with their parents and residing within the boundaries of the school district, and children that reside in the school district and meet the following criteria may attend school in Chester Community Unit School District No. 139 on a tuition-free basis:

- live in the district, but not with their parents, on a full-time indefinite basis;
- custody and control has, by voluntary act of the parents, been transferred to some other person; and the reason for the transfer was NOT primarily made for the purpose of attending school on a tuition free basis.

The Board may assign students to attendance centers in compliance with Section 10-22.5 of the School Code.

Children meeting residency requirements who are 5 years old by September 1st of the current school year and under 21 years are eligible to enroll in the Chester Schools.

Each child upon being admitted to the School District for the first time must furnish a bona fide statement of age, date and place of birth, parents or guardians names and addresses, and any other information considered necessary for school records. This information shall be made part of the pupil's cumulative record.

NOTE: *A birth certificate is required for all transfer students.*

Attendance:

All children between the ages of seven and seventeen must attend a public school unless (1) he attends private or parochial schools; (2) he is physically or mentally unable (letters from doctors must verify the incapacity); (3) he is attending confirmation classes or otherwise excused by school authorities in accordance with their board policies.

Truancy:

Chronic or habitual unexcused absence is considered truancy and parents may be found guilty of a Class C Misdemeanor (\$500 and/or 60 days in jail) as reported to the truant officer.

SEXUAL HARASSMENT

The Board of Education neither condones nor tolerates the sexual harassment of students by district employees nor other students. Each student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school. Brian Pasero, Superintendent, or Melissa Meyer, High School Principal, complaint managers are responsible for investigating allegations of sexual harassment. Each complaint shall be handled with appropriate confidentiality.

SPECIAL EDUCATION

Chester Community Unit School District No. 139 has developed a comprehensive program to meet the needs of exceptional children. As a member of the Perandoe Special Education District, services are provided to all students between the ages of 3 and 21 who exhibit one or more of the following characteristics:

- auditory, visual, physical or health impairment;
- speech and language impairment;
- deficits in the essential learning processes or perception, conceptualization, memory, attention, or motor control;
- deficits in intellectual development and mental capacity;
- educational maladjustment related to social or cultural circumstances; and
- effective disorders or adaptive behavior which restricts effective functioning.

A full range of services are offered which includes the screening and diagnostic evaluation of children to determine learning strengths and weaknesses. Following a complete evaluation by Perandoe Special Education District staff, the child's parent and teacher are informed of the results at a multi-disciplinary staffing and educational recommendations are developed.

In addition to diagnostic services, annual screening of children between the ages of three and five is held to identify those children who may need special education. Additional special services available through the district include social work, physical therapy, counseling, parent and teacher consultation, and speech therapy for students.

STUDENT RECORDS

Chester Community Unit School District No. 139 follows all procedures on the handling of student records in compliance with the Illinois School Student Records Act.

Student records will be kept in the building attended by the student and will be in a location that insures their proper use. After graduation from high school these records are kept on a computer disk held in a safety deposit box at the Buena Vista Bank in Chester, IL.

Records of students who are enrolled in the school on or after July 1, 1999 shall be separated into permanent and temporary records. Parents/guardians and eligible students in attendance prior to July 1, 1999 can request categorization to take place.

The student permanent record shall consist of student and parent/guardian names and address, date and place of birth, gender, grades received, class rank, graduation date, grade level achieved, scores of college entrance examinations, attendance records, accident reports, health record and a record of the release of permanent and temporary record information.

Students and parents/guardians are afforded the following: the right to inspect and copy permanent and temporary records (the established cost of copying is paid by the parents/guardians), the right to control access and release of student records, the right to request a copy of the records, the right to copy any student record information-contained therein proposed to be destroyed or deleted, and the right of parents/guardians to inspect and challenge the information contained in a school's student record at any time and prior to transfer of the record.

NOTIFICATION OF RIGHTS UNDER FERPA

The school district maintains directory information such as student names, addresses, gender, grade level, birth date, birthplace, parents' names and addresses, academic awards degrees and honors, information related to school-sponsored activities, organizations and athletic events, major field of study, and period of attendance in school. This information may be released to the general public, unless you notify the Superintendent in writing that you do not want your child's directory information released.

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 the Records Act.

Any schedule for the destruction of student records would be published in a newspaper of general circulation within the school district.

TITLE I PARENT NOTIFICATION

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

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

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

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

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

If you have questions, please feel free to contact your District Superintendent at 826-4509.

TRANSPORTATION

The Chester Public Schools bus routes, as well as those for St. Mary's and St. John's Elementary Schools, for this school year will essentially be the same as the routes utilized at the end of the previous school year. Transportation shall be under the direct supervision of the transportation supervisor according to the written contract made with the Board of Education and the rules and regulations set forth by the State Superintendent of Education.

New residents, or those individuals with questions, should feel free to contact Southwestern Illinois Bus Company for further information at 826-2323.

Your cooperation and help on school district transportation during the past has been appreciated. We will be looking forward to working with you during the coming year.

Students will be supervised from the time they board the school bus until they are transported to their destination. No student will be removed from any school bus until his destination is reached unless a transfer from one bus to another is required; an authorized note is received from his parents, or for any other authorized reason. While the school district furnishes transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Drivers of the buses shall keep discipline on the buses. School Bus rules are enclosed in the student handbooks. Disciplinary cases which cannot be controlled by the driver of the bus shall be reported to the transportation supervisor who will in turn report to the principal of the respective school. The principal, with the sanction of the superintendent, has the authority to suspend a child from riding the bus until the Board of Education has heard the case. Any rider causing damage to a school bus will be disciplined and required to pay for the damage.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.