

**CHADWICK-MILLEDGEVILLE  
COMMUNITY UNIT SCHOOL DISTRICT  
No. 399**

**Chadwick Elementary School  
Chadwick Junior High School**

**15 School Street  
Chadwick, IL 61014**

**(815) 684-5191  
[www.dist399.net](http://www.dist399.net)**



**PARENT-STUDENT HANDBOOK  
2011 – 2012**

**TABLE OF CONTENTS**

Principal's Letter	2
<b><u>General Information</u></b>	
Calendar	3
Class Dismissal and Bus Transportation Schedules	5
Teacher/ Staff Directory	7
Extra Curricular Assignments	8
Enrollment	9
Attendance	9
Make-up Work	10
Daily Procedures	10
Curriculum	10
Grading Period	11
Academic Achievement-Standardized Grading Scale	12
Silver Streak Card	12
Junior High Honor Roll	12
Late Homework Assignments	13
Promotion, Retention, Remediation	13
Extra-Curricular Activities	14
School Lunch Program	14
Lunch Charge Policy	15
Telephone/Cell Phones	15
Bus Transportation	15
Visitors	16
Discipline	16
Removal from Individual Class	18
Suspension and Expulsion	19
Detentions	20
Grievance Procedures	20
Disciplinary Committee	20
Involvement in Gangs or Gang-Related Activities	21
Assemblies	21
Dress	21
Student Lockers	22
P.E. Uniforms	22
Physical Education Excuses	22
Passes	22
Book Damage and Loss	22
Student Planners	23
Health Examinations and Inoculations	23
Medical Services	23
Communicable Diseases	24
Accidents	25
Student Records	25
Parent and Student Responsibilities and Rights	26
Equal Education Opportunities	27
Special Education	27
Student Accident Insurance	27
Emergency Closing and School Cancellations	28
Sexual Harassment	28
Asbestos Containing Materials Notification	28
Fire procedures	29
Disaster Procedures	30

**CHADWICK ELEMENTARY & JUNIOR HIGH SCHOOL**

**15 School Street  
Chadwick, IL 61014**

August 2011

Students, Parents, and Guardians:

As District Superintendent and Principal of Chadwick Elementary and Junior High School I would like to welcome all of our students back from summer vacation. The entire staff has been working hard to prepare for the upcoming school year. Your teachers are ready to challenge you academically and provide assistance when you need help. Upper elementary and junior high are important growth years where you will be expected to become more self directed and independent as the years go by. Be conscientious when it comes to school work and please take advantage of the many extra-curricular activities we offer here in Chadwick.

This handbook will insure your success at Chadwick Elementary and Junior High School and provide the current practices, procedures, and policies of our school. As such, it does not represent a contract between the school and the student, nor does it attempt to cover every situation that may develop during the course of the school year. It is provided to acquaint you and your family with relevant information necessary for the orderly functioning of the school and is intended to describe the school, its current practices, procedures, rules, and regulations. It has been structured to help promote student progress.

A teacher will discuss this book with you but you should also read through it yourself or with a parent/guardian. Parents/guardians please reinforce with your child the importance of respectful behavior, proper conduct at school and on the bus. Students or parents should keep the handbook in a handy place for easy reference during the school year.

The entire Chadwick Elementary and Junior High School staff is here to help you succeed. See your teachers if you have a question or a problem. Encourage your parents or guardians to call the school if they have concerns. Working together we are going to make this a great year!

Sincerely,

Mr. Schurman  
District Superintendent

**CHADWICK-MILLEDGEVILLE CUSD #399**

## 2011-2012 SCHOOL CALENDAR

- August 18.....Teachers Institute – NO SCHOOL
- August 19.....First Day of School – 2:00 Dismissal. 1<sup>st</sup> Day WACC Classes
- August 22.....First Full Day of School. First Day for Lunch Program.
- September 5 .....Labor Day – NO SCHOOL, NO WACC
- September 7 .....2:00 Dismissal – School Improvement Teacher Meetings
- September 23 .....11:30 a.m. Dismissal – School Improvement Teacher Meetings.  
No student lunches will be served.
- October 5.....2:00 Dismissal – School Improvement Teacher Meetings
- October 10.....Columbus Day – NO SCHOOL , NO WACC
- October 14.....End of 1<sup>st</sup> Quarter
- October 21.....Report Cards Issued
- October 27.....11:30 a.m. Dismissal - Parent/Teacher Conferences 4 – 8:00 p.m.
- October 28.....NO SCHOOL, but WACC is in session.  
Parent/Teacher Conferences – 8:30 a.m. - Noon
- November 2.....2:00 Dismissal – School Improvement Teacher Meetings
- November 11.....NO SCHOOL – Teacher Institute, Veteran’s Day – NO WACC
- November 23-25 .....NO SCHOOL - THANKSGIVING VACATION - NO WACC
- December 7.....2:00 Dismissal – School Improvement Teacher Meetings
- December 19-21.....Semester Exams for Grades 9-12
- December 21 .....2:00 Dismissal - End 1<sup>st</sup> Semester
- December 22- Jan. 2...WINTER BREAK (WACC Winter Break is Dec. 21-Jan. 3)
- January 3 .....School Resumes
- January 4.....2:00 Dismissal – School Improvement Teacher Meetings

January 6 .....Report Cards Issued

January 13 .....11:30 Dismissal – School Improvement Teacher Meetings.  
No student lunches will be served.

January 16 .....Martin Luther King Day – NO SCHOOL, NO WACC

February 1 .....2:00 Dismissal – School Improvement Teacher Meetings

February 17 .....Teacher Institute – NO SCHOOL, NO WACC

February 20 .....Presidents’ Day – NO SCHOOL, NO WACC

March 5 .....Casimir Pulaski Day – SCHOOL IS IN SESSION (No WACC)

March 7 .....2:00 Dismissal – School Improvement Teacher Meetings

March 9 .....End of 3<sup>rd</sup> Quarter

March 16 .....11:30 Dismissal – School Improvement Teacher Meetings.  
No student lunches will be served. Report Cards Issued.

April 2-9.....NO SCHOOL Spring Vacation, NO WACC

May 2 .....2:00 Dismissal – School Improvement Teacher Meetings

May 13 .....Baccalaureate – 7:00 p.m.

May 20 .....High School Graduation – 2:00 p.m.

May \*21 - 23.....Semester Exams for Grades 9 – 11

May \*23 .....Last Day of School – 2:00 p.m. Dismissal for Teacher In-service

May \*24 .....Teacher Institute–NO SCHOOL -Last Day WACC unless snow days used

**May 25-June 1 .....Emergency Attendance Days if needed due to snow days, etc.**

May \*25 .....8<sup>th</sup> Grade Graduation – 7:00 p.m.

May 28 .....Memorial Day – NO SCHOOL; NO WACC

(\*Subject to change due to snow days)

**CLASS DISMISSAL AND BUS TRANSPORTATION TIMES**

### 11:30 AM EARLY DISMISSAL

On the first day of school and on other days listed as 11:30 AM dismissal, the students will be dismissed as follows:

Junior High and High School at 11:10 AM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 11:10 AM. Their shuttle buses depart at 11:15 AM, arriving at the other school at 11:30 AM. Bus students will then leave on their regular route buses at 11:35 AM.
- b. who walk home will be dismissed at 11:15 AM.
- c. who ride regular route buses home will be dismissed at 11:30 AM and their buses will leave at 11:35 AM.

### 2:00 PM EARLY DISMISSAL

On days listed for 2:00 PM dismissal, the students will be dismissed as follows:

Junior High and High School at 1:40 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 1:40 PM. Their shuttle buses depart at 1:45 PM, arriving at the other school at 2:00 PM. Bus students will then leave on their regular route buses at 2:05 PM.
- b. who walk home will be dismissed at 1:45 PM.
- c. who ride regular route buses home will be dismissed at 2:00 PM and their buses will leave at 2:05 PM.

### TWO-HOUR DELAY

If the start of school is delayed two hours, buses will run exactly two hours later than normal. School will start exactly two hours later than the usual time. Dismissal will be at the normal time.

### REGULAR SCHOOL DAY DISMISSAL

On regular school days the students will be dismissed as follows:

Junior High and High School at 3:10 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 3:10 PM. Their shuttle buses depart at 3:15 PM, arriving at the other school at 3:30 PM. Bus students will then leave on their regular route buses at 3:35 PM.
- b. who walk home will be dismissed at 3:15 PM.
- c. who ride regular route buses home will be dismissed at 3:30 PM and their buses will leave at 3:35 PM.

#### Regular Route and Shuttle Bus Times

Regular route AM buses will drop off their students at either school at 8:05 AM and then shuttle to the other school, arriving at 8:20 AM.

PM shuttles will leave each school at 3:15 PM, arriving at the other school at 3:30 PM.

#### **SAFETY FOR STUDENTS RIDING BUSES HOME**

Students who ride buses home from school may be dropped off at home/babysitter as much as 15-20 minutes earlier than the normal time when one or more students who live in outlying areas are not riding home. We are asking that the following measures be taken to help ensure the safety of the students:

1. Please plan on being home (or have your babysitter be at home) when school is dismissed rather than at the time the bus normally drops off your student(s).
2. Establish and review emergency procedures with your student(s) so they know what to do if no one is home, the door is locked, and so on.
3. If you live in an especially isolated area and feel the need to discuss special safety precautions in which the bus driver can be of assistance, please phone the building principal.

**CHADWICK-MILLEDGEVILLE**  
**COMMUNITY UNIT SCHOOL DISTRICT #399**

**BOARD OF EDUCATION**

Mrs. Sandi Baylor-Schmidt, President  
 Mr. Elmer Rahn, Jr., Vice President                      Mrs. Kimberly Gebhardt  
 Mrs. Elizabeth Hutchison, Secretary                      Mr. Shannon Schave  
 Mrs. Pamela Eubanks    Mr. Dave Wagenknecht

**SUPERINTENDENT & PRINCIPAL 4-8**

Mr. Tim Schurman

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EXTENSION</u></b>
Julie Carrion	Bi-County Preschool Teacher	231
Laura Bogott	Bi-County Preschool Aide	231
Amy Workman	Fourth Grade	250
Shevawn Yochem	Fourth Grade	249
Robin Palmer	Fifth Grade	244
Amy Strehlow	Fifth Grade	243
Sheila Alexander	Grades 4 – 6 Resource Room	245
Deloris Stiles	Resource Room Aide	245
Tom Digmann	Junior High Social Studies	232
Cathy Schopf	Junior High Science	234
Andrea Jordan	Art	228
Kelly Leddy	Junior High Language Arts/Reading	225
Cheryl Neumann	Band	255
Jenna Adolph	Junior High Resource Room	242
TBA	Resource Room Aide	242
Jean Livengood	Computer/Physical Education	235
Keith Mayne	Physical Education, Health	226
Shelley Atilano	Guidance Counselor	238
Brian Rahn	Junior High Math	233
Justin Miller	Building Librarian	241
Margo Weber	Vocal Music	246
Katie Wilkinson	Junior High Language Arts/Reading	224
Tim Schurman	Assistant Superintendent/Principal	223
Martin Stauffer	Technology Coordinator	256
Linda Kness	Secretary	221
Valerie Geary	Bookkeeper	259
Sue Carter	Nurse	254
Melody McKenna	Office Aide/Crossing Guard	222
Jeremy Diehl	Custodian	257
Steven Adee	Custodian	257
Roxanne Kness	Lead Cook	229
Heather Geary	Cook	229
TBA	Cook	229

**CHADWICK JUNIOR HIGH SCHOOL  
EXTRACURRICULAR ASSIGNMENTS  
2011-2012**

**Class Sponsors:**

Sixth Grade	Mr. Keith Mayne Mr. Tom Digmann
Seventh Grade	Mrs. Katie Wilkinson Mrs. Kelly Leddy
Eighth Grade	Mr. Brian Rahn Mrs. Cathy Schopf

**Student Council:**

Mrs. Katie Wilkinson

**Art Club:**

Mrs. Andrea Jordan

**Coaches:**

Volleyball	Mrs. Laura Cargill – Eighth Grade Miss Amber Smith – Seventh Grade
Boys Basketball	Mr. Keith Mayne – Eighth Grade Mr. Kal Engelkens – Seventh Grade
Girls Basketball	Mr. Keith Mayne – Eighth Grade Mr. Kal Engelkens – Seventh Grade
Track	Mrs. Cathy Schopf Mr. Justin Miller
Academic Bowl	Mrs. Sheila Alexander

**Cheerleaders**

Mrs. Jean Livengood

**Junior High Play**

TBD

**Chorus**

Mrs. Margo Weber

**Band**

Mrs. Cheryl Neumann

## **Enrollment in the School District**

Parents or guardians should accompany the students to fill out and sign appropriate forms and make arrangements for payment of fees.

Students must present an official birth certificate upon enrolling in the school district for the first time. The school will make a copy of the birth certificate for the student's school records.

## **Attendance**

Attendance must be regular if a good education is to result. Regular attendance at school is the responsibility of each student and his/her parents or guardian.

Call-In Procedure: Parents are requested to call the school office (684-5191) to report the reason their child is unable to attend school that day. The school does possess an answering machine, which will record your message. All calls should be made by 8:30 a.m.

It is now mandated by law that the schools are responsible for making a reasonable effort to telephone and notify the parents of a child's absence from school. Within the first two hours of the school day, the office will attempt to contact the parent at home or at work by telephone if the parent has not notified the school of the student's absence that day.

The student must bring to school upon return from an absence a written statement signed by the parent or guardian stating the date and reason for the absence unless contact had been made by phone.

### **Excused absence:**

1. Student Illness
2. Serious illness or death in immediate family
3. Medical, dental or legal appointments that cannot be arranged outside of school time
4. Emergency situations or other reasonable parental requests, as determined by the Principal
5. Observance of religious holidays

Students absent three or more days due to illness may be required to submit a doctor's release form to the school.

### **Prearranged absence:**

From time to time a student may know of an absence before it occurs (family trip, conventions, doctor's appointments). For these absences students are required to fill out a prearranged absence form and have it signed by all teachers. These forms are located in the office. If this form is not completed and the absence does not meet the above reasons for an excused absence, the absence could be deemed unexcused.

An unexcused absence will be given if parents or school authorities are not aware of the reason for absence or if the reason is not acceptable to school authorities. Students will receive a zero for schoolwork missed during an unexcused absence or out-of-school suspension.

Examples of unexcused absences:

1. Suspension
2. Truancy
3. Leaving School without notifying the office
4. Oversleeping
5. Not completing the prearranged absence form
6. Any other absence not covered in the excused absence section.

A truant student may be suspended from school and/or referred to the County Truant Officer.

**Make-up Work**

When a student has an excused absence it is his/her responsibility to obtain missed homework assignments. Parents and students are encouraged to utilize the Chadwick homework page which is posted weekly with all assignments given by staff that week. For every day a student is absent they have the same amount of time to make-up the work; i.e., home sick for 3 days you would have 3 days to make-up the work. Students are also encouraged to contact their instructors if they have questions.

If a student has a pre-arranged absence, the maximum amount of time for make-up work will be three days after the return from the absence. This can be amended by staff or administration if the need exists.

A student may not make up work from an unexcused absence.

**Daily Procedures**

Students are not to enter the building until 8:15 a.m. Elementary classes begin at 8:25. Parents are requested to not allow their students to arrive at school until 8:15 a.m.

A student is not to leave the school grounds during the school day. The school day is when they arrive in the morning until school dismissal.

The only exceptions for a student leaving the school grounds during the school day will be as part of a supervised school activity, a parent request approved by the office, or an emergency.

In the latter two exceptions, the student is to report to the office before leaving the building. In all cases a parental note or personal contact (either direct or by telephone) with parent or an adult designated by the parent on the student registration card will be necessary before the student leaves the school grounds.

Students must be in attendance a full day on the day of an activity to be eligible to participate in activities that evening, unless the principal gives prior consent.

**Curriculum**

Both fourth and fifth grade will have the core curriculum classes of Reading, language Arts, Math, Social Studies, and Science. All fourth and fifth grade students will have classes a minimum of thirty (30) minutes each as follows:

Physical Education	Daily
Music	Two days a week
Art	Two days a week

These classes will be taught by specialists in facilities separate of the regular classrooms and specifically equipped for the activity.

The following courses are offered on a daily basis in the junior high:

Language Arts	Reading
Science	Mathematics
Social Science	Physical Education
Band (elective)	Chorus (elective)
Enrichment Program	Health (6 <sup>th</sup> grade)

The enrichment program will consist of the following courses:

Sixth Grade	Eighteen weeks of Art Eighteen weeks of Computer
Seventh Grade	Eighteen weeks of Art Eighteen weeks of Computer
Eighth Grade	Eighteen weeks of Art Eighteen weeks of Computer

The forty-two minute class periods will include teacher instruction, activities and supervised study. A reasonable amount of homework will be stressed and necessary. Homework performance does impact a student's quarter grade.

The media resource center will be available for use by classes, small groups, and individuals from their regular classrooms. It will be available for use virtually the entire school day. The district librarian/media specialist will be in charge and in attendance on a part-time basis under the direction of the librarian.

State law requires that all eighth grade students pass a test on the federal and state constitutions and governments before they can be promoted. This requirement is included as part of the eighth grade social studies curriculum.

### **Grading Period**

Student report cards will be sent home to parents within one week after the end of each quarter (approximately nine (9) weeks). The final report card for junior high students may be picked up in the school office on Wednesday following the last day of student attendance.

If requested, progress reports will be sent home with the student at the mid-term of each quarter. Teachers may also contact parents whenever students are having problems maintaining satisfactory progress with their work.

Parent/teacher conferences are important for home/school communications, so we may provide the students with a proper educational program. Conferences may be initiated by either the teacher or the parent. They should be scheduled in advance at times convenient for both parents and teachers.

A school open house and a formal parent/teacher conference day are scheduled during the first semester. Parents are requested to attend. Attendance at these should be the minimum for parent contact with the school.

### **Academic Achievement-Standardized Grading Scale: Grades 1-12**

The Board of Education has adopted the following standardized grading scale utilized by all teachers in Grades 1-12:

A	93 -100
B	85 - 92
C	77 - 84
D	70 - 76
F	69 and below

The following grading scale will be used for evaluation purposes in Art, Vocal and Instrumental Music and Physical Education for grades K-5:

E =	Excellent
S =	Satisfactory
U =	Unsatisfactory

### **Silver Streak Card**

To qualify for the Silver Streak Card students must maintain a 3.0 grade point average and receive no detentions or suspensions within a quarter. The card can be used to get into all junior high and high school home athletic events (excluding IHSA tournament series).

### **Junior High Honor Rolls**

Academic and attendance honor rolls will be figured at the end of each nine-week grading period.

Academic grade point values are assigned as follows:

A = 4	B = 3	C = 2	D = 1	F = 0
-------	-------	-------	-------	-------

Academic honor roll is based on grades received each quarter. Academic honor roll has three designations:

1. Straight A = 4.0 grade point average
2. High Honor Roll = 3.5 to 3.9 grade point average
3. Regular Honor Roll = 3.0 to 3.4 grade point average

A grade of D or F, if in one of the six academic subjects, will make the student ineligible for the academic honor roll regardless of the total grade point average.

Any student identified for retention will not attend his/her junior high class trip.

### **Late Homework Assignments**

Homework is due on the date assigned by the teacher, unless a student is absent. Late homework grades are determined by the classroom teacher.

Students will receive a zero for schoolwork, homework and tests missed during an unexcused absence or out-of-school suspension.

### **Academic Achievement – Promotion, Retention and Remediation**

Since the lessons learned in school are sequential, it is necessary to be successful at one grade level to be successful at the next. If a child is not doing satisfactory work, the following steps will be taken:

1. At the end of the first semester, students who show potential need for retention will be identified to the principal by the teachers.
2. Parents will be contacted for a conference with the teacher(s) and principal. At this meeting the following will be discussed:
  - a. Present social and emotional maturity of the child
  - b. Present academic standing of the child
  - c. Goals for growth for the second semester
3. During the fourth quarter parents will again be contacted for conferences as in step two.
4. Parents are encouraged to contact the classroom teacher or the principal at any time with any concerns or needs.
5. The decision for retention or promotion shall be made by the teachers and principal before the end of the school term.
6. Parents will be informed of the decision.

A student in sixth grade will generally be retained if he/she receives a total of nine (9) failing grades during the school year.

A student in seventh or eighth grade will generally be retained if he/she receives a total of seven (7) failing grades during the school year.

Promotion from grade to grade for purely social reasons is prohibited by state laws and district policy. In accordance with the Illinois Education Reform Act, students who by teacher judgment and by student assessment or proficiency examinations demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed by the District in consultation

with the parent/guardian. Such remediation plans may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size or retention in grade.

### **Extra-Curricular Activities**

Interscholastic girls' volleyball and boys' and girls' basketball teams, scholastic bowl, student council, cheerleader, boys' and girls' track, band and chorus are now offered and will continue.

Junior high students participating in athletics or cheerleading must have on file a current physician's certificate indicating the student has passed a physical examination within the last year. This must be on file with the school office before the student may participate in any practices or competition.

All participants in junior high athletics and cheerleading are required to carry student accident insurance through the school program or parents must sign a waiver of insurance and furnish information on coverage under a family policy with some other insurance company.

Students must pay a sports participation fee.

Students must be in attendance a full day on the day of an activity to be eligible to participate in the activity that evening, unless prior consent is given by the Principal for reasons other than illness or injury.

School Nickname: Silver Streaks

School Colors: Black, Red and White

### **Eligibility**

Eligibility is checked on a weekly basis. A student with two failing grades will be ineligible for extra-curricular events from Monday through the following Sunday.

The student will be reinstated if on the next week's eligibility list he/she meets eligibility requirements. They may begin participating on Saturday.

### **School Lunch Program**

The school district participates in the National School Lunch Program.

All students eating at school must eat their lunches in the school cafeteria.

Students may either eat a hot lunch provided by the school cafeteria or bring a sack lunch.

The cost of milk is included in the hot lunch fee, but students who bring sack lunches may purchase milk separately.

Lunch tickets are sold on a daily basis or by a five-meal ticket. All students can purchase daily tickets from the office before school or during lunch hour.

Free and reduced price lunches are available for eligible families. Information and application forms are available during registration.

### **Lunch Charge Policy**

Students will not be allowed to charge more than five lunches. No further charges will be allowed until the balance owed to the district is paid. Students that exceed the allowable number of charges will be asked to bring a sack lunch until they pay the charges. Families that have difficulty paying for their children's lunches will be encouraged to complete a free & reduced lunch application.

### **Telephone**

Students should only use the telephone in the hall or office for emergencies. Student use of the telephone will be allowed only after receiving permission from the office.

### **Cell Phones**

Using a cellular telephone, cellular telephone accessory including but not limited to a camera, or other electronic signaling or cellular radio/telecommunications device or accessory in any manner that disrupts the educational environment, including using the device to cheat, signal others, violate the rights of other persons, or otherwise violate student conduct rules. All electronic devices must be kept off and out of sight during the regular school day unless:

1. The supervising teacher grants permission,
2. Use of the device is provided in a student's IEP, or
3. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

### **Bus Transportation**

School bus transportation is provided for students who live more than 1 ½ miles from school, and to those students living within the 1 ½ mile limit when safety conditions dictate. Buses are also used in transporting teams and groups to various activities.

All students who ride buses or other school vehicles are required to conduct themselves properly in order to ensure safe transportation. Guidelines for proper conduct are as follows:

1. Students should be at their designated loading zones on time. In addition, students should never leave the zone area, bus, or destination point without the consent of the driver or the supervising teacher.
2. After boarding the buses, students will not be allowed to leave without the permission of the bus driver.
3. Students are required to keep their heads, hands, and arms inside at all times.
4. Students are required to remain seated when buses are in motion.
5. Excessive, loud talking, inappropriate language, harassment, horseplay, and fighting will not be tolerated on school buses.
6. Students will not be permitted to "litter" the buses.

7. Students must follow all the bus rules outlined by the bus driver.
8. Bus drivers will report excessive and habitual misconduct to the administration.
  - a. Parents will be notified
  - b. The privilege of riding school buses is revocable
  - c. The length of revocations will depend on the circumstances relating to individual incidents
  - d. During the time period of revocations, parents will be required to provide transportation
9. Students should provide written requests from parents for bus transfer passes. The privilege of bus transfers should not be abused by excessive requests.

Bus drivers have complete responsibility and authority while driving school buses. Bus drivers also have the general responsibility to enforce any other fair and reasonable guidelines of student behavior in order to foster and support safe transportation.

All guidelines are designed to aid the bus drivers and, consequently, the total school district in providing safe transportation.

### **Visitors**

All visitors will report to the office and receive a visitor's badge. They will return the badge and sign out before leaving the school.

Students who wish to bring a visitor to school must make arrangements, one day in advance, in the school office. Visiting by students of other schools is not encouraged.

### **Discipline – Student Discipline**

The discipline within a school is a team effort. The students, teachers, staff, principal, and parents all have responsibilities. If a student makes a wrong choice there will be a consequence. We want parents to understand our discipline policy is there to keep an educational atmosphere and teach all students they are responsible for their actions. Parents should be supportive of the school discipline efforts.

There are several methods the school may use to discipline a student. The method of discipline will depend on the severity and frequency of the violation. If the same violation occurs more than once, the consequence will become more severe. The school may use the following discipline measures:

1. Expulsion
2. Suspension
3. Restricted schedule
4. Detention
5. Thirty Minute Detention (Elementary School)
6. Denial of privileges

In taking disciplinary action, staff members shall exercise their best professional judgment and shall observe the laws and regulations of the school district. Corporal punishment is not permitted in district schools. Certified personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or for the defense of property and may remove students from a classroom for disruptive behavior. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

Rules:

1. There will be respect shown to all persons in the building at all times.
2. Students who ride bicycles to school are to park them in the bicycle parking area upon their arrival on school property. They are not to be moved until school is dismissed. Students are to walk their bicycles away from the building until they are beyond the bus loading area when buses are present.
3. Food or beverages, including gum and candy are not to be consumed in any area of the school building or grounds other than the cafeteria during the school day. Exception: food and beverage may be consumed in the classroom under the supervision of the teacher on special occasions such as parties, etc.
4. All school employees have the responsibility and authority to detain, reprimand and direct any student regarding behavior on school property.
5. Students will respect the property of the school and individuals. They will be required to pay for repair or replacement of property damaged as the result of their negligence or improper behavior. Any student who willfully, deliberately or thoughtlessly damages or defaces school property will automatically assume the cost of all replacements and be subject to suspension.
6. Students are to remove their hats and caps upon entering the building. The removal of hats also applies when the student attends school activities, such as an athletic event.
7. Outside garments such as hats, caps, coats, jackets, snow boots, etc., are to be left in their lockers during the day and not to be worn in the classroom unless directed by the teachers for health or safety reasons such as lack of heat in the building.
8. No students will be allowed in the teachers' lounge or supply storage areas. Students who violate this rule are subject to suspension.
9. There will be no running, jumping or roughhousing in the classrooms or hallways at any time.
10. No throwing of objects in the classrooms or hallways at any time.
11. Students shall not possess, on school property, knives or other objects that can reasonably be considered weapons or safety hazards. Possession of these objects on school grounds may be subject to suspension/expulsion as directed by state law and district policy.
12. Profane or abusive language shall not be used on school property.

13. Students are not to loiter in the hallways and rest rooms. Students not involved with an after school activity, such as volleyball, basketball, play practice, music lessons, etc., are to leave the building when dismissed or when the buses leave.
14. The rest rooms are the proper place to apply makeup, comb hair, and take care of other grooming needs. The classroom is not the place for grooming.
15. Students will not be allowed to use the telephone any place in the building except at the school office and then only with permission. The telephone is to be used for emergencies only.
16. Elementary and Junior High students shall not play in the same area on the playground during breaks
17. All students walking to school should cross the highway at the School Street intersection at the northwest corner of the school property. An adult patrol-person will be on duty to direct and assist students from 8:10 to 8:30 each morning and for 15 minutes after school dismissal each evening.
18. No skateboards, roller skates, or roller blades will be allowed on school property.
19. No throwing of rocks, snowballs, or sticks.
20. Cheating or plagiarism will not be tolerated. Students cheating on assignments or tests will be given a zero on that assignment and face further consequences.

### **Removal from Individual Classes**

The primary function of being in school is to develop the necessary skill to advance to the next level of learning. If a student(s) disrupts a class it results in a loss of class time for all class members. It is our goal to keep a student in class, however we will not sacrifice the learning experiences of 20 plus students due to the activities of one or two individuals.

If a student's behavior is such that a teacher must ask him/her to leave the classroom and report to the office, the following may occur after a discussion with the student and the teacher:

1<sup>st</sup> Offense: Teacher will contact parent or guardian concerning student's behavior in class. The student will receive classroom and homework assignments.

2<sup>nd</sup> Offense: Teacher will contact parent or guardian concerning student's behavior in class. The student may be removed from class for up to three days or more depending upon the severity of the offense and may be referred to the school counselor/social worker.

3<sup>rd</sup> Offense: Parent-teacher conference to discuss student's behavior.

Others consequences may be used depending the actions of the student.

## **Suspension and Expulsion**

Pupils shall be liable for suspension and expulsion upon reasonable demonstration of gross disobedience or misconduct on school premises, during school-sponsored activities or while riding the school bus. Gross disobedience and misconduct shall be further defined, but not limited to, the following:

1. Arson
2. Fighting (fighting on bus could result in suspension from bus and school)
3. Threatened or actual assault or other form of violence
4. Burglary, robbery or theft
5. Extortion, blackmail or coercion by force or threat of force
6. Possession or use of explosives, firearms or other dangerous weapons
7. Damaging school property or private property which is lawfully on school premises
8. Trespassing
9. Use of tobacco products, including chewing tobacco.
10. Sale, use, possession or being under the influence of alcoholic beverages or illegal drugs
11. Dress or appearance which presents a health or safety hazard or which materially and substantially disrupts the educational process
12. Slander, libel or obscenity in any oral, visual or written form
13. Interference with school personnel in the performance of their assigned and lawful duties
14. Refusal to comply with the reasonable and lawful instruction of school personnel.
15. Lewd and immoral behavior
16. Truancy and excessive tardiness
17. Gambling
18. Retaliation against students who have reported offenses by students to school personnel.
19. Gross disrespect, insubordination, or verbal abuse of school personnel or other students.
20. Any tampering with the fire alarm, which is responsible for setting off a false fire alarm, or tampering with the fire extinguisher.
21. Any behavior, which directly or indirectly jeopardizes the health, safety, or welfare of students and school personnel.

## **PARENT NOTIFICATION**

1. The parents of a suspended student will be notified by certified mail, preceded by a phone call.
2. The notice will state the reasons for and the duration of the suspension.
3. The notice will inform the parents of their right to attend the suspension review hearing.
4. A parent conference with the principal may be required before a student may be readmitted to school.

The length of any suspension will be determined by the principal on the basis of the seriousness of the offense committed. Parents will be responsible for the student during the suspension.

A suspended student may not loiter or appear on school property or at any school-sponsored activity at home or away from the school until the time stipulated on the suspension notice for the student to return to school.

Students on suspension will receive zeros for all work missed while on suspension. Any student that receives a third suspension during any school year will have their record evaluated with regard to possible expulsion.

Any student behavior that is in violation of local, state or federal law, will be referred to the proper authorities.

### **Detentions**

The following actions may result in an after-school detention:

1. Disturbing class
2. Disobedience
3. Disrespect
4. Unexcused tardiness (three in one semester)
5. Excessive talking in classroom
6. Lack of preparedness for class
7. Mischief
8. Roughhousing in hall, playground, or classroom
9. Profanity
10. Running in hall or classroom
11. Cheating
12. Disobeying school rules

Detentions will be served 3:15 p.m.-4:15 p.m. on Wednesdays. Detentions take precedence over all school events, such as athletic and play practice. A detention may be moved with prior communication with the principal's permission if there are special circumstances. Missing a detention will result in a three hour after school detention (3:15 p.m.-6:15 p.m.). Failure to report for a three-hour detention will result in a one-day out-of-school suspension.

Students accumulating a combination of five detentions and or suspensions during a semester will not be allowed to attend the class trip during that semester.

### **Grievance Procedure**

Student and parent complaints should be directed to the following people until the complaint is resolved:

1. The faculty or staff member directly involved
2. The Principal
3. The Superintendent
4. The Board of Education

### **Disciplinary Committee**

A disciplinary committee will be formed consisting of parents, faculty and administrative personnel to review disciplinary procedures. The first meeting will be held during the Orientation Night in August.

### **Involvement in Gangs or Gang-Related Activities**

Gang and gang-related activities will not be tolerated in the Chadwick-Milledgeville CUSD #399. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts. Gang-related activities shall be defined to include, but not limited to the following:

1. Wearing, possessing, displaying, using, distributing, or selling any clothing, color(s), jewelry, emblem, badge, or other item which is evidence of membership in or affiliation with any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (including gestures, handshakes, etc.) showing membership in or affiliation with any gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gang
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Committing any other disruptive activity, illegal act or violation of school district policies
  - d. Inciting other persons to act with physical violence upon any other person.

Students found in violation of this policy may be guilty of gross disobedience or misconduct punishable by suspension and/or expulsion as outlined in Board Policies #715.04 and 715.05.

### **Assemblies**

From time to time during the school year assemblies will be held. These assemblies may be of a serious nature or they may be mainly for entertainment. Regardless of the type of program, courtesy demands that all students be respectful. Attendance at all assemblies is required unless otherwise notified by the office.

### **Dress**

While there is no formal dress code, students are expected to be clean and neat and to wear clothes and shoes that are not distracting. The following items will not be allowed.

1. Hats, scarves, sweatbands, sunglasses and any other headgear should be taken off at the door and not worn inside the school building.
2. Clothing that displays messages that promote the use of alcohol, tobacco, drugs, or sexually explicit messages are prohibited
3. Midriffs, backs, and shoulders should be covered. Shirts without sleeves should have straps at least two inches wide. Shirts should be able to be made to touch the pants.
4. Shorts, skirts, and dresses should be of the appropriate length.
5. Pants should be worn at waist, no sagging.
6. Mesh shirts should not be worn.
7. No distracting chains or billfold chains will be worn.
8. No clothing that exposes undergarments.
9. No tank tops, see through shirts, or shirts with open sides.

10. No shirts or pants with large holes.  
Students will be allowed to correct their dress before being sent home. Continuous violations could result in harsher consequences.

### **Student Lockers**

It is highly recommended students keep their lockers locked. Students should not keep any valuables in their lockers such as CD players, watches, or money.

A student's locker and lock are the property of the school and must be used for the purpose intended: a storage area for books, school supplies and outdoor garments. As such, they are provided for student use and are not to be considered private property. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. School officials may search lockers at any time.

Care and maintenance of your locker or lock is the responsibility of the user. If a locker or lock is damaged, it is the responsibility of the user to pay for the damages. Each student is assigned to a locker and is not to use another locker or change lockers without consulting with the office.

### **P.E. Uniforms**

Junior high students will be required to dress for P.E. daily. A standard uniform is required and may be purchased during registration days or from Bill and Marty Stage in Milledgeville (225-7200).

### **Physical Education Excuses**

If a student is to be excused from physical education, the student must bring a note signed by the parent stating the reason and date. The note should be shown to the physical education instructor and he/she will determine the validity of the excuse.

A note from the parent will excuse the student from physical education for one day only. If a student must be excused from physical education for more than one day at a time, a note signed by the doctor may be required.

### **Passes**

In order to keep the traffic in the hallway down to a minimum, students must have a pass anytime they leave the classroom except between classes.

### **Book Damage and Loss**

Fees for damaged books are determined by the office. The student will pay the assessment at the office and receipt will be given before report cards, etc., will be issued.

When the book is turned in to the classroom teacher, all pen and pencil marks must be removed from the book.

The fee for a lost book will be determined by the office. Factors to be considered will be the age of the book and the replacement cost.

### **Student Planners**

Each elementary and junior high student will be given a student planner in which daily assignments can be recorded. Students will be required to bring the planner to each class with the possible exceptions of band, chorus and P.E.

Should the student lose the planner, the student will have to replace the planner at a cost of \$3.

### **Health Examinations and Inoculations**

The State of Illinois requires all students entering kindergarten, sixth grade, and ninth grade for the first time to have a physical examination. Evidence of a physical must be provided on Illinois Department of Public Health school health examination forms signed by a "licensed physician." The health records must also include proof of immunization for communicable disease and all fifth graders and children two years of age or older entering a school-operated program below the kindergarten level must have received the Hepatitis B series of immunizations.

Kindergarten and pre-school students must also have the Varicella vaccination for chickenpox and are required to have a screening for lead poisoning completed.

Children registering for kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades are required to have a dental form completed.

Children registering for kindergarten are required to have a vision form filled out and handed in at registration.

Students entering an Illinois school from out of state, no matter what grade they are entering, must also have the health examination and verification of immunizations.

All health requirements must be met by the first day of school, or the student will not be allowed to attend. Any child not meeting these requirements by this date may be reinstated by the administration upon receipt of evidence of completion of all requirements or upon notification of the day, time, physician and location of an appointment for the completion of all requirements.

### **Medical Services**

The school district employs a registered nurse that is available in each school building on a part-time basis. The nurse has the following duties:

1. Upkeep of student health records. Complete health records are maintained by the school and are separated from other student cumulative folders and records.

2. Assist staff in health instruction by providing health information and consultant.
3. Conduct periodic inspections of students for hair, scalp and skin infections and other possible communicable infections or diseases.
4. Assist with vision, hearing and special screenings as provided each year as a public service of the Illinois Department of Public Health.
5. Provide emergency medical and first aid services when available.

If it is necessary for a student to receive prescription or non-prescription medication during school hours, the following information must be sent by the physician with the medication:

1. Student's name and birth date.
2. Physician's name, signature, and phone number
3. Name of medication, including dosage, route of administration, frequency and time of administration.
4. Beginning and ending dates of prescription/order
5. Diagnosis requiring medication and intended effect
6. Other Medications the student is receiving
7. Time interval for re-evaluation

The medication, whether prescription or non-prescription must be brought to the school in the original package. Medication must be left in the school office. No medication is to be kept in students' possession or lockers.

In addition to the physician's written order, the school must receive a written request, signed by the parent/guardian, that the medication is given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency.

In the event of illness or accident, school personnel will give emergency care only. Parents will be contacted immediately and are responsible for any additional care needed.

### **Communicable Diseases**

The following diseases require written permission from the doctor for a student to return to school: measles, pink eye, impetigo, ringworm, and a rash of unknown origin.

The following diseases require precautions as follows, and the student must see the school nurse upon returning to school:

- Chicken Pox: may return six days after lesions appeared and when all lesions are dry
- Rubella: may return when rash is gone
- Mumps: may return when swelling is gone
- Head lice: may return after effective treatment
- Scabies: may return after effective treatment

## **Accidents**

Any accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary.

It is the responsibility of the students and parents to update information "emergency cards" each year and to keep them up to date.

Student insurance claims must be filed within 90 days.

## **Student Records**

Brief explanation of parent and student's rights guaranteed by the Federal and State of Illinois Laws on the Privacy and Control of School Records:

Unless you notify the school differently, these things will be considered Public Information (available to anyone asking for it):

1. Name and address of students and parents.
2. Telephone numbers (unlisted numbers WILL NOT be revealed)
3. Date and place of birth
4. Participation in school-sponsored activities
5. Height and weight of members of athletic teams
6. Period of attendance in the school.
7. Degrees and awards received
8. Previous schools attended
9. Pictures in the yearbook

The grades and test scores and health records are NOT public information. Before we release these, we need written permission.

According to the law, parents' consent is not required to release records to:

1. School personnel within the school district.
2. Schools where the student is transferring (parents can inspect the records before they are sent and challenge the contents if they want)
3. Federal and state education officials
4. Court order (parents will be notified)
5. Emergency situations

Students fourteen (14) years old or older may see their own records. Parents may see their child's records. School teachers may check the records at any time.

Parents or students who want to look at their records should notify the principal of the building. The Law requires that the records be made available within forty-five (45) days. In order for anyone else to see the school records, written permission must be given by the parent, or the student after age eighteen (18).

If the parents or students feel that the records are inaccurate, misleading, or inappropriate, they can challenge the records and they will be given a hearing.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

### **Parent and Student Responsibilities and Rights**

Parents have the responsibility to:

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the student.
3. Plan the time and place for homework assignments and provide necessary supervision.
4. Assume the responsibility to talk with the student about school activities and expected behavior.
5. Recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. Instill in the student respect for the law, including the rights of others.

Parents have the right to:

1. An explanation of the basis for any conduct mark given by the teacher.
2. Request and be granted a conference with the teacher and/or the principal.
3. Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. Be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. Share in their child's right to due process procedure in matters of disciplinary actions.
6. Be notified of their child's serious or repeated violation of school rules and regulations.

Students have the responsibility to:

1. Know and obey school rules.
2. Obey city, state, and federal laws.
3. Respect the individual rights and property of fellow students and school personnel.
4. Avoid abusive language, verbal or written.
5. Dress appropriately and practice habits of personal cleanliness.
6. Be punctual and attend school regularly.
7. Not disrupt the educational process.
8. Respect authority both in school and at school-sponsored activities.
9. Respect school and community property.
10. Be responsible for their own actions and assist in providing a good learning climate.
11. Make every effort to improve their performance upon notification of unsatisfactory progress.
12. Not have items that violate laws, policies, or procedures or that detract from the educational process.

Students have the right to:

1. A written discipline policy.
2. An explanation of the basis of any conduct marks given.

3. Be disciplined in a humane and appropriate manner.
4. Due process in matters of disciplinary action.
5. A formal due process hearing before a hearing officer when being considered for suspension and expulsion.
6. Privacy in their personal possessions, subject to the right of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.

### **Equal Educational Opportunities**

It is the policy of Chadwick-Milledgeville Community Unit School #399 that equal opportunities in educational programs, extra-curricular activities, employment practices general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap, or age.

### **Special Education**

Chadwick-Milledgeville Unit District #399 provides special education evaluation identification and placement services to students suspected or identified as handicapped according to P.L. 94-142. These services are at no cost to parents and are consistent with the provision to provide a free, appropriate public education to handicapped students. If you suspect your child has a handicap or would like more information regarding the provision of these services, you may contact the school or the Bi-County Special Education Cooperative, 506 W. 4<sup>th</sup> Street, Suite B, Sterling, IL 61081 or call (815) 622-0858.

A resource room is maintained in the building. The specially trained teachers work with students with identified learning disabilities. The students receive instruction on a regular basis.

Special classrooms for specific low incidence handicapped students are provided through Bi-County Special Education Cooperative in other districts. Transportation to and from these out-of-district classes is provided by the local district.

Students with severe handicaps requiring institutionalized full-time placement are serviced through the Bi-County Special Education Cooperative.

### **Student Accident Insurance**

The district provides an opportunity for parents to purchase student accident insurance. Details concerning accident insurance are available from the school office upon registration.

The insurance is optional. The insurance is an agreement between the company and the parents. The school is only involved in collecting the forms and keeping a supply of claim forms available in case of student accidents. A local insurance agent serves as the agent of record and handles any claim problems.

All participants in junior high athletics and cheerleading are required to carry student accident insurance through this company, or parents must sign a waiver of insurance and furnish information on coverage under a family policy with some other insurance company.

## **Emergency Closing and School Cancellations**

Occasionally, due to severe weather or other emergency conditions, school must dismiss early and children must be sent or transported home prior to the normal schedule. In such instances the schedule routine is changed. Students may arrive at home without the regular supervision and that can cause problems, especially for the younger children. Parents should have a plan for their students' early arrival at home. They should go over that plan with their students and others involved.

When snowstorms, bad roads, or other emergencies make it necessary to close school for a day or more, students and parents will be notified via radio as soon as a decision has been reached to close school. Hopefully this decision will be made no later than 6:30 a.m. The following radio stations will be given this information:

WSDR – Sterling 1240 AM	WFRL – Freeport 98.5 FM	KLNT – Clinton 1390 AM
WSSQ – Sterling 94.3 FM	WCCI – Savanna 100.3 FM	WLLT – Dixon 107.7 FM
WFPS – Freeport 92 FM	KROS – Clinton 1340 AM	KWQC – Davenport Ch. 6
WFRL – Freeport 1570 AM	KCLN – Clinton 97.7 FM	

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will also be broadcast over the same stations. Regardless of the official action to close or not to close, students and parents are urged always to use discretion in deciding whether or not to travel to school.

## **Students' Rights and Responsibilities – Sexual Harassment**

The School Board shall not tolerate sexual harassment of students and/or employees of the district.

Sexual harassment as defined in the Illinois Human Rights Act means:

“any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when . . . such conduct has the purpose or effect of substantially interfering with an individual's (school) performance or creating an intimidating, hostile or offensive (school) environment.”

When there is evidence of violation of this policy or violation of provisions of Title VII and/or Title IX as they apply to sex discrimination, the administration shall take appropriate action including warning and/or disciplinary action as warranted.

## **Asbestos Containing Materials Notification**

The Chadwick-Milledgeville CUSD #399 conducts surveillance inspections for asbestos containing materials every six months. You are hereby notified that major asbestos abatement projects were completed at the Milledgeville School during the summer of 1990, and at the Chadwick School during the summer of 1993. All friable asbestos was removed under the direction of C & W Bradley, P.C., of Rockford. Only some very minor amounts of non-friable asbestos containing materials, i.e., floor tile and ceiling tile, remain in the structures.

## **FIRE PROCEDURES**

When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 100 feet from the building.

School personnel will notify students when it is safe to return to the building.

### **Fire Exit Routes**

#### **ELEMENTARY WING**

Room 110 - Bi-County Preschool	North Elementary Exit
Room 207 – 4 <sup>th</sup> Grade	North Elementary Exit
Room 208 – 4 <sup>th</sup> Grade	North Elementary Exit
Room 209 – Speech	South Elementary Exit
Room 301 – 5 <sup>th</sup> Grade	North Elementary Exit
Room 302 – Resource Room	North Elementary Exit
Room 303 – 5 <sup>th</sup> Grade	South Elementary Exit
Room 300	North Elementary Exit
Bi-County Office	South Elementary Exit
Computer Tech. Office	South Elementary Exit
Room 304 – Elem. Computer Lab	South Elementary Exit
Room 305 - Vocal Music	South Elementary Exit
Room 306 - Media Center	South Elementary Exit
Room 307 –	North Junior High Exit

#### **JUNIOR HIGH WING**

##### **First Floor:**

Small Gym/Cafeteria	North Junior High Exit
Room 101	North Junior High Exit
Room 102	North Junior High Exit
Room 103	South Junior High Exit
Room 104	South Junior High Exit
Room 105	Shop Exit
Room 106	Shop Exit
Gym	East Gym Exit
Stage	Back Stage Exit
Office Personnel	North Junior High Exit
Kitchen Personnel	Back Door of Kitchen

##### **Second Floor:**

Room 201	North Junior High Exit
Room 202	North Junior High Exit
Room 203	South Junior High Exit
Room 204	South Junior High Exit
Room 205	North Junior High Exit
Room 206 – Faculty Workroom	North Junior High Exit

**All doors and windows are to be closed and lights and ceiling fans turned off.**

## **DISASTER PROCEDURES**

When the disaster alarm (which is announced over the intercom) is sounded students will move to the following areas immediately and if possible sit on the floor **facing the wall** in a bent position, with their knees and arms protecting their heads. This position is to be assumed only if there is sufficient room in the area.

An announcement will be made over the intercom when students may safely return to the classroom.

### **Designated Areas:**

Small Gym/Cafeteria: Elementary	Exit to elementary restrooms
Small Gym/Cafeteria: Junior High	Ladies restroom across from office and/or office conference room.
110 Bi-County Preschool	Into the girls' restroom across the hall
207 Fourth Grade	Down the north stairs into the girls' restroom
208 Fourth Grade	Down the south stairs into the boys' restroom
209 Speech	Down the south stairs into the boys' restroom
Bi-County Office	Down the south stairs into the boys' restroom
303 Fifth Grade	Down the south stairs into the boys' restroom
Computer Tech. Office	Down the south stairs into the boys' restroom
302 Resource Room	Down the north stairs into the girls' restroom
301 Fifth Grade	Down the north stairs into the girls' restroom
Rm. Above 301	Down the north stairs into the girls' restroom
Overflow from the above areas will be in	the hallway by the Bi-County Preschool Room.
306 Learning Center	Down south stairs into boys' restroom
304 Elementary Computer Lab	Down south stairs into boys' restroom
305 Vocal Music	Down south stairs into boys' restroom
307	Down stairs by Library to the storage area across from the kitchen. Extras may go to the janitors' storeroom by the boiler room.
Overflow from the above areas will be in	the girls' restroom.
Room 205	Conference Room next to the office
Faculty Workroom 206	Conference Room next to the office
Band Room	Band room office
Physical Education Classes	Girls locker room—excess to boys' locker room shower area
Room 101	Women's restroom across the hall
Room 102, 103, 104	Women's locker room in the gym
Art & Shop Room 105 & 106	Art storage area – excess to the boys restroom
Room 201	Down north junior high stairs to conference room by office
Room 202	Down gymnasium stairs to the coach's office
Room 203	Down south stairs to boys' locker room shower area – not in the locker room proper
Room 204	Down south stairs into boys' restroom outside the art room
Office Personnel	Conference room next to the office
Kitchen Personnel	Storage room across from kitchen

**Windows, doors, window shades and lights are to be left as they are.**