

# Chester Academy



## Parent/Student Handbook 2009-2010

22 Murphy Drive  
Chester, NH 03036  
603-887-3621  
Fax: 603-887-4961  
[www.chesteracademy.org](http://www.chesteracademy.org)

## **Quick Reference**

Chester Academy                      Tel: 603-887-3621  
22 Murphy Drive                      FAX: 603-887-4961  
Chester, NH 03036

[www.chesteracademy.org](http://www.chesteracademy.org)

SAU #82                                      Tel: 603-887-3621  
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Chester, NH 03036

[www.chesteracademy.org/sau\\_pages/sau\\_main.htm](http://www.chesteracademy.org/sau_pages/sau_main.htm)

Superintendent	Dr. Victor Petzy	X750
Principal	Leslie Leahy	X301
Assistant Principal	Mark Campbell	X315
Guidance	Susan Buck	X147
Special Education	Jana Ruiz	X146
Nurse	Katie Pierson	X135
Food Service Dir.	Cheryl Musser	X183

Messages can be left for teachers and other specialists by choosing their voice mailbox.

## **School Board Members**

Royal Richardson (chair)  
Michael Romick  
Mat Stover  
Katherine Treanor  
Valerie Weider

**Learn more about our awesome PTA from the link on the main web page!**

Dear Chester Families,

We would like to take this opportunity to welcome new and returning students and their families to Chester Academy. We are looking forward to working with you and the Chester community to fulfill our vision of making Chester Academy an excellent school. It is our desire as a staff to create a powerful partnership between families, staff, and community to work in the best interests of the students. The goal is to create a safe, positive, and productive school environment which allows students and their families to focus their energies on successful learning and academic growth.

A successful educational program is one that fosters a positive relationship between each family and the school. Our staff will continue to work hard at involving parents in making important decisions so that the direct impact of our application of these rules and procedures will benefit each child's ability to succeed and grow. We encourage an open dialogue with parents in order to answer questions or concerns that may arise. We also invite each parent to visit our school so that they can become more familiar with our programs.

This handbook has been prepared to promote a better understanding between home and school as to expectations, responsibilities, procedures, rules and guidelines. This handbook does not cover every possible situation and could be added to if needed. Please take time to read it thoroughly with your child and make it your first point of reference. If, at any time, this document does not answer your questions, please contact us. As a staff, we are committed to responding to your questions or concerns as quickly as possible. Our goal is to provide the best possible learning environment for all of our students.

Your Leadership Team,

*Leslie Leahy, Principal*

*Mark Campbell, Assistant Principal*

*Jana Ruiz, Student Services Director*

*Maggie Holm, Dir. of Academic Prog.*

*Don Ennis, Director of Maintenance*

*Barbara Sofield, Guidance Grades K-4*

*Susan Buck, Guidance Grades 5-8*

*Katie Pierson, Nurse*

*Bill Cavanaugh, Director of Technology*

## **Show Us Your PAWS!**

For the 2008-2009 school year, Chester Academy will continue with the school-wide behavior support program based upon the research of Positive Behavior Interventions and Supports. (PBIS) The essence of the program includes clearly defining expected behaviors for our students, explicitly teaching these expectations, and positively reinforcing students for adhering to them. Likewise, consequences for student misbehaviors are systematic and consistent. Our staff has participated in the process of clearly defining the expectations for student behavior and formulating methods to educate the students. In accordance with the concepts of PBIS model, those expectations have been summarized in four major categories:

- P      Positive Attitude**
- A      Act Responsibly**
- W      Work and Play Safely**
- S      Show Respect**

From these four main values, the staff has defined expectations for positive student behavior in every major location in the school. These locations have been prioritized, and the students will be taught each behavior expectation throughout the school year. Once taught, the expected behavior will be focused upon and acknowledged. The reward system for elementary school uses stickers which will be given for overall behavior expectations that has been followed by the students. Elementary students will continue to access prizes from the prize box. Middle school student will continue to receive a passport which they can turn in for a variety of rewards. This year, we are working on continuing to expand the rewards for students who are making good choices and acting appropriately. We will continue with our monthly student of the month breakfasts to recognize their PAWSitive behaviors to help them establish long term qualities and characteristics that lead to good citizenship.

We encourage everyone to take responsibility for their choices and continue being a positive role model with their behavior, their manners, and their influence on the school community. We are very proud of the actions of our students here at Chester Academy.

“It takes a village to raise a child.”



## HANDBOOK PURPOSE

This handbook should act as a reference for making you knowledgeable, and consequently, accountable for the rules and procedures at Chester Academy. Please understand that there are other types of incidents not mentioned in this handbook that could violate another person’s rights and privileges. These could be considered dangerous and be deemed inappropriate. As a result, a consequence could be rendered. The principal of the school will make the final determination when there is a question.

The rules in this book are a combination of those set down by the Federal, State and Local authorities as well as by the Superintendent of Schools and this office. Our objectives are to provide you with the best possible educational experience and to ensure your safety and well being.

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## Mission Statement

*As educational leaders of our community, the Chester School District assures that all students acquire knowledge and develop skills and work habits that enable them to compete successfully in a diverse, global community.*

*This mission is best accomplished when all school personnel recognize and address the individual needs of all students, maintain challenging expectations for the students, create a positive climate, ensure a safe and orderly school environment, monitor student progress on a frequent basis, and promote effective school-community involvement.*

Adopted by the Chester School Board, July, 2001

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## PHILOSOPHY

This school and its staff are dedicated to educate young minds in an atmosphere of respect and regard. Yet, this school could not be successful without the support and feedback from students, parents, community members, staff and administration working towards the collective academic success of all of our students.

Within this setting of respect and regard, it is our hope that students will grow into life long learners who will reach for excellence and exhibit the highest level of social responsibility throughout their lives. We will work together as a community to give every student the chance to reach his/her potential.

## **WHO TO TALK TO WHEN YOU HAVE A CONCERN**

At some time during the school year, a question or concern may arise. Many of these can be addressed with little difficulty. Other problems are more complex and require investigation before consideration is given and action is taken. It is important that problems be solved at the most local level within the school organization. For this reason we ask that you assist us by using the following chain of address:

1. Teacher or Specialist /Front Office (if involved)
2. Principal or Assistant Principal
3. Superintendent of Schools
4. School Board

## **WHO TO TALK TO WHEN YOU HAVE A BUS CONCERN**

When you have a concern about bus service, please contact First Student at **778-6900** and ask for Trisha.

When you have concerns about student behavior on the bus, please contact Mr. Campbell, Assistant Principal, at Ext. 315.

# **I. ATTENDANCE**

## **ARRIVAL TIME**

In order to facilitate arrival time at school, all families are encouraged to send their children to school on the bus. By using the buses, traffic problems are minimized at school. Parents who choose to transport their children by car should realize that traffic congestion may cause them to have an unexcused tardy.

Students who are privately transported to school should not arrive before 8:20 AM. Students may not enter the building before 8:20 AM unless prior arrangements have been made with a teacher. Teachers who have students arriving prior to 8:20 AM will come to the main door to let them into the school. *Students who arrive on the school grounds prior to 8:20 AM are not supervised by school personnel.* Any student found in the building without permission shall be subject to disciplinary action.

## **OFFICIAL ATTENDANCE TIMES**

Attendance is recorded in half-days according to requirements of the State of New Hampshire. The following times will be used to determine which code will be entered for your child's attendance:

Arrival	8:35 – 10:00	Tardy
During	10:01 – 1:30	Half-day absent
	1:31 – 2:55	Absent
Dismissal	8:35 – 10:00	Absent
	10:01 – 1:30	Half-day absent
	1:31 – 2:55	Early dismissal

Generally speaking, attendance for at least 3 hours of school constitutes a half-day.

## **DAILY SCHEDULE**

8:20 AM	Building opens for student arrival to homeroom.
8:35 AM	Homeroom period ends and daily schedule begins
2:55 PM	Dismissal for the day

## ANNUAL CALENDAR

See the Back Cover or See the Website: [www.chesteracademy.org](http://www.chesteracademy.org)

## ATTENDANCE POLICIES

State law requires that every child age six to sixteen must attend school while school is in session. Children must be 6 years of age on or before September 30 in order to enter first grade.

**ABSENCE** - If your student will be absent from school please call at 887-3621, menu choice 2, so that the school is aware that your child will be out for the day. We have a voice mail system and would like to know as soon as possible to protect the welfare of any student who is not here for attendance.

Pupils who are absent from school will need to have the parents call to excuse the absence or upon returning to school after an absence the student is required to bring a note from home, signed by a parent or guardian, stating the reason for the absence. This note is to be turned in to the homeroom teacher who will send it to the office. *The maximum excused consecutive absences allowed without a doctor's note is 3. Absences due to weddings and vacations are not excused.*

Parents should notify the school if an illness will keep a student out of school for an extended period of time. Office staff will call home to verify unreported absences or to check on the particular circumstances of an absence.

**Any student absent from school for the day or tardy after 11:30 AM for any reason is ineligible to participate in after school or evening activities that day, including sports. Friday's attendance may affect participation in any school activity that takes place on either a Saturday or Sunday at the discretion of the Athletic Director or Administration.**

In the case of long term illness, tutors may be provided by the school district if requested by parents and their physicians. Information may be obtained by calling the school nurse.

**TARDINESS** – Classes officially begin at 8:35 AM.

**If a student is not in his/her homeroom when the 8:35 AM bell rings, he/she must report to the main office to get a tardy slip.** Students must present a note explaining a reason for their tardiness or it will automatically be an unexcused tardy. Parents will be notified when the number of tardy arrivals, excused or not, becomes excessive at any point in the school year.

**PARTIAL DAY ABSENCES** – Any student who must be absent during any part of the school day should make arrangements in advance. A note from a parent or guardian indicating the reason for dismissal must be given to the homeroom or first period teacher who will then forward it to the office.

**EXTENDED ABSENCES** -- Academic credit for a full year may be denied for absences totaling over twenty-four (24) days, excepting cases of extenuating circumstances verified by a physician's written statement or other proof of reasonable absence.

Academic credit for a full year will be denied for absence over ninety (90) days, regardless of the circumstances unless there has been regular tutoring approved by the Principal during the absence.

### **LEAVING THE BUILDING UNSUPERVISED**

Students are not to leave the building unless accompanied by a parent or guardian or an adult authorized by the same. Any students who leave the grounds without adult supervision will be reported to the police and parents will be notified by administration immediately. Behavioral consequences will be given in a manner appropriate to the age of the student.

### **TRUANCY**

Any student found to be truant will make up time after school or at another time until all time lost from school has been made up.

### **PERFECT ATTENDANCE**

Perfect attendance awards will be awarded to students who are present for the day every day school is in session.

*Parents will be notified when the number of unexcused tardies or absences becomes excessive. In New Hampshire, parents who do not comply with attendance policies may be prosecuted for educational neglect.*

## **DELAYS AND CANCELLATIONS**

The delay of the opening of school and school cancellations will be announced on local radio and television stations WZID Manchester – 95.7, WMUR-TV – Channel 9, CTV-51, WOKQ Dover – 97.5, WDER Derry – 1320am, We also employ the ALERT NOW automated system which will allow the school to leave an automated message at home provided the phone numbers are current.

In the event of a delayed opening, the bus and school schedules will be adjusted by the amount of the announced delay. If road conditions remain dangerous, announcements to change a delay to a school cancellation will be made on the same stations indicated above.

## **EARLY DISMISSAL-parents picking ups students**

Appointments and commitments for students must be scheduled *after school hours whenever possible*. If you must leave school early, bring a note signed by your parent indicating why the dismissal is necessary, what time, and whether or not you will be returning to school that day. This note shall be given to the homeroom or first period teacher who will send it to the office with the attendance in the morning.

Parents are to report to the main office to have their children dismissed and to sign them out. The office personnel will call for the student who will report to the office for dismissal. Students will be dismissed only to their parents or to the parents' designated adult representative and will only be called to the office after their parent/designated adult arrives at school.

## **EARLY RELEASE**

On rare occasions, due to emergencies, children may have to be dismissed before the end of the school day. At such times and whenever possible, an announcement of the time that children will be dismissed will be made over local radio and TV stations. Please listen to the radio or watch the TV. Please **DO NOT** call the school.

Parents **MUST** have established in advance a procedure for their children to follow in the event that an early dismissal should occur and no one is at home. A form will be sent home for you to return to the school with a copy of your plan in the event that the school is unable to reach the responsible party. We also employ the **ALERT NOW** automated system which will allow the school to leave an automated message at home or work provided the phone numbers are current.

## **NON-SCHOOL VACATIONS**

The administration encourages parents to take their vacations during the Chester School District's vacation periods. However, this may be very difficult at certain times. Children of elementary age level need to accompany parents and cannot be left unsupervised during those times. School policy and state attendance laws mandate that absences from school due to vacation are unexcused. The following procedures and consequences will be enforced when a student is absent from school due to family vacation:

1. Parents should notify the administration of the impending vacation in writing, **at least two weeks in advance**, indicating the exact dates of absence.
2. Assignments will be given when possible, to a student prior to the vacation period.
3. Assignments given prior to vacation are due upon the student's return. All other missing work will be given by teachers post vacation with one day makeup for everyday of school missed.
4. For a student to receive credit, all tests and quizzes which are missed must be made up within two weeks of returning to school.
5. Please contact an administrator with further questions about non-school vacations.

## **OTHER EMERGENCIES**

In the event of an emergency at Chester Academy, please cooperate with the Police, Fire, and School Administration in the care and safety of your student by doing the following:

- Tune into local radio stations for information. The media will receive an update every fifteen minutes from an official spokesperson.

- DO NOT CALL THE SCHOOL. Valuable phone lines need to be open for emergency personnel to use.
- DO NOT COME TO SCHOOL. If the school is evacuated, by listening to the media, or receiving an Alert Now message, parents will be instructed to proceed to a student release destination where they will be united with their children. Please check the school web page for updated emergency information.

## **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal and/or transfer is as follows:

1. A note from the student's parent or guardian requesting his/her withdrawal from school should be presented to the Main Office staff.
2. The student will be issued a "withdrawal form" to be signed by his/her teachers as he/she returns books and other school property and settles all outstanding debts.
3. The student will be requested to take the completed form to the main office for final clearance.
4. The contents of the student's cumulative file will be released only upon written request from the student's new school. Permanent records are only transferred directly between schools and are never given to parents for delivery.

# **II. General School Information**

## **BUILDING USE**

Chester Academy may be used by outside groups when it is not being used for school activities. Requests for use of the school building should be made through the main office by written application.

## **CLASSROOM PLACEMENT**

Students are placed into homerooms with the utmost of care. This is done through a series of discussions during the spring and summer. Great effort is taken to balance each classroom appropriately based on academics, boy/girl ratio and special needs. Parent requests will be considered only if they are given in writing before June 1st of the previous academic year prior to the placement AND that the request

contains a valid educational reason why the student should be placed in a certain type of classroom.

## **EXTRA HELP**

Teachers are available for a minimum of one half-hour after the school day to assist students who request help. Teachers may also request that a student stay after school for extra help. Arrangements must be made at least 24 hours in advance and students will need a note from home giving permission and explaining transportation arrangements.

## **HOMEWORK**

It is Chester School Board policy that students will be assigned homework on a regular basis by teachers when deemed appropriate by the administration. The term “homework” refers to class related work to be completed outside of the classroom.

Some homework assignments will be recurring weekly tasks, like studying for a spelling test, while other assignments will be long-range projects. Teachers record homework on [HOMEWORKNOW.com](http://HOMEWORKNOW.com). You can find a link on the school webpage. Students are also encouraged to regularly write their homework assignments in the agenda book that is provided for them.

## **HOMEWORK HELP SPACE**

Students in grades 5-8 may register to attend a teacher-supervised after-school homework group. Contact the Guidance office for more information about times and registration for this program.

## **INTERNET USAGE POLICY**

Chester Academy has a comprehensive acceptable use policy governing the use of computers by all members of the school community. Anyone who uses the school computers is required to read and sign that he/she will abide by the rules of the agreement. Violation of the policy may result in suspension of computer use privileges.

Copies of the agreement and subsequent signature requirements will be provided by the Technology Department to anyone wishing to use the school computers.

## **LATE ASSIGNMENTS**

Students who do not complete a homework assignment may be kept after school in order to do the missing work (“Homework Intervention”).

Work passed in late may not be given full credit. In case of illness students will have a make-up period of one day for each day of excused absence. No credit will be given for homework passed in more than one week late unless the student was absent for an extended period of time. . It is the student’s responsibility to personally contact teachers to arrange for make-up work.

If a child is absent from school **more than one day** because of illness, parents may request that missed class work be sent home. The request for missing work should be made when calling in the child’s absence. Parents may then pick up books and assignments after 3 PM in the main office or may request that work be sent home with another student.

## **LOCKERS**

Lockers are assigned to upper level students at the beginning of the school year. Locker doors are to be kept closed. Students will be held responsible for the contents and cleanliness of their lockers. Students must maintain their lockers so that the doors can be shut without force and all straps and papers should be inside the doors.

Lockers are the property of the school and may be examined at any time for reasonable cause by authorized school personnel. Locks are available from the main office for a deposit of \$5. Only school-provided locks may be used on the lockers.

## **LOST & FOUND**

Articles which are found on school property should be turned in to the lost and found container in the cafeteria. Valuable items may be left in the main office for safe keeping. Losses of property should be reported to the office. Labeled items will be returned to their owners. Lost articles which are not claimed within a reasonable time will be turned over to a charitable organization.

## **NON-CUSTODIAL PARENT RIGHTS**

In the event of a divorce or legal separation, the school requests parents to supply pertinent information, usually in the form of court documents, regarding the custody of the children. This request is made solely for the protection of the child's welfare. All such information is held in confidence. Under the Family Educational Rights and Privacy Act of 1974, non-custodial parents have the same rights of access to school records as do custodial parents, unless the divorce decree includes a specific court order to the contrary. Therefore, if you are a non-custodial parent and wish to receive copies of your child's progress reports and other school information, please notify the Guidance/Special Services secretary in writing. This is a one time notification for the year.

## **NON-DISCRIMINATION POLICY**

SAU #82 does not discriminate in its educational programs, activities, or employment practices on the basis of race, language, sex, age, or handicapping conditions. (Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Education of all Handicapped Children of 1975).

## **PERMANENT FILE ACCESS**

Parents and legal guardians may request access to their child's permanent file by filling out a form in the guidance office at least 24 hours in advance. They may view their child's file in the main office the following day. No materials may be added or removed and the file must stay in the office during viewing. Parents have a right to request that student files be amended and their requests will be reviewed and processed by administration. 48 hour notice is required for copying of student files for transfers.

## **PHOTO/VIDEO RELEASE**

The Chester School District has, on occasion, the need to use pictures or videotape of various school activities and classes. The school district produces pictures/video programming designed for instructional and

informational purposes, which may be shown in newspapers or on cable/broadcast stations. The school district wishes to notify parents/guardians that unless a written objection is received in the principal's office by September 30 of each school year, the district will assume the right to use pictures/video tape in which the students may appear or be heard. This right is understood to include the right to reproduce, make alterations, or additions and to copyright the material in whole or in part. The district will continue to notify parents/guardians on an individual basis in those instances when special programs/projects occur.

## **PTA**

Chester Academy is fortunate to have a hardworking PTA that does fundraising to provide students with a variety of opportunities that support daily educational programming as well as activities and events that extend beyond the school day. Check out the PTA web link from the main page. Check out the link on the PTA webpage for a current calendar of events. Contact the PTA for weekly e-mail Trumba Calendar updates. The PTA is always looking for new volunteers...so join in the fun!

## **SAFE AND DRUG FREE SCHOOLS ACT (TITLE IV)**

The purpose of the law was to create a safe environment that is conducive to learning. In keeping with the law, all major disciplinary incidents need to be reported to the Chester Police department. Parents will be notified in the disciplinary action letter if a police incident report was also filed. In many cases this is not at the administrator's discretion, it is a requirement.

The following reports are mandatory: acts of theft, acts of destruction, possession or selling of weapons (such as firearms or knives), assault, assault causing injury, acts of arson, threats or acts causing fear of injury, harassment or bullying behavior, sexual harassment, sexual assault, possession/being under the influence of/ selling of alcohol or drugs. The purpose of the whole process is that we all work together – school, parents, and law enforcement - to identify patterns of unsafe behavior.

In keeping within Federal Law, the following rule applies to activities funded by Title IV federal grant money:

Sec. 4154 “Upon receipt of written notification from the parents or legal guardians of a student, the local educational agency shall withdraw such student from any program or activity funded under this part. The local educational agency shall make reasonable efforts to inform parents or legal guardians of the content of such programs or activities funded under this part, other than classroom instruction.”

Also, the Title IV grant application is available for review by request in the main school office.

## **SUMMER SCHOOL**

Students who fail two or more core classes for the year may be asked to attend summer school to successfully acquire the skills they will need for the coming year.

## **STUDENT GIFTS AND SOLICITATIONS**

Students are discouraged from giving gifts to others students during school in the form of money or items. Students may not solicit or borrow money from other students in school as this often creates problems. If a student needs funds for a specific reason, they should see an administrator or teacher.

## **STUDENT INFORMATION**

**It is critical that parents update student personal information as close to the start of school as possible.** Parents should notify the school immediately if home phone numbers, work phone numbers, cell phone numbers, or e-mail information changes to help us be able to alert you in case of an emergency.

## **TELEPHONE / PERSONAL MESSAGES**

The use of the telephones in the building is restricted to official business. Students may not use cell phones during school and will not be called to the telephone. The school office asks that you and your child make arrangements for after school plans prior to arriving at school, i.e., plans to go over to a friend’s house or stay for after school activities. Any changes to the regular travel routine must be presented to the Main

Office in writing. We understand that sometimes emergencies will arise. In that case, the office will make every effort to notify the student of a change. Using a cell phone during the school day violates school rules and the cell phone may be confiscated. HOWEVER, students may check cell phones at dismissal time for messages from parents about transportation issues.

The pay phone in the cafeteria is off-limits to students during the school day.

## **TEXTBOOK LIBRARY BOOK POLICY**

Students are personally responsible for the textbooks that they are issued. Textbooks are expected to be covered at all times. Students may check library books out each week during their library periods. If a student loses or destroys textbooks and/or library books, the cost of replacement is to be paid. The cost of replacement will be as follows:

- New textbook – full price
- 1 year old –  $\frac{3}{4}$  price
- 2 years old –  $\frac{1}{2}$  price
- 3 years old and beyond –  $\frac{1}{4}$  price

## **TITLE IX STATEMENT**

No person in the Chester School, on the basis of race, color, national origin, age, sex, or handicap shall be excluded from participation, be denied the benefits of, or be subject to discrimination under any education program, activity, or employment. Physical or verbal harassment or intimidation focusing on race, color, national origin, age, sex, or handicap is expressly forbidden, and will result in disciplinary consequences.

## **VISITORS/GUESTS**

At all times, including morning drop-off, parents and visitors MUST report to the main office located immediately to the left of the school's main entrance. They must state the purpose of their visit, sign the Visitor's Register and pick up a visitor badge.

Students are discouraged from having friends visit during the school day as visits can be disruptive to the learning environment. Any exceptions to this rule require authorization of the principal.

Parents who wish to visit the school are welcome to do so, but must specify the intent of their visit and call for prior approval.

## **VOLUNTEERS**

Chester Academy is blessed with an abundant and very welcome volunteer program. As authorized by the Chester School Board, a volunteer policy is in effect to address public safety concerns regarding non-professionals in the school building. Anyone interested in volunteering at Chester Academy should contact the Assistant Principal or Volunteer Coordinator for application information.

For the safety of our children and in accordance with state law (RSA 189:49-a), volunteers working directly with children will be required to pass a fingerprinting check with the State Police and the FBI.

## **WAIVER OF STUDENT EXPENSES**

A student shall not be prevented from attending a school sponsored event due to family hardship. School funds will be allocated based on need either in partial or full payment. School personnel and administration shall make this policy known to students and their families.

# **III. Student Assessment**

## **MARKING SYSTEM**

<b>GRADES</b>	<b>ATTITUDE &amp; BEHAVIOR/EFFORT</b>
A 90-100	1 – Excellent
B 80-89	2 – Good
C 70-79	3 – Satisfactory
D 65-69	4 – Fair/Needs Improvement
F 0-64	5 – Poor/Needs Improvement

Students in grades 1, 2, 3 and 4 are not graded according to the letter grade format shown above, but receive marks according to subject/skill mastery and effort/self management as well as a grade level designation.

## **HONOR ROLL**

Students in grades 5-8 are eligible to be considered for the High Honor Roll, and Honor Roll.

*High Honors:* The student will earn 90% or above in all subjects.

*Honors:* The student will earn 80% or above in all subjects.

## **PROGRESS REPORTS**

All students in grades 1 – 8 will receive progress reports. The progress report indicates a child's academic progress in subject areas to date and may request a parent conference be scheduled.

## **REPORT CARDS**

Report cards are issued three times a year for grades 1-4 and four times a year for grades 5-8. These reports indicate a student's performance in scholastic achievement, effort, and behavior during the previous marking period. This information is also placed in the student's permanent record folder.

## **PARENT CONFERENCES**

Open and appropriate communication between teachers and parents is encouraged. Parents are encouraged to call the school and leave a message in voice mail for their child's teacher to return the call. All calls will be returned within 24 hours. Teachers are available for conferencing after 3:00 PM. There will be a scheduled parent conference evening near the end of the first marking period.

## **RETENTION**

If a student lacks basic skills one-half to a full year behind in grades 1 – 4, or earns two or more failing final grades in core subjects in grades 5 – 8, he/she may be considered for retention. Non-promotion is recommended when students do not have the necessary skills to satisfactorily enter the next grade level. Grade 8 students who are non-promoted must attend summer school before they can enroll at secondary school. A decision to retain a student will be made at team meeting of parents, teachers, administration, and guidance.

## **GRADUATION CEREMONY/DIPLOMAS**

Diplomas will be issued to those students who satisfactorily complete the program of education at Chester Academy. Any eighth grade student who fails two or more classes for the year, and/or has displayed consistent disregard for the code of conduct will not be allowed to take part in the graduation ceremony.

# **IV. Student Activities / Services**

## ***GENERAL ACTIVITIES***

Chester Academy is pleased to provide a variety of after school activities. Examples of the activities offered include various sports, school dances, Drama Club, Outing Club, peer mediation and concerts.

Announcements are made for registration at the appropriate time. Participation in interscholastic sports and extra-curricular activities or clubs is a privilege not a right, one which can be withdrawn if the student does not maintain the following level of academic and behavioral performance:

1. Two F's on a report card renders the student ineligible the following quarter. Ineligible means that you cannot tryout or participate in the activity.
2. Fourth quarter grades of the previous academic year are used to determine fall eligibility.

3. Any student who has been suspended in or out of school more than once or who has had behavior issues the administration has had to handle may be ineligible for the following quarter.
  - A single suspension may render a student ineligible. This will be reviewed on a per case basis.
  - Any athlete, who is disqualified from a game for exhibiting unsportsmanlike conduct, shall not participate in, dress for, or attend the next scheduled athletic event, including tournaments.
4. Students must be present in school for more than three and a half hours in order to be allowed to participate in after school activities that day. Exemptions may be requested from the Athletic Director under certain circumstances.
  - If absent from school, a student may not attend, dress for, or participate in the event.
  - If absent on Friday before a Saturday event, a student may not dress for or participate in the event, but may attend and sit with the team.
  - If tardy after the 11:30 am cutoff, a student may not dress for or participate, but may attend the event and sit with the team.
5. Mid-term reinstatement to a team or activity may occur if a student's progress report is deemed satisfactory with grades of "C" or above.
6. Students are ineligible to attend/participate in athletic events or other after school activities while serving a suspension.

Student's parents are expected to provide transportation as necessary for after school activities. Further activity-specific eligibility rules will be provided by the coach/advisor.

## **ATHLETICS ACTIVITIES**

Fall sports will begin on the second day of school. Past sports offered have included boys' and girls' cross-country, boys' and girls' soccer, boys' and girls' basketball, cheerleading, girls' softball, boys' baseball, and boys' and girls' track. Permission slips for try-outs will be available from the Athletic Director on the first day of school. Students trying out must be able to run at least a mile without stopping.

Physical Examination: No student will be allowed to *participate or try-out* for an athletic team unless there is a physician's statement certifying that the student has passed a physical examination that authorizes their

participation. Students are required to pass a physical every two years unless the physician only authorizes the physical for one year.

Insurance: *Students must be covered by health insurance* in order to participate on an athletic team. A written statement, including the insurance carrier and policy number, must be supplied to the school prior to participation.

Health Attitudes: Student athletes are expected to lead a healthy life style. Any student who has been determined by administration to be using tobacco, alcohol or drugs will be immediately removed from his/her team for a designated period of time determined by the Athletic Director.

## **CHESTER ACADEMY MENTORING PROGRAM- C.A.M.P.**

Chester Academy's Mentoring Program pairs older students with younger students for academic help, social skills mentoring, small group work, or other appropriate need. Students in grades 6-8 are eligible to be mentors, and any student in grades 1-5 can have access to a mentor. All mentors must have both teacher and parent permission to participate in the program and must be in good standing both academically and behaviorally. Mentors will receive yearly training and will be supervised by the guidance staff. Parents and/or teachers can recommend students for a mentor by contacting the guidance office.

## **DANCES**

School-sponsored dances are for grades 6 – 8 only with the exception of the DARE dance which is a move-up dance and includes the 5th grade. The following procedures are to be followed:

1. All school day rules are in full effect, including dress code (except for the semi-formal).
2. Any student who was not in school on the day of the dance may not attend the dance.
3. Students are expected to arrive on time for the dance and stay the full length of the dance.
4. Once a student has entered the dance, he/she may not leave early without a note from the parent and may be dismissed only to the designated adult. Students may not return after leaving the dance.

5. Guests may be invited only upon the approval of the administration. Any guest must be in grades 6 - 8 (7-8 for semi-formal) and be a student in good standing at their school. One guest is allowed per Chester student. The name of the guest and school attending must be brought to the office by Tuesday of the week of the dance.
6. All students must have vacated school grounds by 10 minutes after the close of the dance or they will lose the privilege of attending the following dance.
7. School-sponsored dances shall run from 7-9pm.

## **GUIDANCE SERVICES**

Guidance and counseling programs are a vital, integral part of a student's education. A guidance curriculum is designed to meet the needs of all students by helping them to acquire competencies to meet the expectations of all their life roles, whether educational, career, personal, or social. Its primary focus is developmental, preventative, and proactive in nature. In addition, responsive services are provided as well. These include individual and group counseling, resource information and referral. Guidance services are as much a part of the instructional program of the school as are the other school curricula in contributing significantly to the overall educational mission.

Accordingly, guidance and counseling services will be provided to all students on a voluntary basis, unless otherwise instructed by a parent or guardian. Counselors have an ethical, responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others, suspicion of child abuse and/or neglect, other behaviors of significant concern as outlined by the ethical standards of the American School Counselor Association.

The guidance office is open daily to schedule appointments for students. No student will go to the guidance office without an appointment slip although staff members may use their discretion in the event of a crisis or problem that is in need of immediate address. The guidance counselor and the classroom teacher from whose class the student will be absent must sign this permission note. Guidance appointments will be scheduled during non-academic periods whenever possible.

## HEALTH SERVICES

In all instances when students become ill during the school day, the school nurse will determine whether the child should stay at school or go home. In instances where a parent cannot be reached, those persons named on the emergency information form will be contacted. If in the judgment of school personnel the emergency seems to be of crisis proportion, the physician indicated by you or the school physician will be called for direction. The emergency form and health data are our only means of knowing how best to help your child. These must be completed as accurately as possible and updated whenever circumstances change.

### A. FEVER

Fever is an indication of illness or infection. We request that your child remain at home if they have had a fever within the past 24 hours. This is for your child's safety as well as the safety of his/her classmates.

### B. HEALTH SCREENINGS

Per the N.H. State Department of Education School Health Manual, vision and hearing screenings will be done on students in grades Pre-Kindergarten, Kindergarten, 1, 2, 4, 6, 8 or on an as needed basis. Postural screening (scoliosis) and blood pressure will be offered to all students in grades 5-8. Height and weight assessment will be done annually on all students. If any concerns are raised through the results of these exams, parents will be notified. School screenings are offered as a convenience to parents and should not replace regular doctor visits.

### C. IMMUNIZATIONS

Below are the requirements per New Hampshire state law for entry into public school and entry into grades 6 and grade 7:

Requirements:

- Pre-K (3-5 year olds)
  - DPT, Polio, MMR, HIB, Hepatitis B, and Varicella (chicken pox) vaccine or disease
- Kindergarten/Grade 1
  - DPT, Polio, MMR (2 doses), Hepatitis B, and Varicella (chickenpox) vaccine or disease

- Students entering Kindergarten, 1<sup>st</sup> & 6<sup>th</sup> grade all need a second dose of Varicella immunization (chicken pox vaccine) given prior to returning to school in August.
- Tdap Immunization: If a student is 11 years of age or older, and it has been 5 years or longer since the last documented dose of tetanus toxoid containing immunization, the student is required to receive a ONE TIME dose of Tdap (tetanus, diphtheria, acellular pertussis vaccine). If the student can receive a TD (tetanus and diphtheria toxoid vaccine), and then a Td booster vaccine will be needed every 10 years thereafter.
- Entry into Grade 6  
Varicella (chicken pox) vaccine or disease
- Entry into Grade 7  
2 doses of measles vaccine (MMR)

The school nurse is available to assist you or to answer any questions or concerns you may have about these requirements at 887-3621 X135.

## D. MEDICATIONS

In compliance with state regulations, for prescription medication, a form must be submitted to the school with a parent and/or guardian signature and a physician's request in order for the nurse to be allowed to administer medication to a student. Also, a "hold harmless form" must be signed and recorded in our health files.

Non-prescription medication shall be given only with the written request and permission of the parent or guardian. All medication must be in its original container with the dosage and times for administration clearly marked on the label. Parents must bring the medication to the school. Any child who is in possession of any medication, prescription or not, is in violation of the Safe Schools Act.

Unused medication is to be picked up by the parent or guardian within 10 days of the drug discontinuance, or disposed of by the school nurse following discussion with the parent/guardian.

Parents are encouraged to administer medication prior to and/or after school hours when ever possible. In most cases, if a doctor is notified, the prescription can accommodate the school day schedule. The law also states that students should not self-administer medications. When school authorities become aware of students having any medication in

their possession, the drugs must be taken from the student and held at the nurse's office until the parents are contacted to pick it up.

Epinephrine Pens will be administered by the child (if able) or by the school nurse for those students known to have an allergic reaction. For field trips, a parent or staff member designated by the principal must be trained by the parent to administer in the event the student is unable to do so.

The State of New Hampshire (HB #1272 approved 6/27/00 amended RSA 318.42 VII) allows school district Registered Nurses to possess and administer epinephrine to students for emergency treatment of anaphylaxis.

The American Academy of Allergy and Immunology recommends that students with asthma be permitted to have in their possession inhaled medication for the treatment of asthma symptoms when that student's physician prescribes them. It is reasonable to expect that the student requiring inhaled medication be sufficiently responsible and discreet in its use to avoid drawing attention to treatment. The school nurse still needs a parental and a physician's note on a yearly basis, stating the student may carry his or her own inhaler. School officials will discuss with parents or student's physician any problems regarding appropriate and responsible use of these inhaled medications.

#### **E. PHYSICAL EXAMINATIONS BY M.D.**

Any student entering Preschool- 8th grade for the first time at Chester Academy must have a physical examination done within the past year. All physical exams must include the doctor's signature and date exam done. A copy of the exam will need to be on file in the Nurse's Office prior to starting school.

Any student participating in sports (grades 5-8) must have an updated physical exam every 2 years unless the physician's letter specifies 1 year.

#### **F. RETURNING TO SCHOOL AFTER INJURY/SURGERY**

Any condition, which results in physical limitations (i.e. fractures, sprains, concussions, surgery, etc) must have a doctor's note stating

their limitations and the guidelines for physical activity (i.e. gym, sports teams, recess, and weight bearing status/stairs use).

## G. STAYING IN FOR RECESS

If a child is well enough to come to school, he/she is considered well enough to participate in ALL school activities. If a child cannot go out for recess, a note from the child's doctor is necessary for the student to be excused. Staff members will use their discretion on an individual basis for difficulties that arise during the school day.

## H. TRANSPORTATION OF ILL STUDENTS

The Chester School District's policy prohibits employees from providing student transportation for reasons of health to homes, hospitals or physicians unless instructed to do so by emergency personnel.

## LIBRARY SERVICES

Students are encouraged to use the library for reference work or for general reading purposes. Students are responsible for returning books when they are due. **Students may not sign out additional books if they already have a book that is overdue. Detentions may be assigned if a student does not return the book after several notices.** Students will be held responsible for replacement if books are not returned. Failure to abide by proper library procedures will result in the loss of library privileges. No food or drink is allowed in the library.

## LUNCH PROGRAM SERVICE

Chester Academy participates in the Federal School Lunch Program. Each year, parents are given the opportunity to apply for free or reduced lunches. Lunches may be purchased at school or students may bring their own cold lunches. Milk is available for purchase. Snacks, including chips and ice cream are available.

**Parents shall pay in advance for a child's lunch account.** Students will not be allowed to **charge** snacks or lunches on their account. The only exception to this is if the child does not have a lunch in which case he/she will be allowed to charge a peanut butter sandwich and milk.

## **PEER MEDIATION SERVICES**

Chester Academy offers peer mediation to any students in grades 2-8 who may wish to resolve their differences through dialogue. This program provides an alternative to confrontation which could lead to detention or worse.

## **SPECIAL EDUCATION**

Special Education and related services are provided to students who have been determined to have an educational disability. Special services are delivered in accordance with each child's individualized education plan. Special transportation is provided only to those special education students who cannot successfully access regular school district transportation. For a copy of Procedural Safeguards for Students with Disabilities, information regarding the Special Education Process, or to review the district plan for special education, call extension 146 at Chester Academy.

## **STUDENT COUNCIL ACTIVITIES**

The Student Council provides for a variety of school activities, serves as a leadership training experience, promotes the common good, gives students a share in the management of the school ideals, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps to solve problems that arise. Members of the Council have direct access to the school administration.

Candidates for Student Council election must receive teacher recommendation. Such recommendation is contingent upon good citizenship and scholarship. Repeated detentions or suspension may disqualify students from running for office, or may result in elected members being dismissed from office during the course of the school year.

## **STUDENT SUPPORT TEAM SERVICES**

When a teacher, staff member, or parent has concerns about a student's performance or behavior over a period of time, he/she may refer the student to the principal or assistant principal. The student's name will be brought to the Student Support Team (SST) for evaluation and

recommendation. This team is made up of the Assistant Principal, guidance counselors, nurse, Special Education Coordinator, Reading Specialist, and any other person involved with the student whose input may be needed, including the parents when requested.

The team will decide whether or not a student will be referred to Special Education, Title I tutoring or another intervention deemed appropriate.

## **WORKING PAPERS SERVICE**

Once a student has been offered employment, he/she must get working papers which are available in the main office. The employer will give you a document that contains all the pertinent information necessary to complete the working papers.

## **V. Code of Conduct - Student Guidelines**

It is our intent to provide our students with a quality education in a safe and healthy environment. As with any society, there are rules and regulations to which students must adhere. With this in mind, the following rules have been formulated for the students of Chester Academy.

Those who demonstrate inappropriate behavior according to these principles should expect a logical consequence. *Some inappropriate behaviors are as follows but are not limited to the following:*

- Disrespect, verbal or otherwise, towards self, others, or staff
- Damaging school and/or personal property
- Fighting, threats, physical aggression
- Harassment of any kind (bullying)
- Insubordination (not complying with teacher/staff requests)
- Leaving school grounds without permission
- Throwing unacceptable objects (snowballs, rocks, food etc.)
- Cheating
- Lying to staff, including forging signatures
- Use of foul language or inappropriate gestures

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Unacceptable school behavior can be characterized as being either a major or minor infraction of school rules. Consequences issued depend upon the severity of the behavior as well as the frequency of each student's misbehavior.

*Major Infractions* are student behaviors that are dangerous to safety, cause damage to school property, significantly disrupt the school environment, or show considerable disrespect. In the case of major infractions, a school administrator will issue a consequence that may include detention(s), in-school suspension, or out-of-school suspension or other appropriate consequences at the discretion of the administration.

*Minor Infractions* will be handled by the staff member and will follow logical consequences available to them (i.e. after school or lunch/recess detention.)

### **DETENTION**

Detentions are given to students by staff members for many reasons. Students serving detention shall be engaged in meaningful work/discussion. The length of the detention is up to the staff member who assigns it but typically they are up to 30 minutes. An administrative detention will be an hour, from 3:00 to 4:00. Students will always have 24 hour notice so that transportation may be arranged. Students are expected to serve detentions the day after they are assigned. If a student must postpone serving a detention, parents must write the reason on the detention slip and return it to the staff member prior to the detention time. Otherwise, the detention is considered skipped. Students who skip a detention will be assigned two detentions. If those are not served, then the student will be referred to the assistant principal for discipline. Typically students who habitually skip detentions will be given in-school-suspension.

### **SUSPENSION**

#### *Out of School Suspension*

Students who exhibit unacceptable behavior may be suspended out of school. Reasons for out of school suspension might include, but are not limited to, falsely ringing a fire alarm, fighting, theft, disrespect to a staff

member, continuous unacceptable behavior, gross misconduct, and/or disruption of the academic process and/or general welfare of the school. Students will be allowed to make up all their class work, including tests and quizzes, assigned during suspension. Students ARE NOT allowed to participate during any school activities while suspended. Further, students ARE NOT allowed on school grounds during their suspension, including any school activities.

In addition to suspension, the filing of a *Safe Schools Report* with the police department will be given if a student is found guilty of any of the following: smoking/possession of tobacco (including smokeless tobacco), possession/use/sale of controlled drugs and substances (including paraphernalia), robbery, burglary, vandalism, criminal mischief (including graffiti), arson, possession of firearms/dangerous weapons, use or possession of fireworks, possession of live ammunition, sexual assault or physical abuse, assault (fighting), and harassment, sexual or otherwise. Persons requesting more information regarding the *Safe School Laws* may call the school office.

Because of the ages of younger elementary school students, a formal suspension may not be appropriate. A younger student who has often disregarded school rules may be dismissed for the day into the custody of his/her parent. This is not an action that will be recorded on a student's permanent record as a suspension, but it is intended to impress upon the student and parent that the behavior is not appropriate for the school setting and there is a serious consequence for it.

### *In-School Suspension*

In school suspensions will be assigned to serious infractions which are not worthy of an out of school suspension but merit consequences greater than a detention.

An in-school suspension requires that:

1. The student is in school.
2. The student is separated from the student body.
3. The student receives regular school work for the day and will receive full credit for all work done.
4. The student and parents understand that repeated misbehavior will lead to out-of-school suspension.

## **STUDENTS' DUE PROCESS RIGHTS**

Before a student is suspended from school, the student has the right to the due process guaranteed by our Constitution. Any student accused of an action and facing possible suspension for this action must be granted a hearing with an administrator. During this hearing, the student must be informed of the charges against him or her and must be given the opportunity to respond to them. A parent or guardian must be informed of all suspensions from school. The parent and/or student has the right to appeal any suspension in excess of ten (10) days to the Chester School Board. Regulations and procedures regarding the disciplinary code are summarized in this handbook annually distributed to students.

## **POLICIES FOR MAJOR INFRACTIONS**

### **BULLYING, HAZING, AND HARASSMENT POLICY**

In accordance with NH RSA 193-F, *Pupil Safety and Violence Prevention*, the Chester School District has adopted a policy regarding the reporting and consequences of bullying, hazing, and harassing in school. Students who show a pattern of bullying/hazing/harassing behaviors will be reported to the principal and superintendent of schools. The report will name the students involved, the nature of the incident, consequences given, and will be kept on file for the remainder of the school year. Parents of all parties involved will be informed of the incident. If the behaviors continue after reporting, a *Safe Schools Report* may be filed with the Chester Police Department for harassment. A full copy of the bully policy may be obtained from the school office.

### **SEXUAL HARASSMENT POLICY**

Sexual Harassment is a form of sex discrimination which violates the Civil Rights Act of 1964. It is the policy of the District to maintain a learning environment that is free from sexual harassment and violence. The District prohibits any form of sexual harassment or sexual violence. It shall be a violation of this policy for any student to harass a student or employee through conduct or communication of a sexual nature. The District shall investigate all complaints, formal or informal, verbal or written, and discipline any student who is found guilty of sexual harassment or sexual violence. A full copy of the Sexual Harassment and Sexual Violence policy may be obtained from the school office.

## **SUBSTANCE ABUSE POLICY**

The Chester School Board has adopted the following policy regarding illegal substances:

- That the possession, sale or use of alcohol or any other drug on school property or while participating in any school-related activity constitutes gross misconduct as stated in N.H.R.S.A. 193:13 and N.H.R.S.A. 189:1a.
- That a strong consistent policy regarding substance use and abuse is in the best interests of both the students and the administration of the educational system.
- All of the following offenses shall be reported to the police under the Safe School Laws of New Hampshire, N.H.R.S.A. 193.

**Substance Abuse or Possession** – Students using, possessing, or under the influence of alcohol, tobacco or any other drug (including over the counter medication) on school property or during school functions shall be suspended for up to a five day period, effective immediately. The Principal may recommend to the Superintendent that a further suspension of up to 15 days be imposed.

**Aiding Possession or Use** – Any student who hides an illegal substance or any student who assists another person in the use or possession of an illegal substance may be subject to the same penalties imposed upon the actual possessor or user. “Assist” shall be understood to mean many things including but not limited to acting as a look-out or decoy which might help the actual user or possessor escape detection or punishment. Failure to report the knowledge of substance use/abuse/possession may be subject to disciplinary action as well.

**Sale, Intent to Sell and Later Offenses** - Students selling or intending to sell illegal substances or imitations intended to look like illegal substances shall be suspended for up to a ten day period by the principal. The Superintendent may impose an additional 10 days to the offense. The Superintendent may also recommend that the violator be

expelled for the remainder of the school year. Students with repeated behavior of substance abuse or possession may be subject to the same penalty.

**Possession of Large Quantities of Illegal Substances** - If a student is caught in possession of large quantities of an illegal substance, the assumption will be made that there was intent to sell or distribute.

**All cases involving illegal substances will be reported to the police as required by the Safe School Laws.**

*All drug and alcohol related consequences:*

1. Superintendent, police, and parent notification.
2. Out-of-School Suspension based on previous descriptors.
3. Referral to guidance counselor for further services.

## **WEAPONS POLICY**

It is the responsibility of the school administration to protect every student and staff member from any possible injury. The possession of any type of knife, razor, gun, or other dangerous object and/or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others. Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, or anywhere else on school property.

### **Bringing a Weapon to School**

A weapon shall be defined as either of the following: A firearm as defined in Section 921 of Title XVIII of the United States Code, or any device, object, or artifact that has been determined by the Superintendent of Schools to be dangerous to any student or faculty member. Students found in possession, selling or distributing, or being in the presence of any weapon and/or dangerous object will be subject to the following:

- Notification to the proper authorities
- Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days out of school suspension.

During this time the Superintendent will review the case. Once a determination is made that the student has brought a weapon onto school property, the student may be suspended from school for up to one

calendar year,(365 days), in accordance with State Law and School Board Policy (JICI).

### **Threatened Use of a Weapon/Dangerous Object**

The threatened use of a weapon/object is also considered a Serious Offense, and may result in suspension from school appropriate to the act and age of the student.

## **SCHOOL BEHAVIORAL EXPECTATION**

### **ACADEMIC HONESTY**

Students who cheat by copying the work of other students, receiving answers for assignments without doing the work or plagiarize the work of others shall receive the following consequences.

1. Notification of parents.
2. A loss of grade (zero) for the assignment.
3. Administrative consequence appropriate to their age and the act.

### **ASSEMBLIES**

Chester Academy strives to teach children appropriate social skills in group settings. Quiet listening and respect for presenters at assemblies reflect well upon the entire student body. Unacceptable conduct includes whistling, booing, uncalled-for-clapping, boisterousness and talking during a program with appropriate disciplinary consequences at the discretion of the staff and administration.

### **BUSES**

The Chester School Board and staff members of the Chester School District are very concerned about safety on the bus. Cooperation from both parents and students is requested in an attempt to keep the buses safe for all concerned. The following rules have been adopted by the Chester School Board:

1. All regular school behavior rules apply on the bus.
2. Students must be at their bus stop at least five minutes before their pickup time. Bus drivers do not have to wait.
3. Students may ride only their assigned bus and get on and off at their assigned stop.

4. Drivers are to be obeyed at all times and may assign seats at their discretion.
5. There may be up to three students per seat.
6. Students must cross the street only in front of the bus.
7. Students are to be seated promptly and at all times while the bus is in motion.
8. No food or skateboards allowed on the bus.
9. The aisle should be clear at all times.
10. Keep all body parts inside the bus windows at all times. This includes while waiting for the bus to load and unload.
11. In the event of a student's suspension of bus privileges, parents are responsible for transportation.
12. Students should not behave in any manner that is a distraction for the driver.

Any act that jeopardizes the safety of persons on the bus or at the bus stop will be dealt with in the following manner (Please note that steps 1 and 2 may be skipped at any time that the administration feels the incident warrants greater consequences):

- 1<sup>st</sup> Offense: The student will receive a written warning and parents will be notified.
- 2<sup>nd</sup> Offense: The student will receive a second written warning and parents will be notified in writing that a third offense will result in a suspension of bus privileges.
- 3<sup>rd</sup> Offense: Suspension of bus privilege for a period of time not to exceed five days at the discretion of the administration. Parents will be notified by phone and in writing.
- 4<sup>th</sup> Offense: Suspension from the bus for up to 20 days. Parents will be notified by phone and in writing.
- 5th Offense: The student will be removed from the bus and will be referred to the School Board before re-admittance.

### **DAMAGING SCHOOL PROPERTY/STUDENT PROPERTY**

Student who damage or destroy will make full restitution, be given a consequences for their actions, and may be reported to the police depending on the severity of the damage or destruction.

Student who damage or destroy other students property will be asked to make full restitution and all parents will be called by administration.

Consequences will be given appropriate to the degree of destruction and the age of the child.

## DRESS AND GROOMING

Chester Academy strives to create an atmosphere that encourages respect. School should be thought of as a student's place of work and students should dress accordingly. **Therefore, any dress or grooming that distracts from or disturbs the educational environment of the school is not acceptable.** This includes but is not limited to the following:

- All shirts shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, or death.
- Clothing shall cover and block the view of all underwear. No sheer or see through material that exposes the body is allowed.
- Clothing shall be tastefully fitting (not tight) and necklines shall be high enough so that the collar rests against the body. Armholes shall be closely fitting around the shoulder.
- Tops may be sleeveless and shoulder material shall be at least 2" wide. All midriffs shall be covered.
- Shorts may NOT be worn in school starting November 1<sup>st</sup> through April 1<sup>st</sup>.
- Skirts (including a slit), and shorts shall extend past the fingertips down the leg. No short shorts or short short/skirts sets that do not meet the fingertip standard.
- Hats, jackets, bandanas and backpacks are to be left in lockers or at cubbies. (Suit jackets are allowed.)
- Shoes must be firmly attached to the foot. Shoes that lace, buckle, zip or Velcro closed are best. Outdoor boots are not allowed to be worn indoors. Flip flops and backless shoes provide less support to the foot and expose students to potential injury. We caution parents to be sure they are comfortable with the ability of their child to navigate the halls safely in this type of foot wear.
- Students are not allowed to wear "heelies" or other shoes that may be deemed unsafe and they must have non-marking athletic-type sneakers for PE class.
- Chester Academy reserves the right to prohibit the display of any article of clothing, headgear, insignia, or other identifiable

symbols of “gang” affiliation. Such a prohibition may occur at any time during the school year.

Teachers will review the appropriateness of student attire in homeroom. The following consequences will occur when a student arrives at school inappropriately dressed.

**1<sup>st</sup> Offense:** If correctable, the students will be asked to make the necessary change (i.e. turn an inappropriate tee-shirt inside-out). Otherwise the student may be required to call home for a change of clothing. Compliance is required. Questionable dress will be referred to the Nurse and administration.

**2<sup>nd</sup> offense:** The student will be required to change the inappropriate clothing, and the parent will be notified by staff member or Administration.

**3<sup>rd</sup> offense:** The student will be required to change the inappropriate clothing, and the matter will be referred to the Administration for suitable consequence. Parent will be notified.

## **FIELD TRIPS**

The school administrative team at Chester Academy recognizes that a field trip out of the school building is a different setting for students. Students who are allowed out of the building on a field trip must be students who are capable of trustworthy behavior. These students are representatives of the school to the general population and must be students who have displayed the capability to respectfully follow the instruction of school personnel and chaperoning adults without question. Standards for attendance at activities that take place off school property must be higher for those reasons. Particularly in the aftermath of September 11th, with the country on highest alert, it is imperative that students do as they are told without argument and/or disrespect.

Therefore the administrative team, in agreement with the grades 5 through 8 teachers, has instituted the following protocol for acceptable behavior standards for students who wish to participate in field trip activities. (Students in primary grades will receive consequences at the discretion of the administration that are appropriate to their developmental needs.)

**A student will not be allowed to participate in a day field trip if a student has a record of any of the following and the administration feels that student will be unable to conduct themselves in an appropriate and safe manner:**

- Has been suspended, either in-school or out-of-school, full or half day, within the last four weeks.
- Has accumulated four or more detentions within the last four weeks.
- Has shown a pattern of disrespect and disregard toward members of the educational community. This includes all staff as well as other students.

**A student will not be allowed to participate in an overnight field trip if a student has a record of any of the following and the administration feels that student will be unable to conduct themselves in an appropriate and safe manner:\***

- Has been suspended, either in-school or out-of-school, full or half day, within the last twelve weeks.
- Has accumulated six or more detentions within the last twelve weeks.
- Has shown a pattern of disrespect and disregard toward members of the educational community. This includes all staff as well as other students.

## **BEHAVIOR WHILE ATTENDING A FIELD TRIP**

Students who display poor judgment, disrespect and disregard for school rules or represent Chester Academy poorly will be subject to standard in-school disciplinary consequences for their behavior and may be suspended from the next field trip. The final decision on whether or not a student will attend a field trip rests with school administration.

+All field trip forms and any monies required must be in to the teacher three (3) school days before the day of the actual field trip. Some trips may require forms and/or monies in at an earlier date. Please refer to each individual field trip form for clarification.

## **ATTENDANCE IF NOT PARTICIPATING IN THE FIELD TRIP**

Chester Academy will provide a similar educational experience for any student unable to attend a field trip for any reason. Lesson plans and hands on opportunities will be optimized within the capacity of the school environment to accomplish this. Students will have work that they will be responsible to complete and turn in just as on any day of school. All students are required by law to be in school everyday that school is in session unless they are ill.

## **FIRE DRILLS AND OTHER BUILDING EVACUATIONS**

Evacuation drills are required by law and are held regularly so that an orderly evacuation of the building may be accomplished without panic. Instructions are posted in each room. Students will be required to acquaint themselves with these instructions. After the initial alarm rings, students are to walk quickly and quietly out of the building under the direction of an adult.

Students are to file out without passing other students. Running is forbidden. Students are to be silent during the drill and are to remain with their homeroom teacher at their assigned areas away from the building until the signal is given by the Principal or the authorized representative to return to the building. Students who chose to misbehave during fire drills may be given consequences by their teacher or the administration since they are putting the potential safety of others at risk.

**False Alarms: Students who are responsible for setting off false fire alarms will be given serious consequences by the administration, the superintendent of schools shall be notified, and an incident report will be filed with the local police.**

## HALLWAY BEHAVIOR

Students should proceed to classes in an orderly fashion, keeping to the right and walking. Students who are late to class without a pass may receive a consequence from their classroom teacher or administrator.

## ITEMS NOT TO BE BROUGHT TO SCHOOL

Examples of the kind of items students may not bring include hard balls, incendiary devices (matches, lighters, etc), laser pointers, toy or antique guns, knives of any sort, handcuffs, and any type of explosive device including caps or snappers. Many of these items are illegal to bring onto school grounds and the administration is required under the *Safe Schools Act* to report their presence on school grounds to the police.

Students **are not allowed to carry or transport medication of any kind, prescription or over the counter**, while at school. Individuals with specific needs must make special arrangements with the health office.

All electronic devices including but not limited to radios, Walkman/CD players, ipods, tape recorders, walkie-talkies, cameras, cell phones, pagers and hand held video games are generally not to be used in school and may be confiscated until the end of the school day. School staff may give short term permission under special circumstances at specific times in a defined location. Students who bring these items do so at their own risk and should not use them during the school day. The school cannot be responsible for money or valuable items that become missing. In some cases, Walkmans and handheld video games will be allowed on longer field trips. Notification will appear on the permission slip.

Since the school provides busing for all students, **bicycling to school is not allowed**. For safety reasons, skateboard use is not allowed in school or on school grounds during the school day. Skateboards brought to school for after school use off school property must be accompanied by a helmet and left in the Main Office. By order of the bus company, skateboards are not allowed on the bus.

Consequences for bringing these items to school shall fit the nature of the item, the number of occurrences, and the student's intent. The intent of

denying these items is to provide for a safe school environment for all students and staff.

## **LUNCHROOM CONDUCT**

While in the cafeteria, students are expected to display good manners and polite behavior. Students must stay seated until a cafeteria monitor gives them permission to leave the table. Grade 1-4 students will take turns washing the tables following lunch. All students are responsible for seeing that trash is cleared from the tables and floor before leaving the cafetorium. Students who do not follow lunchroom rules will receive a consequence fitting the nature of the infraction. Most often, this includes an assigned seat for a period of time or a seat alone off to the side.

Cafeteria food questions and lunch account information should be addressed to the Food Service Director at 887-3621, ext. 183.

## **PLAYGROUND BEHAVIOR**

The playground is provided for student use at recess. All activities are expected to be safe and friendly. Organized games, visiting with friends, or simply relaxing are activities that are safe and enjoyable. Unacceptable activities include inappropriate use of playground equipment, rough play, pushing, and wrestling lead to fights, ruined clothing and injuries. These activities may lead to the loss of the recess privilege for a period of time or greater consequences based on the nature of the misbehavior..

**Chester Academy**  
**2009/2010 School Calendar**

Final- School Board 4/7/09

	M	T	W	TH	F
August	X	X	X	NT	TW
4	TW 31				

		1	2	3	4
September					
21	X	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	ER		

				1	2
October					
21	5	6	7	8	9
	X	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	2	3	4	5	6
November					
17	9	10	X	12	13
	16	ER	18	19	20
	23	24	X	X	X
	30				

		1	2	3	4
December					
17	7	ER	9	10	11
	14	15	16	17	18
	21	22	23	X	X
	X	X	X	X	

					X
January					
18	4	5	6	7	8
	11	12	13	14	15
	X	19	20	21	22
	TW	26	27	28	29

Aug. 20	New Teachers Meeting
Aug. 21,24,25	Teachers' Workshops (3 days)
Aug. 24-25	Paraprofessional Workshop (2 days)
Aug. 24 <sup>th</sup>	Back to School PTA BBQ
Aug. 25	First Grade/Kindergarten Orientation
Aug. 26	First Day of School
Sep. 7	Labor Day
Sept. 15 <sup>th</sup>	Elementary Open House (6-7pm)
September 17 <sup>th</sup>	Middle Level Open House (6-7pm)
Oct. 12	Columbus Day Observed
Nov. 11	Veterans' Day Observed
Nov. 25-27	Thanksgiving Recess
Dec. 24 – Jan. 1	Christmas Vacation
Jan. 18	Civil Rights Day
Jan. 25	Teacher Workshop Day
Feb. 22-26	Winter Vacation
March 12	Teacher Workshop
Apr. 13	Teacher Workshop Day
Apr. 26 – 30	Spring Vacation
May 31	Memorial Day
June 11	Last Day of School (if no snow days)
June 14	Teacher Sign Out Day

	M	T	W	TH	F
February	1	2	3	4	5
15	8	9	10	11	12
	15	16	17	18	19
	X	X	X	X	X

		1	2	3	4	5
March						
22	8	9	10	11	TW	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

					1	ER
April						
16	5	6	7	8	9	
	12	TW	14	15	16	
	19	20	21	22	23	
	X	X	X	X	X	

May						
20	3	4	5	6	7	
	10	11	12	13	ER	
	17	18	19	20	21	
	24	25	26	27	28	
	X					

			1	2	3	4
June						
10	7	8	9	10	11	
	TW	MU	MU	MU	MU	
	MU	MU	MU	MU	MU	
	MU	30				

June 15-29 Makeup days

<b>Middle Level Marking Periods*Subject to change</b>	
Term 1	Aug. 26 – Nov. 4 (49 days)
Term 2	Nov. 5 – Jan. 21 (44 days)
Term 3	Jan. 22 – April 2 (44 days)
Term 4	Apr. 5 to end of 180 days (43 days)

\*Additional time added to first quarter for NECAP Testing

<b>Elementary Level Marking Periods*Subject to change</b>	
Term 1	Aug. 26 – Nov. 23. 1 (60 days)
Term 2	Nov. 24 <sup>th</sup> – March 10 <sup>th</sup> (60 days)
Term 3	March 11 – to end 180 days (60 days)

**Early Release (ER) (students dismissed at 12:30)**

Wednesday, September 30 <sup>th</sup>	Plan for NECAPS
Tuesday, November 17 <sup>th</sup>	(Middle Level Conference Night)
Tuesday, December 8 <sup>th</sup>	(Elementary Level Conference Night)
Friday, April 2 <sup>nd</sup>	Ordering For Next Year
Friday, May 14 <sup>th</sup>	Schedule Students For Next Year