

GENERAL INFORMATION

SCHOOL INFORMATION

HISTORY OF SCHOOLS AT CRAB ORCHARD

Professor James W. Turner started the Crab Orchard Academy. A 99-year corporation financed it with a capital stock at \$2,000 raised by selling 80 shares of stock at \$25 each. It was dedicated December 25, 1889, and opened to receive pupils on January 6, 1890.

The Academy was a 3-room frame building erected on the present Crab Orchard High School site and could accommodate approximately 68 pupils. Two courses of study were offered: a teacher's course of three years and an academic course of four years for those who desired to continue beyond teacher training. At the end of the second year, pupils were enrolled from all adjacent counties and even from other states.

The Academy closed in 1913 and the building was used for elementary classes. In 1915 a new two-year high school was organized, and in 1919 it received probationary recognition by the State of Illinois. Eventually, a third year was added, and in 1938 the school received its present status as a fully recognized four-year high school, the Crab Orchard Township High School. This became Crab Orchard High School when Community Unit School District Number 3 was formed in 1952.

The original building was destroyed by fire and was replaced in 1937 by a brick building. In 1957 a new gymnasium was added to replace the old one that had been constructed on the south side of the high school. The old gymnasium was converted into classrooms, library, and study hall at the upper level. At the lower level a shop and drafting room were added as well as shower and locker rooms for the new gymnasium. This allowed for increased opportunities, especially in physical and vocational education programs.

On December 10, 1968, the Unit 3 Board of Education entered into a joint agreement with the other four unit school districts in the county to form the Williamson County Special Education District. The purpose of this cooperative arrangement was to provide comprehensive and efficient special education services to eligible students of the five participating school districts. This joint effort has resulted in one of the most effective, comprehensive, and cost efficient special education programs in the State of Illinois.

On February 24, 1973, the voters of Community Unit District 3 passed a bond referendum of \$720,000 to construct a new grade school on the north side of the existing high school building. This project included ten new elementary academic classrooms, a kindergarten room, a large multi-purpose room (cafeteria), a kitchen area, a general office area, an instructional materials center for grades K-12, additional restrooms, a new boiler room, and remodeling of the older portion of the building to meet regulations pertaining to the Health and Safety Code of Illinois.

On March 19, 2002, the voters of Community Unit District 3 passed a bond referendum of \$1,500,000 to construct a new 7-12 facility on the east side of the elementary building. This project includes new academic classrooms, a new gymnasium, additional restrooms, a new physical plant, and remodeling of the older portion of the building to meet regulations pertaining to the Health and Safety Code of Illinois. Students attended classes in the new high school, for the first time, on October 12, 2004.

To begin the 2005-06 school year, the Unit 3 Board of Education entered into a joint agreement with the other four unit school districts in the county to form the Williamson County Early Childhood Cooperative. The purpose of this cooperative arrangement was to provide comprehensive and efficient education services to Pre-Kindergarten students of the five participating school districts.

In addition to basic academic programs for grades 9-12, Crab Orchard High School provides opportunities for vocational training for students here and in cooperation with Marion High School. Future plans include increased vocational opportunities through the Williamson County Regional Vocational Delivery System. New computers and computer-related courses have been added to the curriculum to keep pace with new advances in technology. A guidance program, an Academic Bowl Team that competes with other schools, a cooperative adult secondary education program with John A. Logan College, and a variety of extracurricular activities adds to the well-rounded offerings making C.O.H.S. one of the finest small schools in Illinois.

INTRODUCTION

The Board of Education of Community Unit School District No. 3 presents the Parent-Student Handbook in an effort to inform all parents and students of their rights and responsibilities as patrons of the district's schools. A handbook has for its principle function the orientation of new pupils. A careful study of the contents of this book should enable the parents and students to understand better the opportunities offered. It should enable students to plan their educational program and to better understand and conform to the aims and ideals of Crab Orchard Schools. Please remember, this handbook is not all-inclusive as situations may arise that are not covered. The administration will deal with these on a case-by-case basis.

BOARD OF EDUCATION

The Board of Education meets in regular session on the third Monday of each month at 6:00 p.m. in the Conference Room at Crab Orchard School. Current Board members are listed on the inside cover of the handbook.

PHILOSOPHY OF EDUCATION

We believe that all children should have equal opportunity to obtain an education. Education should seek to develop the skills and instill knowledge and attitudes in each child according to their individual capacity, capabilities and interests.

We believe that education is guided growth and that each individual should be encouraged and stimulated to grow mentally, physically, morally, democratically, economically, socially, aesthetically and creatively. Education should encourage the mastery of such knowledge, the acquisition of such attitudes, and the development of such habits and skills as will make it possible for each individual to enjoy a full rewarding life.

SCHOOL ADMISSIONS

ADMISSION OF PUPILS

Board policy dictates all students entering kindergarten must be 5 years of age before September 1st. Students not attending kindergarten but wishing to enroll in 1st grade must be 6 years of age before September 1st.

All children entering kindergarten or first grade in Crab Orchard Community Unit #3 are required to present a birth certificate and valid social security number.

A student must have successfully completed the eighth grade in order to be admitted to the high school. Each student shall have equal access to all courses without regards to race or gender.

Students entering from home schooling will be tested to determine at what grade level they are performing. This information, along with parent, teacher and administrative recommendation and the age of the student will determine at what grade the student should be placed.

WITHDRAWAL OF PUPILS

Any student transferring to another school district is required to have a transfer showing grade assignment, address and reason for withdrawal. The transfer may be obtained from the Principal. All unpaid student fees to materials, lunches, lost books, etc., should be paid before the last day of attendance. Failure to meet all financial obligations may delay the transfer of records to the new school. Please notify the school a few days in advance of the last day the student will be in attendance.

INSTRUCTIONAL MATERIALS FEES & REFUND SCHEDULE

Instructional Materials Fee

The instructional materials fee is payable on registration day.

(Per School Year)

KINDERGARTEN	\$30.00
GRADES 1-4	\$35.00
GRADES 5-8	\$35.00 plus \$45 for insurance on laptop
GRADES 9-12	\$40.00 plus \$45 for insurance on laptop

<u>MONTH</u>	<u>KINDERGARTEN</u>	<u>GRADES 1-8</u>	<u>GRADES 9-12</u>
September	\$30.00	\$35.00	\$40.00
October	29.00	33.00	38.00
November	29.00	33.00	38.00
December	27.00	32.00	37.00
January	20.00	30.00	35.00
February	20.00	30.00	34.00
March	19.00	29.00	33.00
April	19.00	29.00	33.00
May	18.00	27.00	30.00

Refunds of Instructional Materials Fees are as follows:

	<u>Grades 1-8</u>	<u>Grades 9-12</u>
Sept.	\$17.00	\$17.00
Oct.	16.00	16.00
Nov.	16.00	16.00
Dec.	15.00	15.00
<i>Jan-May</i>	<i>No Refunds</i>	

Kindergarten refunds are \$8.50 through December. No refunds after January 1.

Insurance: During school time, insurance will be furnished by the district.

Students are responsible for the care and conditions of rented books, which are checked out to them. If the books are damaged beyond reasonable wear while in their possession, or if they are lost, the student must pay replacement cost for the books.

OTHER FEES

Parties - \$1.00 per party

Lunch

K-12 Students – All Students Free Adults - \$3.00

Breakfast:

K-12 – All Students Free Adult – \$1.90

Old Gym Rental - \$20.00 per hour **Multi-Purpose Room** - \$40.00

Bus Riding Fees: Adults - \$1.50 Students - \$0.50 **Driver Education Fee** - \$50.00 Behind the Wheel

STUDENT FEES & TEXTBOOKS

Student fees are established by the Board of Education and are the responsibility of the students and parents to fulfill. There may also be some fees charged in special classes where the students might use extra materials.

Textbooks are provided for all students. Each student is responsible for the books he/she is issued. If a book is lost, destroyed or stolen, it is the responsibility of the student, who will be charged replacement cost of the book. Library books and library fines are also the student’s responsibility. If a library book is lost, destroyed or stolen, it is the responsibility of the student to pay for the replacement cost of the book.

CHILD NUTRITION SERVICES

CAFETERIA

Breakfast and lunch will be served each full day school is in session. The cafeteria will be open each morning from 7:45 a.m. to 8:03 a.m. for students who wish to purchase breakfast. A full Type A lunch is served each day. Students who bring their lunch may buy milk or other specified items.

All lunches must be eaten in the cafeteria. Food or drinks may not be carried outside the cafeteria. Students are to use the waste containers for trash and place dishes and utensils in the proper receptacles.

BREAKFAST & LUNCH PROGRAM

All people are required to eat in the cafeteria, even when bringing their lunch. **THIS IS THE ONLY AREA IN WHICH YOU MAY EAT YOUR LUNCH.** Sodas are not allowed in the cafeteria during K-8 lunch hours. Students are expected to exhibit proper behavior while eating lunch. Please notice that we have a closed campus.

Weekly menus will be published in the Marion Daily Republican, posted on the bulletin board in front of the office, sent home each month on the monthly activity calendar and posted on the school web site. www.craborchardweb.org

There will be NO smoking or congregating allowed in the yards, on porches or in buildings around the school. You should not strain the friendship of the people living around our school by ganging up on their property. You are expected to follow this rule before and after school as well as at the lunch period.

LUNCHROOM PAYMENT

We are pleased to offer to Crab Orchard Elementary Students (Grades Kindergarten – Grade Twelve) an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) **For the 2016-2017 school year, ALL Kindergarten – Grade 12 students will receive free lunches and breakfast.**

Schools that participate in the CEP are able to provide healthy breakfast and lunches each day at no charge for ALL (K-12) students enrolled in that CEP school. CEO students with past due bills will continue to receive notices until paid in full.

STUDENT HEALTH/SAFETY/EMERGENCY PROCESSES

DISCLAIMER

The Principal, Superintendent, and Board of Education may make whatever rules are necessary for the safety and health of the children attending the schools of Crab Orchard Community Unit #3.

The building Principal may alter punishments dependent upon the severity of the infraction.

Copies of the Student Discipline Policy shall be furnished to the parents or guardians of each student within fifteen (15) days after the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the district. Each student will be informed of the contents of the policy.

ILLNESS AT SCHOOL AND RELEASE OF STUDENTS DURING SCHOOL HOURS

Students who have been excused from class for illness and who do not plan to go home **SHOULD REPORT TO THE OFFICE AS TO WHERE THEY CAN BE FOUND.** In case of emergency illness, students should see the School Nurse, secretary, P.E. teacher, Dean of Students, or Principal. Under no circumstances is a student to go to the RESTROOM when severely ill without notifying the office. If you feel sick, report to the above named persons or to the office, **NOT TO THE RESTROOM!** If you find it necessary to leave school because of illness or an emergency at home, you **MUST FIRST SEE YOUR TEACHER** to get a pass, then **REPORT TO THE OFFICE.** It is an **UNEXCUSED ABSENCE TO LEAVE SCHOOL WITHOUT OFFICE CONSENT.** Signing out is not enough. **YOU MUST HAVE CONSENT OF THE OFFICE.** (Principal, Dean of Students, or Guidance Counselor)

HEALTH EXAM

Each child is required by state law to have a physical exam upon entering kindergarten or first grade for the first time. The students are required to have a physical upon entering first grade, sixth grade, and ninth grade. Students entering kindergarten, second grade and sixth grade are required to have a dental health exam. These cards are available in the unit office. It is necessary that appointments be made throughout the summer months so that cards can be returned and placed on file on the beginning day of school. Any child participating in athletics must have a physical on file before the activity begins.

All kindergarten, first, sixth and ninth grade students shall present evidence of immunity against measles, tetanus, diphtheria, poliomyelitis, whooping cough, and chicken pox. All sixth and ninth graders must present evidence of a second measles immunization. Evidence of immunity and physical examinations will be due the first day of school. Under Illinois law, students who are not in compliance with immunization and physical examination requirements must be excluded from school. Students in attendance the previous year will be excluded until compliance. New students will be given 15 days to be in compliance.

New Illinois state law requires comprehensive eye exams for children starting school. The law calls **for the** eye exam to take place within one year prior to kindergarteners starting school in the fall and for all students who are entering school for the first time in Illinois. Proof of the eye exam must be submitted by October 15 of each school year.

LICE - HEAD OR BODY

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. Also, the parent or guardian will be notified if lice are found. The school will provide instructions to the parent/guardians regarding appropriate treatment and action for the infestation. The school nurse along with the parents/guardians will monitor the child that is infested with lice.

ADMINISTERING MEDICATION TO STUDENTS

The Board of Education recognizes that the administration of medication to students during the school day may be necessary. Arrangements for the administration of medication to any student must be made through the building principal, school nurse and office staff. No over the counter medications will be administered to students unless a physician requires it.

The Crab Orchard School District will permit the self-administration of asthma medication provided the parents or guardians provide written authorization and a written statement from a physician, physician's assistant, or advanced practice registered nurse that states the name and purpose of the medication, the prescribed dosage, the time or times at which or the special circumstance under which the medication is to be administered. The parents or guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. This permission is effective for the school year in which it is granted and must be renewed each subsequent school year.

After all requirements are met, a pupil with asthma may possess and use his or her medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, and before or after normal school activities, such as while in before-school and after-school care on school-operated property."

PESTICIDE ANNOUNCEMENT

The Crab Orchard School District uses pesticides to keep its school buildings free from insects and rodents. Licensed contractors, according to state regulations, at times when students are not present apply these pesticides. If you require more information, please contact the building principal.

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals of the Crab Orchard District and Board of Education. In accordance with the provisions of the Illinois School Code Section 5/27-23.7, it is the policy of this Board of Education that bullying, intimidation, and/or harassment of students of the District shall not be permitted. (Reference Board Policy 7:180)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying is prohibited and grounds for disciplinary action apply in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Students who are victims of bullying, intimidation, or harassment as stated in this policy, at any time, by anyone are encouraged to notify any school district employee (orally or in writing) who in turn, will report the alleged incident to a building administrator.

All reports will be investigated by a building administrator. When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted. (See Gross Disobedience and Misconduct Consequences – Suspension Guidelines for more details)

WEAPONS

Weapons are designed to injure people. Students should never bring anything to school that could be viewed as a weapon. Any weapon found on school grounds will be confiscated. Depending on the nature of the weapon, the student may be suspended or expelled from school for up to two years and both he/she and the weapon may be turned over to legal authorities.

SEXUAL HARASSMENT

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff and interferes with a student's performance and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this board of education that sexual harassment of students of the district shall not be permitted.

Sexual harassment is defined as an unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive working environment.

Students who are victims of sexual harassment should notify their school principal or the superintendent. The district shall investigate complaints of harassment and discipline anyone found to have violated this policy or take other appropriate action as warranted.

INCLEMENT WEATHER

Local radio and television stations will be utilized in bringing information to parents and students about school closings. The school closing information will be announced by the radio and television stations as soon as possible, but especially during the hours of 6:00 a.m. to 8:00 a.m. Superintendent, Mr. Hutchins will activate **Alert Now**. Please inform the school office with your contact phone number and of any changes to your phone services.

SAFETY DRILLS

Each school is required to have a sufficient number of drills each year to acquaint all students and teachers with the proper procedure to follow. Definite rules are outlined to eliminate possible injuries.

We have fire drills, tornado drills, bus evacuation drills and other emergency drills. There is an escape route posted in each classroom.

SMOKING & TOBACCO

The Board of Education of Crab Orchard Community Unit School District #3 hereby prohibits the use of tobacco on school district property when such property is being used for any reason. Furthermore, the school building shall be smoke-free at all times. There will be no designated areas for smoking. In addition there will be a safe school area within 300 feet of school property where no student will be permitted to be using tobacco, drugs or have possession of a weapon.

ALCOHOL & DRUGS

Use of alcohol and illicit drugs and the unlawful possession of drugs and alcohol are wrong and harmful and will not be tolerated. Any student who intends to defraud others or is found to be using, trafficking in, or in possession of alcohol or illicit drugs will be: 1. Suspended from school for a period of ten (10) days and referred to local county authorities for prosecution, 2. Reviewed by the Principal prior to re-admittance to school. Should a second offense occur, the student shall be subject to the above and shall be recommended for expulsion (Superintendent's hearing). Refer to Board Policy No. 710.14 for details.

The school will provide assistance in referring students to agencies for substance abuse rehabilitation. The responsibility remains with the parents and students to take advantage of these rehabilitation services.

I. ACADEMICS

COURSES/REQUIREMENTS/GRADING

REPORT CARDS

Report cards will be issued at the end of each nine weeks grading period. Report Cards are given to pupils on Wednesday following the close of each grading period.

In addition, letters may be sent to parents whenever a teacher wishes to call attention to outstanding work, unsatisfactory work, or irregular attendance.

Report cards should be signed and returned to the teacher promptly. If there is some question you might have concerning your child's report card, please call the Principal so that you may make an appointment to discuss the question. Please do not call the teacher after working hours.

The following symbols will be used on report cards:

A – Outstanding achievement	100-93=A
B – Achievement of high quality	92-90=A-
C – Average achievement	89-88=B+
D – Less than average	87-83=B
E – Work unsatisfactory	82-80=B-
S – Satisfactory	79-78=C+
N – Needs improvement	77-73=C
U – Unsatisfactory	72-70=C-
P – Passing	69-68=D+
	67-63=D
	62-60=D-
	59 & Below=F

Grades 1-2 must have a grade point average of 2.5/70% in reading and mathematics, having passed both subjects in order to be promoted. Grade 3 must have a grade point average of 65% in reading and mathematics, having passed both subjects in order to be promoted. Grades 3-6 must have a grade point average of 2.0 in order to be promoted. In addition they must have passing grades in both language arts and mathematics and cannot fail more than two subjects, in a given year, to be promoted.

For grades 3-8 the year end grade will be calculated based on the numerical average per each nine weeks.

ELEMENTARY DAILY SCHEDULE

Daily Time Schedule – Grades K – 5

First Bell	8:00 a.m.
Take Up Bell	8:03 a.m.
Morning Break – grades 3-5	9:45 – 9:50 a.m.
Lunch Bell – grades K-2	10:50 a.m.
Warning Bell – grades K-2	11:25 a.m.
Take Up Bell – grades K-2	11:30 a.m.
Lunch Bell – grades 3-5	11:40 a.m.
Warning Bell – grades 3-5	12:15 p.m.
Take Up Bell – grades 3-5	12:20 p.m.
Afternoon Break – grades K-2	1:10 – 1:15 p.m.
Dismissal	2:20 p.m.

Sometimes it is necessary for students to arrive at school before 8:00 a.m. Should it be necessary for your child to arrive prior to 8:00 a.m., junior high students should go to the grade school gym and sit in the bleachers. High school students should gather in the hallway by the high school gym and trophy cases.

ELEMENTARY GRADING PERIODS

Grades are reported to parents four times throughout the school year. These grading periods are approximately nine weeks in length or 45 school days. This means that the 1st period ends near the last of October, the 2nd ends in the middle of January, the 3rd period ends near the end of March, and the final period at the end of school.

About midway in each nine-week grading period, reports of Unsatisfactory Progress are sent to parents of students who are failing or are not doing satisfactory work. Parents who wish to confer with a teacher should call the office to make an appointment (982-2181).

If a student is absent from school (excused), the student will be given “incomplete” on any graded work. Every “incomplete” must be made up no later than the end of the following grade period. Any “incomplete” not satisfactorily completed will be changed to F.

REQUIRED COURSES

Students at the sixth grade level take all courses required for completion of the elementary program.

ACADEMIC PERFORMANCE

Students are expected to do their own work. Cheating will not be tolerated. Failure to comply with this could result in failure of the course.

HONOR ROLL

At the end of each nine-week period an honor roll is compiled from the grades of the students having the following grade point average:

High Honors	5.00 (All A's)
Honors	4.50 - 4.99
Honorable Mention	4.00 - 4.49

PROMOTION POLICY

It is hereby declared to be the policy of Crab Orchard Community Unit School District No. 3 that promotion to the next highest level for each individual student shall not be based on age or other social considerations, but shall be based upon the likelihood of success of the individual student at the next higher level.

In determining the likelihood of success of individual students at the next higher education level, when applicable, the decision to promote shall include a consideration of the following:

1. Success in the present educational program.
2. Attendance
3. Other criterion from time to time determined by the Administration that reflect on the ability of the individual student to perform at the next higher educational level.

Any student who is in danger of not being promoted to the next higher educational level shall be provided remedial assistance by his teacher or teachers as may be appropriate in his or her individual case, to assure the establishment of his or her performance at acceptable educational levels and promotion to the next higher level. Administrators responsible for a student's education, as they deem appropriate, may prescribe specific remedial assistance on an individual student basis to be utilized in the classroom, or otherwise, as may be appropriate for an

individual student. Any student who does not complete all requirements for graduation at the time of graduation exercises will not be allowed to participate in the graduation ceremony.

STANDARDS FOR PROMOTION THROUGH SUMMER SCHOOL

Students at risk of retention must meet the following standards in order to be promoted through the Crab Orchard Summer School Program.

Students must have the following percentages in order to be considered for promotion through summer school:

- Grades 1 – 2 = 69%
- Grade 3 = 64%
- Grade 4 = 60%

The Standards of deficiency will be taken into account and used as a guide for promotion

Math

- 80 % accuracy in deficiencies must be proven
- Splash Math will be used for Grades 1-2
- Ten Marks will be used for Grades 3-4

Language Arts

- Fluency – 90% accuracy at 5 months below grade level (e.g. a 2nd grade student should be 90% at 1.5 grade level)
- Comprehension – 70 % accuracy at 5 months below grade level
- Writing – 70% accuracy at 5 months below grade level
- Fluency and Comprehension will be examined in grades 1-4. Writing will be examined in grades 3-4

ADDITIONAL EDUCATION SERVICES

GUIDANCE DEPARTMENT

The Guidance counselor is available to help students with problems or needs they might have concerning school work, vocational or educational information and college or university admissions procedures. A student might ask to see the counselor immediately or make an appointment for a future conference. The counselor is available for conferences with students who request them before and after school as well as during lunch hour. Individual conferences will be scheduled for each student during the school year. Students are encouraged to take full advantage of this opportunity.

The Guidance counselor and your homeroom teacher will be available to help you plan the type of courses you should register for in the future and assist you at registration time. Seriously consider your plans and pursue a course of study that will be helpful in preparing you for your future.

The Guidance Department participates in a standardized testing program for college bound students. Juniors may take part in the National Merit Scholarship Qualifying Preliminary Scholastic Aptitude Test (NMQPSAT). Seniors will be given the opportunity on five different test dates to take the ACT test for college admission purposes.

The calendar of test dates will be available in the guidance office. Every college bound student should obtain a copy and pay close attention to the calendar dates to make sure deadlines are met for the ACT and the SAT tests during the school year.

The Guidance Department has information on many scholarships and student aid programs. Any student who is interested in applying for scholarship should contact the counselor. Complete bulletins of information and application for these scholarships and others are available in the guidance office.

GUIDANCE PROGRAM PHILOSOPHY AND SERVICES

The guidance program involves the dissemination and utilization of educational occupational, and personal, social information which enable an individual to have a more perceptive understanding of one's relationship to the environment. A guidance program recognizes the personal worth and dignity of each individual student. The

guidance program is an integral and significant part of the total educational program.

In order to fulfill this philosophy and to meet the educational goals of the school program, the following guidance services have been established.

1. PUPIL APPRAISAL - The counselor accumulates meaningful information concerning students as needed including test scores, academic records, interviews and personal data forms.
2. COUNSELING - The counselor has periodic contacts with students for purposes of furnishing information dealing with plans, choices, problems, and better self-understanding.
3. EDUCATIONAL AND OCCUPATIONAL PLANNING - The counselor assists students and parents in relating students' interests, aptitude, and abilities to current and future educational and occupational opportunities.
4. REFERRAL WORK - Refers students to other specialists connected with the school system and to public and private agencies in the community; identifies pupils with special needs.
5. PLACEMENT - Involves the use of informational services of educational and occupational planning; student appraisal, and counseling appropriate to the student's choices and progress in school subjects, transferring to different or higher schooling and employment.
6. PARENT HELP - Conferences with parents are held to help interpret their students' abilities, interests and development and obtain their help in planning for the future.
7. STAFF CONSULTING - The counselor works closely with administrators and teachers to the end that all the school's resources are directed toward meeting the needs of individual students; assists teachers with difficult learning problems; aids in curriculum development.
8. LOCAL RESEARCH - The counselor conducts research to determine student needs and determine how well the school's program and services meet these needs. Characteristics of students, follow-up studies, inquiry into aptitude and achievement, and job success studies are among the kinds of research done.
9. PUBLIC RELATIONS - Involves interpreting the counseling and guidance services to the school staff, parents, and the community furnishing information for school and community publications.
10. PLANNING AND EVALUATING THE GUIDANCE PROGRAM - The counselor assists in defining the objectives of the guidance program, clarifying relationships to other professional staff members, coordinating various aspects of the program, and evaluating the guidance program in terms of its purpose.

TESTS ADMINISTERED BY GUIDANCE COUNSELOR

The following test information is designed to acquaint you with the tests administered by the counselor at Crab Orchard Unit #3. The results provide a continuing record of each student's academic progress in comparison with national norms. They also provide teachers and the counselor with an aid to diagnose individual strengths and weaknesses in order to provide more effective abilities, giving them information to use in making future plans.

PARCC: (Partnership for Assessment of Readiness for College and Careers). A comprehensive online test given by the State of Illinois to all students in grades 3, 4, 5, 6, 7, 8, 9, 10, 11.

ITBS (Iowa Test of Basic Skills): These tests assess the student's progress or achievement in the basic skills areas as compared with students of the same age and grade nationwide. Areas tested include reading, language arts, mathematics, social studies, science, etc.

CoGAT (Cognitive Abilities Test): These tests assess a student's abilities in reasoning and problem solving using verbal, quantitative and spatial (nonverbal) symbols. An individual's score on the CoGAT primarily reflects the student's ability to discover relationships and show flexibility in thinking. Tests are administered to students in grades 1, 4 & 7.

KRT (Kindergarten Readiness Test): The KRT is designed to screen and identify key developmental traits across a broad range of skills necessary to begin kindergarten.

STRR (Slosson Test of Reading Readiness): The STRR is designed to screen children for readiness in a formal reading instruction program.

STEEP (System to Enhance Educational Performance): A research-based assessment and data management tool to identify students who may be at risk in the areas of reading and math. The data will be analyzed and specific interventions will be made to improve achievement of all students. The universal screening will be administered three (3) times each year to students in grades K-11.

Thinklink Learning Test (PAS): This assessment gives information on each of the major learning objectives in reading, language arts, and mathematics. The assessment is closely aligned to the ISAT objectives. The assessment will be given in the fall, winter, and spring to students in grades 3-8.

Illinois Snapshot of Early Literacy (ISEL): ISEL is a set of standardized, individually administered measures of early literacy development for grades K-2. This assessment is an indicator of early literacy development and a correlate of reading proficiency.

All students are provided a copy of their test scores to be taken home and shared with their parents. At the time the student is given the score, an interpretation of the scores and the purpose of the test is also provided. The scores are used solely for the benefit of the students while they are in school. No individual scores, with the exception of college-entrance exam scores, are kept with the permanent records. Anyone having a question concerning the testing program or test result should contact the school counselor.

LIBRARY/MEDIA CENTER

The library is yours to enjoy. It serves you in many ways. It helps you with classroom assignments. It provides books and magazines for pleasure reading. It furnishes information on careers and is a laboratory where all kinds of school and related problems can be solved. It is a great storehouse of accumulated knowledge.

You should know the basic facts about a library. You should, for example, be able to find by yourself whether the library has a particular book and where the book would be found. You should know how to locate an article in a magazine on any subject you may be interested in. You should know when and how to consult an encyclopedia, and should know some of the important reference books.

Books for outside reading may be checked out for two weeks. Students select their own books, then bring them to the desk and have them checked out there by the person in charge. At no time does a student check library books in or out. The date placed in the book is the date on which the book is due. Lost books must be paid for by the person to whom they are charged.

When you return your book to the library, be sure it is checked in. If you leave it on the desk and some other student picks it up before it is checked in, you are still responsible for the book.

All encyclopedias, dictionaries, and other reference books are to be used in the library only. Do not ask to take them to another room or to check them out overnight.

Students who misuse their library privileges by doing such things as, marking books, magazines, and furniture will have their library privileges withdrawn.

There are some basic rules to follow when you use books. Always turn the pages from the outside edge. Use a piece of paper for a bookmark. A pencil or thick object used as a marker may break the back of the book. Never place a book face down on a desk or table, or make pages "dog-eared" by turning down the corners. Please don't mark on pages with pen or pencil or write comments in a book. Try not to expose books to rain, snow, or heat.

Books are divided into two classes; non-fiction and fiction. The non-fiction books are classified according to the Dewey Decimal System of Classification. Books are arranged on the shelves from left to right according to the Dewey decimal classification from top to the bottom of each section of shelves. Each number in the Dewey

decimal classification stands for a subject. All the books on the same subject have the same classification number and are shelved together.

100-199 PHILOSOPHY

Included in Philosophy are psychology, logic and ethics.

200-299 RELIGION

Books on the Bible, religious beliefs, churches and mythology are included in this group.

300-399 SOCIAL STUDIES

The 300's cover all these things: Sociology, government, economics, law, education and commerce.

400-499 LANGUAGE

Readers and grammars of all language are included in the 400 group.

500-599 SCIENCE

These things constitute the 500's: Mathematics, physics, astronomy, chemistry, geology, botany, zoology.

600-699 USEFUL ARTS

Applied science is the basis for the 600 classification: Medicine, engineering, agriculture, home economics, business, machines, building.

700-799 FINE ARTS

Sculpture, music and other fine arts such as architecture, drawing design, music, painting, photography, amusement and sport are grouped in the 700's.

800-899 LITERATURE

The 800's stand for poems, dramas, and essays of all languages.

900-999 HISTORY

This group included geography and travel, biography and history of all countries.

000-099 GENERAL WORKS

Encyclopedias, reference and journalism's are numbered in the 00's.

Fiction books are arranged alphabetically by author--for example, the book LITTLE WOMEN by Alcott will have the letter "F" standing on the spine of the book for Fiction and the letters "Alc" under the "F".

Biographies are not arranged by authors, but by the names of the persons written about. For example, THE LIFE OF CLARA BARTON by Nolan will have on the spine of the book number 92 standing for biography plus letters "Bar" meaning Barton.

Reference books are used for looking up many kinds of information and are not the types of books that can be read through at one sitting. Since they are in constant demand, they are never removed from the library. These books are labeled "Ref" or "R" on the spine of each volume. They are shelved in a section marked "Reference".

A good place to begin inquiring about future jobs is in your school library. The books are classified in the 370's and are placed on the shelves with the 300's. Many factors will influence your choice of a college or technical school. The library has books, pamphlets, and occupational kits, bulletins, and other materials that discuss the problems in some detail.

The card catalog is a record on cards of all the books in the library. Each book may have more than one card. One card gives the author on the top line as heading; another gives the title, and another the subject in capital letters. All cards are arranged in alphabetical order.

WILLIAMSON COUNTY SPECIAL EDUCATION

TESTS AND SCREENING - The Board of Education approved a system wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic potential, achievement, and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison to themselves and to national norms.

The child's teacher and/or guidance counselor uses these standardized tests in order to diagnose individual strengths and weaknesses. In this manner they will provide more effective individualized instruction. Should the student appear to require special services from this screening of the results, contact will be made with the building Child Study Team, Teacher Assistance Team, Student Study Team for additional assistance in programming or to initiate a referral for Special Education Services. Should a referral appear to be warranted the procedures for completion of the referral for Special Education should be followed.

The results of all tests given to students will be maintained within the student's temporary record file, and are available to parents/guardians.

If you have any question about specific tests and their purposes, please contact the building Principal of your child's attendance center.

STATE & FEDERAL PROGRAMS

Crab Orchard Community Unit School District No. 3 participates in state and federally funded programs to provide instructional services, in-service training and materials to schools. Included in the federal programs are NCLB Title I, Title II, Title IV, and Title VI. State funded programs include Reading Improvement, Block Grant for staff development, and the State Textbook Program. Participation in each program is dependent upon specific guidelines and requirements of each program. Parents may contact the Principal for additional information.

ENRICHMENT OF EDUCATIONAL EXPERIENCES

Parents may make a rich contribution to the educational development of the child through the provision of good use. Parents may also utilize the advantage of direct learning through the planning of excursions to points of geographic and historic interest in the area. Such places as museums, industrial plants, parks, etc. are of great educational value in preparing your child for their experience in school.

The school urges parents to help in direction of the energies of your child along constructive lines because such activity aids in the development of good character.

II. SCHOOL POLICIES

DISCIPLINE/GRIEVANCE/APPEALS

RULES, REGULATIONS AND PROCEDURES OF THE BOARD OF EDUCATION **ADOPTED 12/18/70**

STUDENT CONDUCT

Student success in school is closely related to behavior and attitude. Staff will make every effort to help each student gain acceptable self-discipline standards. If the student fails to maintain acceptable self-discipline standards, the staff will implement individual counseling, group counseling parent conferences, after school detention, in-school suspension, and out of school suspension, and/or expulsion.

INSUBORDINATION

Students should be aware that cases of insubordination will not be tolerated. Insubordination is defined as the unwillingness to submit to authority.

DISCIPLINE POLICY

We share with the parents of our students a desire that they will achieve to the best of their ability. We share, too, in the parents' responsibility for their child's conduct while attending school. It is expected that all pupils

cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers, and any other school personnel at all times. Proper care of school property is also expected. This means that we expect each student to demonstrate proper behavior and compliance with ALL school rules, both those delineated here following and rules which may be adopted at the elementary or high school levels. All teachers will develop a classroom management plan approved by the administration. The plan will include the rules for their classroom and the consequences for student's actions, attendance and participation. It is understood that this discipline program shall include, but not limited to, such developmental steps as removal of student from classroom, detention, parent notification, conferences, suspension and expulsion, and due process for students.

Minor disciplinary offenses by a student may result in detention, removal from the classroom, or other appropriate penalties determined by the teacher or administrator. Minor disciplinary actions shall afford the student no right of review by the School Board.

- A. **REMOVAL OF STUDENT FROM CLASSROOM:** A teacher may remove a student from the classroom for disruptive behavior (anything which interfered with classroom procedures.) Each individual teacher will determine what constitutes disruptive behavior in his/her classroom.
- B. **DETENTION:** Separation from student population with supervision and assigned work. Teachers have the prerogative to place a student in detention before school or after school as a disciplinary measure. All after school detentions will be served after school from 2:20 to 3:05 p.m. and will be under adult supervision. Teachers also may require that a student remain in at noon or after school to complete unfinished assignments. Before school detentions must be set up in advance with the Principal or Dean of Students. Part-time and half time teachers should make arrangements with the Principal concerning detention. Full-time teachers should handle detentions from 2:20-3:05 p.m. Parents will have prior notification before an after-school detention is to be served so that transportation arrangements can be made. After three detentions, parents will be called in for conference with the Principal, teachers and guidance counselors.
- C. **PARENT NOTIFICATION:** If the situation warrants, a parent notification will be made using a disciplinary referral form.
- D. **CONFERENCES:** Conferences will be utilized for disciplinary matters when requested by either the parent and/or teacher.

All conferences should be arranged by appointment. They should never be held during class time, in the hallways, at PTO, or at parties, which are social in nature. The conference should be planned so that the teacher is free to devote his or her time and attention to discussion with the parents.

- E. **SUSPENSION/EXPULSION:** In accordance with the provisions of the Illinois School Code, Section 10-22.6, the Superintendent, or Principal may suspend a student who is guilty of gross disobedience or misconduct for a period not to exceed ten (10) days.

Suspension shall be defined as: An exclusion of a student from school and/or denial of educational services (including bus privileges) to which the student would otherwise be entitled, for a period not to exceed 10 (ten) days.

Expulsion of students guilty of gross disobedience or misconduct will take place only after the parents have been requested to appear at a meeting of the Board of Education to discuss their child's behavior.

Expulsion shall be defined as: exclusion by the Board of Education of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period of more than ten (10) days, not to exceed two school years.

Gross disobedience or misconduct shall include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education:

1. Unexplained or unexcused absence
2. Excessive tardiness to class
3. Smoking on campus
4. Assault, battery or other unauthorized physical contact
5. Unauthorized violation of vehicle
6. Theft, vandalism or unauthorized exercise of control over property
7. Illegal possession, sale, exchange or use of any narcotic, drug or other controlled substance
8. Disrespect or disobedience to a staff member
9. Actions that pose a threat to the health or safety of fellow students or school Employees
10. Any other conduct of a student that interferes with or disrupts the educational process of Community Unit School District #3 or which interferes with or disrupts the staff, employees or students of Community Unit School District #3.

IN-SCHOOL SUSPENSION

During in-school suspension the student will be under adult supervision but will not be permitted to attend regular classes or activities. In-school suspension may not exceed ten (10) days for each offense. The student will be expected and will have the opportunity to complete regular class assignments. **The student loses exemption from semester exams.**

OUT OF SCHOOL SUSPENSION

During an out of school suspension the student will not be permitted to be on the school property during the time this discipline action is in force. **This will include all after school activities.** The student must make up the work he/she has missed during the suspension in order to pass classes. **The student loses exemption from semester exams.**

RESTORATIVE JUSTICE / RE-ENGAGEMENT OF RETURNING STUDENTS

Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. These principles are based on practices that have been used for centuries throughout various cultures and regions around the world. Restorative justice's three main goals are:

- Accountability. Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- Community safety. Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- Competency development. Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

Crab Orchard School shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. Programs used to re-engage students may include advisory curriculum, student actions journals, and embedded social-emotional support systems.

GROSS DISOBEDIENCE AND MISCONDUCT CONSEQUENCES – SUSPENSION GUIDELINES

In accordance with provisions of the School Code and/or School Board Policy, disciplinary actions for students guilty of gross disobedience or misconduct may range from an official warning to expulsion from the school for up to two calendar years.

Gross disobedience or misconduct includes but is not necessarily limited to the following acts. The consequences serve as a guide to be used in most cases. However, depending upon the seriousness of the offense, the consequences may be more severe. Students involved in repeated acts of gross disobedience or certain acts of misconduct may be referred by the Principal to the Superintendent with a recommendation for expulsion.

OFFENSE	CONSEQUENCE
Bus disturbance /misconduct	<ul style="list-style-type: none"> • 1st offense – Warning • 2nd offense – After School Detention and Conference with parent to discuss conduct • 3rd offense – 3 day suspension from bus
Committing assault or battery against a staff member or other student (verbal threat or physical) * Assault: verbal threat or physical movement to commit battery Battery: an unlawful attack upon another person by beating or wounding, or by touching in an offensive manner.	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution An expulsion hearing may be recommended
Possessing or using tobacco, electronic smoking devices or associated paraphernalia *	<ul style="list-style-type: none"> • 1st offense – in-school suspension • 2nd offense – 1 day out of school suspension • 3rd offense – 3 days out of school suspension
Fighting *	<ul style="list-style-type: none"> • In-school suspension to out of school suspension (depending on the seriousness of the situation) Both students will receive equal consequences unless there is a clear indication that only one student is responsible for the fight
Hazing *	<ul style="list-style-type: none"> • 5-10 days out of school suspension Depending on the seriousness of the situation, an expulsion recommendation or a referral to local county authorities may be warranted
Possession or Consumption of alcohol on school property or at school activities *	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution • 2nd offense – expulsion hearing
Possession or Consumption of a controlled substance on school property or at school activities *	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution • 2nd offense – expulsion hearing

<p>Failure to follow automobile regulations or Unsafe operation of a motor vehicle on school property *</p>	<ul style="list-style-type: none"> • 1st offense – Warning and notification of parents explaining violation • 2nd offense – Suspension of driving privileges for a period to be determined by the school Principal • 3rd offense – Matter taken to Board of Education for permanent suspension of driving privileges or possible more drastic action <p>Very serious violations may be dealt with separately and differently</p>
<p>Sale or attempted sale of a controlled substance on school property *</p>	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution. Principal will recommend expulsion hearing
<p>Possession of a deadly weapon on school property *</p>	<ul style="list-style-type: none"> • Weapon Confiscated • Depending on the nature of the weapon, the student may be suspended or brought up for expulsion for up to 2 years, as well as, referred to local county authorities.
<p>Excessive abuse of hall pass</p>	<ul style="list-style-type: none"> • Detention to suspension – depending on the seriousness of the situation
<p>Possession of inappropriate items (laser pointers, water pistols, fireworks, etc.)</p>	<ul style="list-style-type: none"> • 1st offense – Confiscated, After School Detention • 2nd offense – Confiscated, 1 day in-school suspension, • 3rd offense – Confiscated, parent must pick up the device, 2 day in-school suspension <p>Progressive suspensions thereafter</p>
<p>Disruption of the educational process, whether in the classroom, hallway, or cafeteria</p>	<ul style="list-style-type: none"> • Detention to expulsion – depending on the seriousness of the situation
<p>Cell phone or other electronic devices</p>	<ul style="list-style-type: none"> • 1st offense – Confiscated and returned at the end of the day • 2nd offense – Confiscated, After-school detention , and parent must pick up the device • 3rd offense – Confiscated, parent must pick up the device, 1 day in-school suspension <p>Progressive suspensions thereafter</p>
<p>Excessive tardiness</p>	<ul style="list-style-type: none"> • 1st offense – Warning • 2nd offense –Referral to Principal’s Office • 3rd offense – After School Detention <p>Progressive days thereafter</p>

Truancy (over 9 days)	<ul style="list-style-type: none"> • 1st offence – In-school suspension, conference with student, parent notification • 2nd offence – 2 days in-school suspension, conference with both student and parent(s) • 3rd offence – 3 days in-school suspension, Referral to the Williamson County Truancy Officer
Leaving class without teacher permission	<ul style="list-style-type: none"> • Detention to Suspension – depending on the seriousness of the situation
Leaving school without permission from the Principal or Superintendent	<ul style="list-style-type: none"> • 1st offense – in-school suspension Progressive out of school suspensions thereafter
Failing to/Refusal to serve detention/in-school suspension	<ul style="list-style-type: none"> • 1st offense – 2 days After School Detention Repeated offense - Detention to Suspension depending on the <u>frequency</u> or <u>seriousness</u> of the situation
Cursing, profanity, or vulgar speech	<ul style="list-style-type: none"> • Detention to Suspension – depending on the seriousness of the situation
Insubordination or disrespect to school personnel or other students	<ul style="list-style-type: none"> • Detention to Suspension – depending on the seriousness of the situation
Vandalism or theft of school or personal property *	<ul style="list-style-type: none"> • 1-10 days of out of school suspension Depending on the serious of the situation, restitution, expulsion and/or a referral to local county authorities way be warranted
Bullying, Cyber Bullying, Sexual Harassment, or Ethnic Harassment *	<ul style="list-style-type: none"> • 3-5 days (depending on the nature), parent notification Depending on the seriousness of the situation, further suspension, expulsion, and/or a referral to local county authorities way be warranted
Attempt to organize or participate in gangs or secret society activities that disrupt the educational process or damage property *	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution • 2nd offense – expulsion hearing
Littering or Loitering	<ul style="list-style-type: none"> • 1st offense – Warning • 2nd offense – After School Detention and Conference with parent to discuss conduct • 3rd offense – 1 day in-school suspension
Tampering with fire extinguishers or AED devices	<ul style="list-style-type: none"> • 3-5 days (depending on the nature), parent notification Depending on the seriousness of the situation, further suspension, expulsion, and/or a referral to local county authorities way be warranted
Causing a false fire alarm, bomb threat or other emergency *	<ul style="list-style-type: none"> • 10 days of out of school suspension Depending on the serious of the situation, restitution, expulsion and/or a referral to local county authorities way be warranted

Possession of explosives *	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution • 2nd offense – expulsion hearing
Continued violation of Student Appearance Guidelines	<ul style="list-style-type: none"> • 1st offense – student will be asked to put on a t-shirt or shorts provided by the school. <p>Repeated offense - Detention to Suspension depending on the <u>frequency</u> or <u>seriousness</u> of the situation</p>
Arson *	<ul style="list-style-type: none"> • 1st offense - 10 day out of school suspension and referred to local county authorities for prosecution • 2nd offense – expulsion hearing
Possession or sale of pornographic material *	<ul style="list-style-type: none"> • 1st offense – in-school suspension • 2nd offense – 1 day out of school suspension • 3rd offense – 3 days out of school suspension <p>Depending on the serious of the situation, expulsion and/or a referral to local county authorities way be warranted</p>
Forgery of a note or pass from home or a school document	<ul style="list-style-type: none"> • 1st offense – 2 days after school detention <p>Progressive in school suspensions thereafter</p>
Cheating on homework or tests/Plagiarism	<ul style="list-style-type: none"> • Zero on assignment – parent contacted by teacher
Participating in reckless conduct that endangers the health or safety of another person*	<ul style="list-style-type: none"> • 5-10 days of out of school suspension <p>Depending on the serious of the situation, restitution, expulsion and/or a referral to local county authorities way be warranted</p>
Misuse or inappropriate use of COCUSD#3 computer network	<ul style="list-style-type: none"> • Ranges from restriction of computer use to expulsion, depending on the seriousness of the situation
Any other conduct of a student which interferes with or disrupts the educational process of Community Unit School District No. 3 or which interferes with or disrupts the staff, employees or students of Community Unit School District No. 3	<ul style="list-style-type: none"> • Ranges a warning to expulsion and or referral to county authorities, depending on the seriousness of the situation

*All names and evidence gathered will be given to legal authorities for investigation and possible prosecution (or fine). Students who destroy school or private property at school will be required to make restitution to the school district or the private owner. Restitution will include replacement cost and labor.

F. **DUE PROCESS FOR SUSPENSIONS:**

A. Except as set forth in sub-paragraph B below, prior to the imposition of suspension, the following procedures will be observed:

1. The suspending school official will give the student an informal hearing to notify

the student of the charges and disciplinary action being considered.

2. The student will have an opportunity to present an explanation regarding the charges and evidence with the suspending school official.
3. The suspending school official will make a decision and then inform the student if the suspension is to be imposed.

- B. Students whose presence poses a continuing danger to persons or property or any ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements or notice and hearing set forth in Section F A-2 above will follow as soon as possible.
- C. Any suspension will be reported immediately to the parents or guardians of such pupil including the date and time of the hearing, a full statement of reasons for such suspension and a notice of the parents' right to review. This notice is to be sent to the parents by mail, plus a copy given to the parents at the time of the suspension.
- D. A copy of the suspension notice is to be sent to the Board of Education via the Superintendent.
- E. A request for a review hearing will be submitted in writing within ten (10) school days of the receipt of the suspension notice. The review hearing will take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

G. **DUE PROCESS FOR EXPULSION:**

- A. In the event gross disobedience or misconduct leads to expulsion, a student will be excluded from school prior to expulsion procedures as outlined below (not to exceed ten (10) school days).
 1. The Board of Education may expel students for gross disobedience or misconduct; such expulsion will take place only after a review hearing by the Board of Education or the Board has taken action upon findings submitted by a hearing officer appointed by the board.
 2. The student and the parents or guardians of the student will be notified by certified mail of the following:
 - a. A letter should be sent at least five (5) days prior to the date of the hearing, or at least three (3) days prior to the date of the hearing a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the incident or incidents. The letter will also state the time, place and date of the hearing as well as include a copy of the review hearing procedures.
 - b. The hearing will be held at a time and date mutually convenient to the parties involved.

REVIEW HEARING PROCEDURES:

- A. The hearing will be held in a closed session at the request of the parents or guardians

or the school administrators.

- B. The student will be afforded the following:
 - 1. The right to be represented by counsel (at the expense of the student or parents)
 - 2. The right to present evidence and call witnesses
 - 3. The right to cross-examine the opposing witnesses
- C. A written decision will be issued to the student and the parents or guardians within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

- 1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
- 2. The student's absence(s) will be recorded as "excused".
- 3. All educational opportunities and services missed by the student will be afforded. Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

A student may not be expelled for behavior that results from a handicap.

- A. A student may be suspended for behavior which is or results from a handicap if as a result of the behavior, the child is a direct physical danger to himself, other students, faculty or school property.
- B. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from a handicap, the student will be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

Discipline is an important and necessary part of each student's school experience. These guidelines are devoted to explaining the general school rules and procedures. In addition, each teacher establishes rules for and maintains discipline within his/her classroom.

GRIEVANCE PROCEDURE

- A. A student or an employee should first communicate his or her question or complaint to his or her Principal in the case of a student; to his or her immediate supervisor in the case of an employee.
- B. If the problem is not satisfactorily resolved at step A, then a student or an employee shall present his complaint in writing to the grievance officer - the high school Principal.
- C. The grievance officer shall investigate the complaint within five working days and arrange for a hearing.
- D. Within ten working days of the filing of a written grievance complaint, a hearing shall be held before a hearing officer - the superintendent or his designee.

- E. The hearing officer shall render his opinion to the grievance officer and the student or employee within five working days from the day of the hearing.
- F. Failing a resolution at step E. the student or employee may present a statement of his or her grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentially, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the unit office. Access to this file will be the same as an employee has to his or her own personnel file or a student has to his or her record file.

COMPLAINTS PROCEDURE FOR PARENTS OR STUDENTS AND COMPLAINTS
APPEAL PROCEDURE

The Board of Education believes that problems and differences of opinion are best and most satisfactorily resolved at the level at which they occur. To this end, the following procedure has been developed:

- STEP 1: Parent and/or student complaints concerning a teacher, coach, or administrator shall be referred to the person involved and a conference scheduled with those directly involved to discuss and deal with the complaint within five working days.
- STEP 2: If a solution to the problem (complaint) cannot be reached in step 1, the parent or student may appeal the decision to the building Principal. (In cases where the complaint is with the building Principal the appeal is to the superintendent.) The meeting concerning the complaint is to be held within five working days.
- STEP 3: If the problem (complaint) is still unresolved, the parent or student may appeal to the superintendent and meetings are to be held within five working days.
- STEP 4: If all the above fail, an appeal may be made in writing or in person to the Board of Education. This appeal should clearly state the nature of the problem (complaint) and the parent or student's recommendation to resolve it. The appeal should be mailed to the secretary of the Board of Education. If in writing the Board may then hear the appeal at its option, and if any changes are to be made, the Board will so notify the parents, student and school personnel involved. All parties involved will be notified and given an opportunity to be present when the board considers the problem (complaint). The decision of the Board will be final and binding unless later overturned by a court of competent jurisdiction.

The above procedure does not cover such student disciplinary procedures such as suspension or expulsion which follow the "due process" procedures as suggested by the Illinois Office of Education.

Complaints concerning teacher aids, cooks, secretaries, custodians, substitute teachers and playground supervisors should be referred to the building Principal concerned. Complaints concerning bus drivers should be referred to the superintendent. A conference with the employee involved, the complaining party and the respective administrator will be held within five working days. The results of this conference will be communicated to all parties concerned. If the problem (complaint) is still unresolved the process would proceed to step 3 or step 4 above, whichever should apply.

It is not the intention of these procedures to prevent informal concerns or questions from being asked or resolved. These kinds of situations should be referred to the superintendent, directly or through members of the Board of Education.

Furthermore, these procedures are not intended to prevent duly constituted authorities from issuing instructions or directives to employees concerning the performance of their jobs and duties. However, no action will be taken

against such employees by the Board of Education without giving the parties' concerned "due process".

PROCEDURES FOR SUSPENSION AND EXPULSION **SPECIAL EDUCATION STUDENTS**

1. Any exclusion or removal of a special education student from classes prescribed by a students' Special Education Program which results from conduct or behavior or a lack thereof shall be considered a suspension.
2. Immediate telephone notice to the Special Education Director at the Special Education Office will need to be made the same day if any removal, exclusion, suspension, or expulsion from classes occurs.
3. A copy of all paperwork related to any removal exclusion, suspension, or expulsion of a Special Education Student shall be forwarded to the Special Education Office.
4. An administrator familiar with the reasons for suspension will be required to attend the Multi-disciplinary Conference, which shall be held as soon as possible to:
 - a. To arrange for interim services if necessary.
 - b. To determine if changes should be made within the present placement.
 - c. To determine if a more restrictive placement is needed.
 - d. To provide a proper behavior management plan if appropriate.
 - e. To prepare a statement as to the possible relationship of the behavior requiring suspension to the special education eligibility of the student if applicable.
 - f. To prepare an interim services plan if necessary.
 - g. To prepare an IEP for behavior management as may be agreed.
 - h. To prepare an IEP for interim services as may be required.
5. If a student's suspension is extended for more than ten days or the student is expelled, immediate telephone notice shall be given as soon as possible to the Special Education Director at the Special Education Office and an additional Multidisciplinary Hearing may be held with an administration familiar with the reasons for suspension being present to consider more restrictive placement and other matters related to the student's program including court action and Due Process Hearings.

ATTENDANCE & ABSENCES

ATTENDANCE

There is a high correlation between good attendance and good grades. Students should be serious about school and avoid the problems caused by truancy or unauthorized absence.

When you are absent from school, the absence is recorded in our office records. A parent must call the office by 10:00 a.m. explaining the student's absence from school. The parent calling the office to report an absence must give school personnel a VALID call-back number. A valid call-back number is a number given to school officials for emergency contact of parents or guardians. School officials may attempt to contact the call-back number to verify the called-in absence. If a parent or guardian does not call the school by 10:00 AM, school personnel will attempt to contact the parent or guardian by telephone. A note also needs to be sent to the school office upon returning to school. If a student has had an appointment they will need to bring to the office upon returning to school a statement of proof from that appointment.

If the parent or guardian does not call and the office does not receive a note on the day returning from the absence, it will be considered an unexcused absence. Obtain from the office a permit BACK TO CLASS. Present this to EACH TEACHER whose class you attend.

Records are kept of your attendance each year and become part of your permanent record in the high school office. Prospective employers often request this information, as they probably feel that a student who attended school irregularly might also work irregularly and they would be reluctant to employ him or her.

As soon as you return to school after an absence, make arrangements with your teachers to make up work you have missed. Be sure that you understand the following rules regarding the incomplete work:

1. It is your responsibility to make up work missed during an absence.
2. There will be a deadline for making up work. After an absence or failure to complete daily work, the student is required to make up work within two (2) days after reporting back to class—unless the absence has been greater than four (4) days. In this case the teacher will assign a date at which the work must be handed in.
3. On exams, projects, etc., the deadline will be set by the teacher, but failure of a student to turn in such work by the date set by the teacher will result in FAILURE OF THE COURSE, NO MATTER WHAT THE GRADES MAY AVERAGE.
4. Sometimes it is necessary to give a student an “UNEXCUSED ABSENCE” because his/her absence has been totally unnecessary. However, the student must also make up the work he/she has missed during this absence in order to pass the course. This rule is made for the good of the student. We want you to LEARN what is taught in the course, regardless of whether or not you are getting a grade for it. In the case where truancy is the reason for an UNEXCUSED ABSENCE, the work shall be make up UNLESS the teacher deems it inappropriate to have the work completed.
5. If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Excused Absence: An excused absence shall be defined as doctor, dental, orthodontist, legal, or religious appointments, death in the family, and prearranged parental approved absences. Parental approved absences must be at least 24 hours in advance.

Students shall be permitted no more than seven excused absences per semester based upon parental confirmation for the reason of the absence. After the student has been excused seven times in one or more of his/her classes during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the seven excused absences, the school office will notify the parents/guardians by certified mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The parent must verify the reasons for such absences. If a student absence, is verified by a doctor’s excuse before the student has reached the limit of seven days (or classes) of excused absence, that absence will not count toward the seven days permitted in this section.

Unexcused Absence: An unexcused absence shall be defined as any absence that does not fall in the excused absence category and may include but not limited to personal grooming appointments, obtaining a driver’s license, automotive maintenance, employment during school hours, shopping, missing the school bus, leaving school unauthorized, and oversleeping. Excessive unexcused absences will result in referral to the Williamson County Truancy Officer.

Absences Due to Suspension: In school and out of school suspensions constitute disciplinary actions that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the suspension period. All assignments due during the suspension must be turned in on the day the student returns from the suspension. It is the responsibility of the student to obtain the assignments through the office. In addition, any tests due during the time of the suspension must be made up on the day of return from suspension or at the teacher’s convenience.

School-Sponsored Trips, etc.: When a student is away from school on a field trip or otherwise representing the school, the student must make arrangements with his/her teachers prior to being away from school and must make up any work missed, but the student is not counted absent.

TRUANCY FROM SCHOOL

The Compulsory Attendance Act (Article 26 in the Illinois School Code) requires that parents or guardians are legally responsible for causing their child to attend school and that, if the child is not in regular attendance, action should be taken against the parents. Public Act 097-0218 enacted in 2011 defines truants as missing 5 percent or more of the previous 180 regular attendance days. This would be 9 days.

In addition to the grade penalty the following steps will be taken in case of truancy:

- 1st Truancy:** Parent or guardian will be notified and the Guidance Counselor or Principal will hold a conference with the student. **Penalty:** In-school suspension.
- 2nd Truancy:** Parent or guardian and student will be required to arrange a conference with the Principal. **Penalty:** Two-days of in-school suspension.
- 3rd Truancy:** Referral to the Williamson County Truancy Officer. **Penalty:** Three days of in-school suspension

If persistent unexcused absence still continues, the Superintendent of the Regional Office of Education and the Board of Education of Crab Orchard Community Unit School District No. 3 will be notified.

TARDINESS TO CLASS

If you are tardy to school, or to class, go immediately to your class, wasting no time on the way. If your teacher feels that your tardiness is uncalled for, he or she may request that you see the Principal or Dean of Students for a written excuse. But in either case, they will report to the office, of the fact that you were tardy to class that hour, and this fact will be recorded in the office. If you are tardy more than three times during a semester, you will be required to serve an after school detention.

If you are tardy frequently, the Principal may take other actions, as necessary.

If a teacher detains you on school business, that teacher will write a pass for you to give to your next teacher and that tardiness will not be recorded against your record.

WITHDRAWING FROM SCHOOL

To withdraw from school for any reason, the following procedure is to be followed by the student:

1. The student must bring a signed statement from the parents or guardian to the Principal's office requesting permission to withdraw from school and state the reason.
2. Request a Withdrawal From School form at the office.
3. Contact each teacher with whom the student has classes, and the librarian, turn in all books and materials and have the form signed by each teacher.
4. Remove all personal possessions from the locker.
5. Return the Withdrawal From School form to the office.
6. Any financial obligations must be paid in the office so that the transcript may be forwarded without delay.

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

ADDITIONAL POLICIES OF INTEREST

GENERAL POLICY STATEMENT

All students shall have equal access to all courses without regard to race and/or gender.

STUDENT FEES WAIVER POLICY

It is the policy of the Board of Education to waive all required fees assessed by and payable directly to the District for instructional purposes, including the costs of school lunches, for students whose parents are unable to afford them. Such eligible students include, but are not limited to children eligible for free lunches or breakfasts under the School Lunch Program. Any student for whom instructional fees are waived shall use school purchased items on a loan basis and shall return them to the District at the end of the school term. The parents or guardians of all students shall be notified of this policy and its implementing procedures annually.

USE OF TELEPHONE

The office telephone is busy most of the time, and STUDENTS ARE NOT TO USE IT FOR SOCIAL CALLS. It is for business calls only! If someone calls you, we will deliver a message AT OUR FIRST OPPORTUNITY. We will not call students from class to the telephone except in cases of emergency. **Students must ask permission to use the telephone. Telephone access must be limited to before school, after school and lunch hour. CELL PHONE USE WILL BE PROHIBITED ON SCHOOL PREMISES FROM 7:30 A.M. – 3:05 P.M.**

ARTICLES PROHIBITED IN SCHOOL (CELL PHONE POLICY)

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Crab Orchard Unit #3. (For the purpose of this policy, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, and tablets.)

Guidelines:

- Each teacher has the discretion to allow and regulate the use of personal devices for educational purposes in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Devices may not be used to communicate with other students during their class time or another student’s class time
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
- Devices may only be used to access computer files, internet sites, and other media which are relevant to the classroom curriculum.
- Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- **School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Crab Orchard Unit #3 takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those

devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Crab Orchard Unit #3 shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

**Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Any violation of this policy will result in loss of privilege and/or the following disciplinary actions. During the course of the school year, additional rules regarding the use of personal devices may be added.

- 1st offense – Confiscated and returned at the end of the day
- 2nd offense – Confiscated, 1 day in-school suspension, and parent must pick up the device
- 3rd offense – Confiscated, parent must pick up the device, 1 day out of school suspension, and complete loss of electronic device privileges.
- Progressive suspensions thereafter

***During the course of the school year, additional rules regarding the use of personal devices may be added.

VISITATION / VISITORS

ALL VISITORS MUST REPORT TO THE HIGH SCHOOL OFFICE FOR PERMISSION TO VISIT ANY CLASSROOM. All exterior doors will be locked during the day. Every visitor will be required to ring the doorbell at the front entrance and the office staff will use a visual monitoring system to allow entry. Doors will be locked at approximately 8:10 a.m. Any student arriving after that time must use the High School front entrance and sign in at the office. The doors will once again be unlocked at approximately 2:20.

All messages and items will be delivered from the office. You may talk with teachers before or after school or by appointment. Please do not interrupt or take up class time for a conference. Parents are always welcome to visit our schools, but must first check with the Principal. All emergencies will be handled through the office. Special parent/teacher conferences are scheduled during the year. Watch for any notices which will be sent to you for the appointed times to visit your child's teacher. Mark your calendar! Every effort should be made by parents to visit the teacher on conference days.

Children visitations at our school cannot be allowed for many reasons. Children visitors many times cause disturbances or create situations, which would not normally occur. They also distract from the teacher-learning environment.

Students are not permitted to bring visitors or friends to school. Any person who is not enrolled at the school as a student must report directly to the office.

TEACHERS NAMES

Please refrain from calling teachers by their first names, even though you may know them very well. It sounds more courteous to call them Ms., Mrs., or Mr., and indicates that you respect them as teachers.

STUDENT RECORDS POLICY

The Board of Education in compliance with the "State and Local Records Acts" and the "Family Educational Rights and Privacy Act of 1974" adopted the following policy and procedures governing student records at its meeting of February 16, 1976:

- I. **EDUCATIONAL RECORDS:** Any records, files, documents, or other materials directly related to a student and maintained by the school district or a person employed by the school district. Personal files of educational personnel that are in the sole possession of the maker and not accessible to any other person are not "educational records". All other records are the property of the Board of Education.
- II. **RELEASING RECORDS:** The parent of a student must give written consent before the school may release a student's records. However, in Illinois, students are permitted to give consent for release of their records at the age of 17. The school district should

notify the parent, or student, of the following:

1. The specific records to be released.
2. The reason for the release.
3. The name of the person to whom such records will be released.

III. RECORD RELEASE CONSENT NOT NEEDED: In the following situations release consent is not required:

1. School personnel in the district who have an educational interest.
2. When transferring records to another school district that the student will be attending. However, parents or student may request to examine and challenge the contents before they are sent.
3. Federal and state educational officials for specified statutory purposes.
4. In compliance with a judicial order or a subpoena. The parents and student will be notified in advance.

IV. ADDITIONAL RELEASE REQUIREMENTS: Additional requirements should be considered before releasing student records.

1. The person or agency who receives the records must agree to obtain the written consent of the parent or student before releasing information to any other person or agency.
2. The school district should keep a log of all agencies or persons that request and obtain information from a student's records. (Does not apply to in-district personnel.)

V. HEARING TO CHALLENGE CONTENTS OF RECORDS: A parent, legal guardian student over 14 years of age shall have the right of access to the student's records and also may challenge the contents of the student's records to delete or correct any inaccurate or inappropriate data in that record. A challenge to the contents of student records will result in a hearing if the parent so requests in writing to the superintendent. An informal conference with the Principal will not require a written request.

1. A hearing shall be conducted by a hearing officer designated by the superintendent within five days or receipt of the written request.
2. The hearing shall be informal and the parents and/or student shall be granted a fair opportunity to present evidence and statements.
3. The records officer and other appropriate school personnel shall respond to these statements. The hearing shall be tape recorded or a written record made of the proceedings.
4. The hearing officer shall make a decision in writing within five days to the parents or student.
5. The decision of the hearing officer may be appealed to the Board of Education.

VI. NOTIFICATION: The school shall notify annually the parents of the students of the school district of the following:

1. The type of records pertaining to students kept by the school.
2. The school employees having custody and access to each type of record.
3. The district's policy for reviewing and expunging the records.
4. The rights of access and the access procedure.
5. The procedures for challenging the contents of the records.
6. The categories of information designated as "directory information."*

*Directory information would include the newspaper and yearbook publications. The following information may be published if the parent or student has had prior notice of the categories of information to be published and their right to deny such

publication.

1. Name and address
2. Date and place of birth
3. Main field of study
4. Participation in school sponsored activities
5. Weight and height of members of athletic teams
6. Period of attendance in the school
7. Degrees and awards received
8. Previous schools attended

VII. AGE OF ACCESS: Illinois students must be granted access to their own records at age 14.

VIII. DESTRUCTION OF STUDENT RECORDS: Educational institutions are not precluded from destroying any records. However, access shall be granted prior to the destruction of education records where the parent or student has requested such access. "Temporary records, such as pupil personnel service records, may be destroyed after one year following graduation of the student from high school."

IX. COMPLIANCE: Every application for federal funds shall, as a condition of approval, contain or be accompanied by an assurance that the applicant school is complying with provision of the act.

X. CONTENT OF RECORDS:

Permanent Record

1. Shall consist of:
 - A. Students name
 - B. Parents name
 - C. Students address
 - D. Parents address
 - E. Birth date
 - F. Birth place
 - G. Gender
 - H. Academic transcript
 1. grades
 2. class rank
 3. graduation date
 4. grade level achieved
 5. scores on college entrance exams
 - I. Attendance record
 - J. Accident and health record
 - K. Record of release of permanent information
2. May consist of:
 - A. Honors and awards received
 - B. Participation in school-sponsored activities

Temporary Record

1. May consist of:
 - A. Family background information
 - B. Intelligence test scores
 - C. Aptitude test scores
 - D. Psychological evaluations
 - E. Achievement level test results
 - F. Extracurricular activities and any offices held in school organizations
 - G. Honors and awards received
 - H. Teacher anecdotal record
 - I. Disciplinary information
 - J. Report of staffing for special education and subsequent placement of student
 - K. Verified reports from non-educational persons
 - L. Other verified information of relevance to the education of student
 - M. Record of release of temporary record

SCHOOL BUS POLICY

School bus riders, while in transit, are under the jurisdiction of the school bus driver.

Beginning the first day of the school year, bus conduct notices will be issued to students by the bus drivers for misconduct. These notices will be issued when the student is being discharged at his/her designated stop. Before transportation can be resumed the next day, the notice must be signed and given to the driver. Failure to return the notice will result in the student not being transported.

When a student has two notices on file, the parent will be notified to come to the school to discuss the conduct of the student. If a third notice is given, the student will be suspended from riding the bus for three days.

Bus riding is a privilege, not a right, and it can be denied!

1. Be on time at the designated school bus stop . . . help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the place where the bus stops.
5. Do not move toward the bus until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
9. Treat bus equipment as you would valuable furniture in your own home.
10. Never tamper with the bus or any of its equipment.
11. Leave no books, lunches, or other articles on the bus.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Help look after the safety and comfort of smaller children.
14. Do not throw anything out of the bus window.
15. Do not leave your seat while the bus is in motion.
16. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistant.
17. Be absolutely quiet when approaching a railroad-crossing stop.
18. In case of a road emergency, remain in the bus until instructions are given by the driver.
19. At a discharge point, where it is necessary to cross the highway, accompany the pupil patrol to a point at least ten feet in front of the bus where traffic in both directions may be observed. Then wait for permission from the driver before crossing. When no pupil patrol is used, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
20. After leaving the bus, help look after the safety of smaller children.
21. Be alert to a danger signal from the driver.
22. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
23. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
24. On other trips, respect the wishes of the chaperone appointed by the school.
25. Horseplay or vulgar language will not be tolerated at any time.
26. Drivers have the right to seat any child where he/she chooses.

BUILDING AND PLAYGROUND RULES

Children shall not leave the playground or school without the permission of the building Principal. Any child who wishes to leave the playground should have a note from his/her parents. The student's accident insurance policy is not in effect if a child leaves the playground or school without permission. Students who go home for lunch are covered by the student insurance if coverage has been purchased.

The Principal may establish whatever rules he reasonably feels are necessary for the health and safety of his students. These rules will vary from building to building because of the locations of these buildings and the ages of the students attending school in these buildings.

1. Children are not allowed to bring knives, water guns, BB guns, bean shooters, sling shots, laser pointers, etc. to school.
2. No shooting with rubber bands, snowball throwing, rock throwing or fighting will be allowed.
3. Children will not be allowed to play pull-off, tackle football, crack-the-whip, keep ball, etc.
4. Injured students are to report to the playground supervisor or to their teacher. Parents will be called for serious and questionable injuries. BE SURE THE OFFICE HAS AT LEAST TWO PHONE NUMBERS AVAILABLE.

5. All pets must be left at home.
6. Children are to park their bikes in racks when arriving at school and leave them there until school is dismissed.
7. Students are expected to go outside at noon hour except in case of illness or bad weather (temperature below 32 F). A note from a parent will allow them to stay in for a short period of time. An extended time (longer than one week) will require a note from a physician.

Students should keep the building clean and neat at all times, especially the restrooms. Please throw all unwanted papers, wrappers, etc. in the waste can. DON'T BE A LITTERBUG!!

INTERNET USAGE POLICY

Internet usage is available to the students at Crab Orchard School. Students are required to sign an Internet Usage Agreement (attached to handbook). If the agreement is broken, students will not be permitted to access the Internet and disciplinary action will be taken. The student, parent and teacher must sign the agreement.

RIGHTS AND RESPONSIBILITIES

SMOKING AND USING TOBACCO

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco, using tobacco products and/or possessing tobacco materials by students is not permitted on school buses, in school buildings or on school grounds at any time.

Students and parents/guardians shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information about the hazards of smoking shall be included in the curriculum.

If a staff member finds a student possessing or using smoking materials and/or tobacco products in violation of this policy, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges and/or suspension for a period of up to ten days. In all cases, the parent/guardian shall be advised and their cooperation shall be sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses or school property.

Organizations sponsoring activities in the schools shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

The Board of Education of Crab Orchard Community Unit School District #3 hereby prohibits the use of tobacco on school district property when such property is being used for any reason.

Furthermore, the school building shall be smoke-free at all times. There will be no designated areas for smoking. In addition, there will be a safe school area within 300 ft. of school property where no student will be permitted to be using tobacco, drugs, or have possession of a weapon.

For purposes of this policy the following definitions shall apply: "School purposes" include, but are not limited to, all interscholastic or extracurricular athletic, academic or other events sponsored by the school or in which pupils of the District participate.

"Tobacco" includes cigarettes, cigar, or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Agency and Police Officials - Interrogation

It is the responsibility of the District administrators to protect each student under their control, assuring that the student's legal rights are not violated.

Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the officials' investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students.

Whenever an agency or police official requests to interview a student in school, the request shall be handled in the most judicious manner. Procedures for a student interrogation shall be developed and maintained by the Superintendent. Such procedures shall be followed explicitly.

APPEARANCE OF SCHOOL

It is the duty of the student to help maintain the appearance of the school. Be very careful about where you put your feet and never mar or deface either walls nor furniture. Do not put your feet on the walls, as this leaves dirty marks.

Do not feel that you must put your name or initials somewhere on school property in order to be remembered. Your record in the office is what will be remembered longest – so make it good.

The appearance of our campus is often criticized by townspeople and former graduates and sometimes they have reason to criticize. Our students should be very careful to place waste paper in waste paper baskets, rather than on floors or the grounds of the campus. Students eating lunch in the cafeteria should remember to put their waste paper in the waste paper containers. Snacks and soda are not to be consumed in the classrooms. Gum is not allowed in the school. Vending machines located in the school are for your convenience. Abuse of these privileges will lead to the removal of the machines.

APPEARANCE OF STUDENTS

There are particular items that may be acceptable to wear outside the school environment but that can be disruptive to the educational process and will not be allowed in the school building.

- The clothing of each student must cover from the shoulders to mid-thigh. In addition, the coverage of the body is expected to be decent.
- Students are not permitted to wear hats in the building during regular school hours.
- Bandanas, sunglasses and outer jackets (of any kind) may not be worn in the classroom or in the hallways during the school day. These items are to be placed in the lockers when you enter the building.
- Students are not allowed to have in their possession or wear jewelry, accessories, or clothing that identify or depict the use of drugs, alcohol, violence, sex, occult, or gangs or are of racist nature while on the school grounds.
- For safety reasons, students will not be allowed to wear sagging pants or shorts.
- Any attire that allows undergarments to be seen will not be allowed.
- Students are not allowed to wear pajamas and house shoes.
- Continued abuse of the student appearance guidelines could result in disciplinary action. Health and safety standards will be maintained at all times for the protection of the students.
- Feet must be protectively covered.
- All students must maintain a state of personal cleanliness.
- Continued abuse of the student appearance guidelines could result in an out of school suspension.
- When a student's appearance disrupts the educational process, he or she may be subject to exclusion from school.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES – AGENCY AND POLICE OFFICIALS – INTERROGATION

It is the responsibility of the District administrators to protect each student under their control, assuring that the student's legal rights are not violated.

Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the official's investigation of unlawful activities. Inherent in the process of cooperation is the recognition of the function of the school and respect for the civil and constitutional rights of students. Whenever an agency or police official requests to interview a student in the school, the request shall be handled in the most judicious. Procedures for a student interrogation shall be developed and maintained by the Superintendent. Such procedures shall be followed explicitly.

STUDENT ACTIVITIES

STUDENT ASSEMBLIES

Assembly programs are scheduled and presented to be entertaining, educational, and informative. Pep Sessions will be held periodically. Students are expected to be polite and mannerly toward the performers. Students who cause disturbances or show disrespect to performers will be removed from the assembly and denied the privilege of attending future programs.

FIELD TRIPS

Students are taken on education tours to provide experiences available only outside the school. It is necessary that the teacher have the parent's written permission before departure time. Before these field trips, parents will receive permission slips to be signed by the parent and returned to the teacher. Any student not having a permission slip on file at school the day of the trip will not be permitted to go. When students are registered at Crab Orchard; the parents are given opportunity to sign permission forms. If a parent does not want a child to participate, then it is necessary to send a note reversing the permission.

Often time's parents will be needed to attend field trips as chaperones. Parents may request to be included on trips with your child's teacher. If by chance there are too many parents who would like to attend, each teacher will be responsible for designating which parents will be allowed to attend.

No field trips will be allowed on party days. There will be no exceptions.

PARTIES

There will be three parties during the school year for grades K-8. They are Christmas, Valentine and End-of-Year. Each child is requested to bring \$1.00 per party in advance at registration. This money is given to the room mothers so that refreshments and treats may be purchased. Treats must be store purchased. **All parties are to be held on the Crab Orchard School campus. There will be no exceptions.**

Birthdays may be celebrated at school by allowing children to bring refreshments to school for every child in his or her room. These parties are held in the afternoon at a time designated by the teacher.

No party invitations will be distributed at school unless every child in the class is being invited.

CRAB ORCHARD GRADE SCHOOL CHEERLEADING QUALIFICATIONS AND SELECTIONS

1. Students must be enrolled in grades 5 – 8.
2. Students interested in becoming a cheerleader will try out before a panel of judges consisting of judges from university, college or area high school cheerleading squads and their sponsors. The judges will select six cheerleaders for the Varsity squad and six cheerleaders for the Jr. Varsity squad.

3. Seventh and eighth grade students are eligible for the Varsity squad and fifth, sixth and seventh grade students are eligible for the Jr. Varsity squad. No seventh graders may be selected for both squads.
4. Cheerleaders will be judged on ability, interest, leadership, sportsmanship, ability to get along with others and school/game attendance.
5. Cheerleader candidates will be given the following list of rules and regulations prior to trying out for the squad and each candidate and their parents must pledge to obey these rules:
 - I will attend all basketball games. The only reason for my not attending will be because of a medical excuse or death in immediate family.
 - I will be on time for each game and be dressed in my complete uniform.
 - I will cooperate fully with the head cheerleader and with the advisor.
 - I will be present at practices as called by sponsor.
 - I will be responsible for the cost of the cheerleading uniform.

ATHLETIC CONDUCT AND SPORTSMANSHIP RULES

1. Players and cheerleaders should be dressed properly for their own safety. Conduct and appearance should not be embarrassing to the school, community or individual. Unsportsman-like conduct will be brought before a review board that will make recommendations for action that may be taken as a result of such conduct.
The review board will consist of the Principal, a coach, a school board member, and a student team captain. Parents of the student involved will be permitted at the review board meeting. Complaints may be registered in writing by administration, coach or players.
2. Cheerleaders and players must ride the bus to and from basketball games or with parents upon notification of coach by personal contact. Failure to do so will result in suspension from the next activity.
3. Players that miss practice three times with no excuse will be dropped from the team.
4. Players and cheerleaders observed smoking, using drugs, or drinking alcoholic beverages by the coach will be given a suspension for first offense and will be eliminated from the team upon second offense. The coach cannot act on what is told by others. Principal may also suspend from athletic participation when observed by Principal.
5. Players and cheerleaders that miss school on the day of a game cannot participate in a game the same night. Exception would be a funeral or hospitalization of a member of the family or attendance at a school sponsored activity.
6. A player that misses a practice the day before a game may not participate in the game if absence is not approved by Principal or coach.
7. Academic requirements will comply with IHSA rules for high school students.

BASKETBALL GAMES

Students should remain in their seats while the teams are playing on the floor. Students are not allowed to play in the halls before, during or after the games. Inappropriate behavior at the basketball games will not be tolerated. These students will be requested to leave the basketball game, school grounds, and not be allowed to return with the possible suspension from attendance at future basketball games.

III. OTHER INFORMATION

INFORMATION OF INTEREST

PTO

The Crab Orchard School Parent Teacher Organization (PTO) is extremely active and important. The PTO meets each month. You may call the school office for more information about the PTO.

LOST AND FOUND

All clothing, billfolds, purses, books and equipment should be plainly marked with nametape or ink for children in all grades. Each year a considerable quantity of unclaimed articles accumulate. Have your child check in the office for missing articles.

USE OF FACILITIES / RENTAL RATES

USE OF FACILITIES

Facilities may be rented for the seasonal sports for \$20.00 per hour during weekdays. (Saturday, Sunday and holidays may not be available).

1. Smoking is prohibited in public schools by State Law.
2. Alcohol or illegal substances are prohibited by State Law.
3. Profanity is not permitted.
4. Good sportsmanship is the rule for all athletic events.
5. Care of equipment and facilities is expected. Anything broken requires reimbursement. If the need arises, emergency numbers are:
 - Ambulance - 993-3019 or 911
 - Heartland Regional Hospital - 998-7000
 - Williamson County Sheriff - 997-6541 or 911

NOTICE: Asbestos containing materials are labeled. There are no Friable Asbestos materials in Crab Orchard Schools.

Everything is the same for the Multi-Purpose Room except the following statement:

Facilities may be rented on evenings when there are no sport activities and weekends by in-unit individuals and in-unit groups for \$40.00 per activity.

RENTAL RATES

School facilities will be available for use by classes and clubs upon request and proper scheduling. A sponsor must be present at all activities and be responsible for the safety of the student and protection of facilities. The grade school gymnasium may be scheduled through the Principal with no fees for school-sponsored events. For community use of the grade school gym, \$20.00 per hour will be the fee for local residents. The gym will only be rented to local residents. Activities involving the Use of the cafeteria and multi-purpose room must be scheduled through the Principal. The I.M.C. may be scheduled through the Principal and groups must be limited to 35 or less. School activities take precedence over other uses. School personnel must open and close the building and be on hand during time gym is used.

PROFIT MAKING ORGANIZATIONS OR INDIVIDUALS:

Gym - not available

Multi-Purpose - not available
Multi-Purpose & Kitchen - not available
I.M.C. - not available

IN-UNIT ATHLETICS CHURCH GROUP & INDEPENDENT:

Gym - \$20.00 per hour
Multi-Purpose - \$20.00 per hour
Multi-Purpose & Kitchen - not available
I.M.C. - not available

IN-UNIT INDIVIDUAL FOR SHOWERS, RECEPTIONS, ETC.

Gym - \$40.00
Multi-Purpose - \$40.00
Multi-Purpose & Kitchen - \$40.00 plus kitchen supervisor at cooks hourly rate
I.M.C. - \$40.00

COMMUNITY SERVICE, WATER, SENIOR CITIZEN, P.T.O.

Gym - no charge
Multi-Purpose - no charge
Multi-Purpose & Kitchen - kitchen supervisor at cooks hourly rate
I.M.C. - -0-

POLITICAL GROUPS PARTISAN POLITICS

Gym - \$75.00
Multi-Purpose - \$75.00
Multi-Purpose & Kitchen - not available
I.M.C. - -0-

OUT OF UNIT INDIVIDUALS

USE OF FACILITIES NOT AVAILABLE

OUT OF UNIT CHURCH GROUPS

USE OF FACILITIES NOT AVAILABLE

SCHOOL SPONSORED ACTIVITIES

Gym - no charge
Multi-Purpose - no charge
Multi-Purpose & Kitchen - cooks paid at unit hourly rate by club
I.M.C. - no charge

NO ATHLETIC RENTAL ON WEEKENDS OR HOLIDAYS

CRAB ORCHARD SCHOOL SONG

We're loyal to you C.O. High
We're orange and black C.O. High
We'll back you to stand
It's the best in the land
For we know you have sand C.O. High (rah! Rah!)

Fling out that dear old flag
of orange and black
Bring on your sons and daughters
fighting for you
Like men of old fought giants
placing reliance
Shouting defiance Oskie Wow! Wow!
Amid the broad green fields
that nourish our lands
For honest labor and
for learning we stand
And unto thee we pledge our hearts and hands
Dear alma mater C.O. High
15 Rahs!!!

CRAB ORCHARD COMMUNITY UNIT DISTRICT NO. 3
19189 Cory Bailey Street
Marion, IL 62959
SUPERINTENDENT
Mr. Derek Hutchins

PRINCIPAL
Mr. Sy Stone

BOARD OF EDUCATION

Mr. Matt Troxel	President
Mrs. Carolyn Gray	Secretary
Mr. Eric Shadley	Vice President
Mr. Dale Anderson	
Mr. Rob Ray	
Mr. Randy Jones	
Mr. Tim Bailey	

FACULTY

Mr. William Gibson	Kindergarten
Mrs. Gretchen Harris	Kindergarten
Mrs. Marcia Jackson	1 st Grade
Mrs. Angela Simich	1 st Grade
Mrs. Sandy Brainard	2 nd Grade
Ms. Lori Howell	2 nd Grade
Mrs. Michelle Kissing	3 rd Grade
Mrs. Jennifer Hancock	3 rd Grade
Mrs. Carri Massey	4 th Grade
Mrs. Sumer Ogelsby	4 th Grade
Mrs. Amy Doss	5 th Grade
Mrs. Denise Maragni	Special Education
Mrs. Tally Taylor	Elem. Sp. Ed. Teacher's Aide
Ms. Lori Johnson	Pre-K Teacher
Mrs. Kim Reynolds	Pre-K Teacher's Aide
Ms. Tara Tanner	Title I
Mrs. Jacquelyne Blumenstock	Teacher's Aide/ /JH Volleyball
Mrs. Amanda Killman	Teacher's Aide
Ms. Teresa McDonald	Librarian/Computer Lab
Ms. Rene Peter	Speech
Mrs. Debbie Hale	Guidance

STAFF

Mrs. Christina Johnson	Elementary/Unit Secretary
Mrs. Teresa Hill	Bookkeeper
Mrs. Andrea Anderson	School Nurse
Mr. Keith Johns	Athletic Director
Mr. Tom Harrison	Computer Technician
Mr. Terry Bailey	Jr. High Baseball
Mrs. Amy Kissing	Jr. High Cross Country
Mr. Troy Williams	Jr. High Basketball

Crab Orchard Community Unit School District #3

Internet Usage Agreement

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

Terms and Conditions

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

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

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

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

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principals shall monitor student Internet access.

STUDENT HANDBOOK COMPLIANCE AGREEMENT

As a student of the Crab Orchard Community Unit School District #3, I have received a student handbook. I understand the general information, expectations, rules, and regulations set forth by this book. I have also had the handbook reviewed for me by a teacher and have been given the opportunity to request clarification on any topic presented.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Understanding the school rules that have been stated in the handbook, reviewed by my teacher, and approved by the School Board, I do hereby agree to comply with those rules.

Student Signature	Grade	Date
Parent Signature		Date
Reviewing Teacher		Date

INTERNET USAGE AGREEMENT

Parent or Guardian:

As the parent or guardian of this student, I have read the Internet Usage Agreement. I understand that this access is for educational purposes only. I recognize that, although precautionary measures have been taken by the district, it is impossible to restrict access to all controversial materials and I will not hold Crab Orchard Community Unit District #3 responsible for materials acquired on electronic resources at the school. Further, I accept responsibility for setting and conveying the standards that my child should follow on the use of the Internet. I hereby give permission for my child to have access to the Internet according to the guidelines in this document.

Parent or Guardian Name (Please print)	Parent or Guardian Signature
Date	