

## 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 7:00 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.

## **GENERAL POLICY STATEMENT**

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

## **STATE & FEDERAL PROGRAMS**

Crab Orchard Community Unit School District No. 3 participates in state and federally funded programs to provide instructional services, inservice 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.

Guidelines for the Gifted Education Program require that established procedures be used to identify students for participation, that they be applied uniformly, and that they be made public. The district uses ability tests, achievement tests, teacher recommendations and previous grades to select students for participation in the program. Criteria are applied to each student equally. The rank order scores are combined and the top 5 to 8 percent of the population at each grade level from 3<sup>rd</sup> through 12<sup>th</sup> is selected for participation.

## **ADMISSION OF PUPILS**

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

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	\$21.00
GRADES 1-8	\$25.00
GRADES 9-12	\$30.00

<u>MONTH</u>	<u>KINDERGARTEN</u>	<u>GRADES 1-8</u>	<u>GRADES 9-12</u>
September	\$21.00	\$25.00	\$30.00
October	20.00	24.00	28.00
November	20.00	24.00	28.00
December	20.00	23.00	27.00
January	19.00	22.00	27.00
February	19.00	21.00	25.00
March	18.00	21.00	25.00
April	18.00	20.00	23.00
May	17.00	19.00	22.00

Refunds of Instructional Materials Fees are as follows:

	<u>Grades 1-8</u>	<u>Grades 9-12</u>
Sept.	\$12.00	\$15.00
Oct.	11.00	13.00
Nov.	11.00	13.00
Dec.	10.00	12.00
<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-8 Students - \$1.50	Adults - \$2.25
9-12 Students - \$1.75	

**Breakfast:**

K-12 Students - \$1.00	Adults - \$1.50
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**Old Gym Rental** - \$16.00 per hour      **Multi-Purpose Room** - \$35.00

**Bus Riding Fees:** Adults - \$1.50    Students - \$0.50    **Driver Education Fee** - \$35.00 Behind the Wheel

## **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.**

## **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 secretary, P.E. teacher, Dean of Students, or Principal. Under no circumstances is a student to go 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)

## **VISITATION**

**ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE FOR PERMISSION TO VISIT ANY CLASSROOM.** 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 the 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.

## **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.

## **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.

## ATTENDANCE

When you are absent from school, the absence is recorded in our office records. A parent should 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.

If the parent or guardian does not call or 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.

Don't ever get the idea that attendance at school is UNIMPORTANT. Remember that grades reflect academic performance, class participation, and presence in class. Your attendance in school should come before almost anything else. Too many students miss school for trivial or personal reasons that could be attended to on Saturdays or after school.

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 made up UNLESS the teacher deems it inappropriate to have the work completed.

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, and oversleeping.

Absences due to suspension: An out of school suspension constitutes a disciplinary action 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.

### **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.

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

**1<sup>st</sup> Truancy:** Parent or guardian will be notified and the Guidance Counselor or Principal will hold a conference with the student. **Penalty:** In-school suspension

**2<sup>nd</sup> Truancy:** Parent or guardian and student will be required to arrange a conference with the Principal. **Penalty:** Two (2) days of in-school suspension.

**3<sup>rd</sup> Truancy:** Referral to the Williamson County Truancy Officer. **Penalty:** Three (3) 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, 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.**

### **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 and desk.
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.

**ELEMENTARY DAILY SCHEDULE**

Daily Time Schedule – Grades K – 5

First Bell	8:00 a.m.
Take Up Bell	8:05 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.

Daily Time Schedule – Sixth Grade

The sixth grade student’s day is divided into seven 45-minute class periods, and one 30 minute lunch period.

PERIOD	TIME
Period 1	8:05 – 8:50
Period 2	8:53 – 9:38
Period 3	9:41 – 10:26
Period 4	10:29 – 11:14
Channel One	11:17 – 11:29
Period 5	11:29 – 12:14
Lunch	12:14 – 12:44
Period 6	12:47 – 1:32
Period 7	1:35 – 2:20

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., they are required to go the Multi-Purpose Room and sit down until the teachers arrive and begin their hall duty at 8:00 a.m.

**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](http://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 CHARGES**

Crab Orchard Unit #3 provides every student with a free/reduced price lunch application on the opening day of school. This gives each household an opportunity to apply for free or reduced lunches, depending on the qualifying income and household size. These applications are reviewed and each applicant is notified of his eligibility for free or reduced lunches. These applications are available throughout the school year at the parent’s request if there is a change in employment that would make children eligible for free or reduced lunches.

Crab Orchard Unit #3 cannot receive state or federal reimbursement for unpaid lunches. Therefore, for the school year, the following guidelines will be used:

1. Submit your lunch application to see if your child qualifies for free or reduced lunches.
2. Lunches should be paid for at the beginning of each week.
3. If a student must charge, they may do so, but if they need to charge more than one week, approval must be arranged through the office. **When lunch charges total TEN, no additional charges can be made until charges are paid in full. THIS WILL BE STRICTLY ENFORCED.**
4. Notices of lunch charges will be sent home each week.

### **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. Performance in Illinois State Achievement Test (ISAT).
4. 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.

### **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	92 – 100
B – Achievement of high quality	84 – 91.9
C – Average achievement	76 – 83.9
D – Less than average	68 – 75.9
E – Work unsatisfactory	
S – Satisfactory	
N – Needs improvement	
U – Unsatisfactory	
P – Passing	

Grades 1-3 must have a grade point average of 2.5 in reading and mathematics, having passed both subjects

in order to be promoted. Grades 4-6 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 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 1<sup>st</sup> period ends near the last of October, the 2<sup>nd</sup> ends in the middle of January, the 3<sup>rd</sup> 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.

### **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 students 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. Teachers also may require that a student remain after school to complete unfinished assignments. 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 ten (10) 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: An 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.

- 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 grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentiality, 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.

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

**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".

## STUDENT CONDUCT & SUSPENSION GUIDELINES

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.

In accordance with provisions of the School Code and/or School Board policy, a Crab Orchard Unit #3 student may be suspended from one (1) to ten (10) days for the following offenses: (Subsequent or multiple offenses may result in more severe disciplinary action.)

1. bus disturbance (3<sup>rd</sup> offense)
2. assaulting a staff member\* (10 days)
3. smoking on school property\* (3 days)
4. harming fellow students or staff members\*
5. fighting – both students – unless there is a clear indication that only one student is responsible for the fight\*
6. hazing\* (10 days)
7. possession or consumption of a controlled substance on school property or at school activities\* (10 days)
8. possession or consumption of alcohol on school property or at school activities\* (10 days)
9. sale or attempted sale of a controlled substance on school property\* (10 days)
10. possession of a deadly weapon on school property\* (10 days)
11. excessive abuse of hall pass
12. disruption of the educational process, whether in the classroom, hallway, campus or cafeteria
13. cell phone use (2<sup>nd</sup> offense)
14. excessive tardiness
15. unexcused absences (3<sup>rd</sup> offense)
16. truancy (1<sup>st</sup> offense)
17. leaving class without permission
18. leaving school without permission from the Principal or Dean of Students (1<sup>st</sup> offense)
19. refusal to serve detention(s) or in-school suspensions
20. cursing, profanity or vulgar speech
21. insubordination or disrespect to school personnel or disrespect to other students
22. vandalism or theft of personal property\*
23. vandalism or theft of school property\*
24. sexual misconduct (verbal or physical)\*
25. attempting to organize or participate in gangs or secret society activities that disrupt the educational process or damage property\* (10 days)
26. littering or loitering
27. tampering with fire alarms or fire extinguishers
28. possession of explosives\* (10 days)
29. possession of toys, including fireworks & water pistols
30. possession of beepers, lasers, and other electronic devices (1<sup>st</sup> offense)
31. continued violation of the Student Appearance Guidelines
32. arson\*
33. possession or sale of pornographic materials\*
34. forgery of a pass or note from home
35. cheating on homework or tests
36. 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

\*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.

## DETENTIONS

All after school detentions will be served after school from 2:20 to 3:05 p.m. and will be under adult supervision. Parents will have prior notice before an after school detention is to be served so that transportation arrangements can be made. Before school detentions must be set up in advance with the Principal or Dean of Students. After three detentions, parents will be called to come in for a conference with the Principal and guidance counselor. This does not preclude teachers from requiring students to stay after school to make up work. Part-time and half-time teachers should make arrangements with the Principal or Dean of Students concerning detention. Full-time teachers should handle detentions from 2:20 – 3:05 p.m.

## 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.

## 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.

## AGGRESSIVE BEHAVIOR (BULLYING)

The Crab Orchard Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

### Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

### The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to 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.

### **INSUBORDINATION**

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

### **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.

### **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.

**ISAT (Illinois Standards Achievement Test):** A comprehensive test given by the State of Illinois to all 3, 4, 5, 7 and 8th graders in March.

**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.

### **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 16. 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.

## 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.

### **INTERNET USAGE POLICY**

Internet usage is available to the students at Crab Orchard. Students are required to sign an Internet usage agreement. 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.

### **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**

Students who are found to have head or body lice shall be excluded from school as soon as reasonably possible. Students who have been excluded from school because of head or body lice will not be readmitted until all evidence of nits, either dead or alive, is gone. A written statement from a physician shall constitute proof of the above, or the student must be cleared by designated school personnel.

## **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 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.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **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 neither 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 initial somewhere on school property in order to be remembered. Your record in the office is what will be remembered the 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 container.

### **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.
- Students are not permitted to wear hats in the building during regular school hours.
- Bandannas, sunglasses and outer jackets (of any kind) may not be worn in the classroom or in hallways during the school day. These items are to be placed in 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 a racist nature while on school grounds.
- For safety reasons, student 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.

## **ARTICLES PROHIBITED IN SCHOOL**

Students are not to bring toys and electronic devices to school without consent of their teacher. Students are not allowed to have laser pointers at school.

- Cell phone use during school hours is prohibited. If the student uses or have in their possession a cell phone during school hours, the phone will be taken from them. (School hours: 7:30 a.m. – 3:05 p.m.)
- First offense: Parent will be notified and may retrieve the cell phone from the principal's office.
- Second offense: Parent will be notified and may retrieve the cell phone from the principal's office. A one (1) day in-school suspension will be implemented.
- Further offenses: Parent will be notified and may retrieve the cell phone from the principal's office. A suspension will be implemented. Continued offenses may lead to the implementation of an out of school suspension
- Electronic Device use during school hours is prohibited: All electronic devices such as iPods, mp3players, cameras, etc. are prohibited from school. Students with such devices at school will result in the same consequences as for the use and possession of cell phones.

## **CONDUCT OUTSIDE THE BUILDING**

### **SMOKING & TOBACCO**

Effective August 1, 1997, 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 readmittance 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.

## **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.

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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.

### **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.

### **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.

### **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.

### **STUDENTS RIGHTS AND RESPONSIBILITIES - 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.

## **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. Unsportsmanlike 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.
5. Academic requirements will comply with IHSA rules for high school students.

## **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 and sportsmanship, the 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.

## 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.

## 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.

## 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.

### **USE OF FACILITIES**

Facilities may be rented for the seasonal sports for \$16.00 per hour (weekdays only, Saturday, Sunday and holidays not 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 \$35.00 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, \$16.00 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 - \$16.00 per hour  
Multi-Purpose - \$16.00 per hour  
Multi-Purpose & Kitchen - not available  
I.M.C. - not available

#### **IN-UNIT INDIVIDUAL FOR SHOWERS, RECEPTIONS, ETC.**

Gym - \$35.00  
Multi-Purpose - \$35.00  
Multi-Purpose & Kitchen - \$35.00 plus kitchen supervisor at cooks hourly rate  
I.M.C. - \$35.00

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**

**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.

**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 times 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.

**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.

**PARTIES**

There will be three parties during the school year. They are Christmas, Valentine and End-of-Year. Each child is requested to bring \$1.00 per party at least one week in advance. This money is given to the room mothers so

that refreshments and treats may be purchased. Treats must be store purchased.

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.

### **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.

### **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!!**

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

SUPERINTENDENT

Mr. Derek Hutchins

PRINCIPAL

Mr. William McSparin

DEAN OF STUDENTS

Mr. Keith Johns

BOARD OF EDUCATION

Mr. Matt Troxel	President
Mrs. Carolyn Gray	Secretary
Mr. Dallas Duty	Vice President
Mr. Dale Anderson	
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FACULTY

Mr. William Gibson	Kindergarten
Mrs. Gretchen Harris	Kindergarten
Mrs. Marcia Jackson	1 <sup>st</sup> Grade
Mrs. Angela Simich	1 <sup>st</sup> Grade
Mrs. Sandy Brainard	2nd Grade
Mrs. Carly Angelly	3rd Grade
Mrs. Carri Massey	4th Grade
Mrs. Amy Doss	5th Grade
Mrs. Kristi Rix	6th Grade
Mrs. Denise Maragni	Special Education
Mrs. Peggy Bailey	Special Education Aide
Mrs. Leah Gravatt	Special Education Aide
Mrs. Nicki Schumacher	Pre-K Teacher
Mrs. Sharon Burns	Pre-K Aide
Mrs. Tara Larson	Title I/JH Volleyball/HS Asst. Volleyball
Mrs. Jennifer Hancock	Chorus/Music/Art
Mrs. Christina Johnson	Teacher Aide
Mrs. Angie Phillips	Teacher Aide
Ms. Teresa McDonald	Librarian/Computer Lab
Mrs. Debbie Hale	Guidance

STAFF

Mr. Corey Turner	Jr. High Basketball
Mr. Dale Anderson	Jr. High Baseball
Mrs. Teresa Hill	Elementary/Unit Secretary
Mrs. Brenda Wall	Bookkeeper