
**CRAB ORCHARD COMMUNITY
UNIT SCHOOL DISTRICT #3**



**2026 - 2027
CRAB ORCHARD CUSD #3
PARENT-STUDENT HANDBOOK**

www.cocusd3.org

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I. GENERAL INFORMATION

SCHOOL INFORMATION

HISTORY OF SCHOOLS AT CRAB ORCHARD

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

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

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

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

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

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

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

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

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

INTRODUCTION

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

BOARD OF EDUCATION

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

PHILOSOPHY OF EDUCATION

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

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

SCHOOL ADMISSIONS

ADMISSION OF PUPILS

- Board policy dictates all students entering kindergarten must be 5 years of age before September 1st.
 - Students not attending kindergarten but wishing to enroll in 1st grade must be 6 years of age before September 1st.
- All children entering kindergarten or first grade in Crab Orchard Community Unit #3 are required to present a birth certificate and valid social security number.
- All students entering high school 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.
- All students enrolling in Crab Orchard CUSD 3 after an accredited homeschooling program, will be tested to determine their grade level performance. Grade level performance and age of the student; along with parent, teacher and administrative recommendation will determine grade placement.

HIGH SCHOOL STUDENT REGISTRATION AND CLASS ASSIGNMENTS

- In March or April, appointments will be set up for students to register for the following year. At the beginning of the school year, students receive their class schedule.
 - Pre-registration is intended for students to select possible courses in which he/she would like to enroll the following year.
 - Pre-registration is tentative.
 - Once schedules are finalized, a valid reason is needed in order for a schedule change.
 - If students wish to make a change in schedule, they must make an appointment with the Guidance Counselor.
 - **No changes in classes will be made after school has been in session five (5) complete days.**
 - Pre-registration at Crab Orchard is unique compared to larger school districts.
 - Each student is registered individually.
 - Each student has a time designated with the guidance counselor to discuss individual student records. This individual approach enables us to counsel the student more effectively.

INSTRUCTIONAL MATERIALS FEES & REFUND SCHEDULE

Instructional Materials Fee is payable on registration day (per school year).

KINDERGARTEN:	\$30.00
GRADES 1-3	\$35.00
GRADES 4-8	\$35.00 plus \$45 for insurance on laptop
GRADES 9-12	\$40.00 plus \$45 for insurance on laptop

Refunds are as follows:

<u>MONTH</u>	<u>KINDERGARTEN</u>	<u>GRADES 1-12</u>	<u>GRADES 9-12</u>	<u>KINDERGARTEN</u>	<u>GRADES 1-12</u>
September	\$30.00	\$35.00	\$40.00	Sept. \$8.50	\$17.00
October	\$29.00	\$33.00	\$38.00	Oct. \$8.50	\$16.00
November	\$29.00	\$33.00	\$38.00	Nov. \$8.50	\$16.00
December	\$27.00	\$32.00	\$37.00	Dec. \$8.50	\$15.00
January	\$20.00	\$30.00	\$35.00	NO REFUNDS AFTER JANUARY 1^S	
February	\$20.00	\$30.00	\$34.00		
March	\$19.00	\$29.00	\$33.00		
April	\$19.00	\$29.00	\$33.00		
May	\$18.00	\$27.00	\$30.00		

<u>OTHER FEES:</u>	Breakfast/Lunch:	FREE for all K-12 students	\$2.25 Breakfast - Adults
	K-5 Classroom Parties:	\$1.00 per party	\$2.50/\$4.00 Salad Bar only/ Lunch - Adults

STUDENT FEES & TEXTBOOKS

- Student fees are established by the Board of Education and are the responsibility of the students and parents to fulfill.
 - Certain classes may require a fee for use of extra materials.
 - **Driver Education (Behind the Wheel) fee is \$50.00.**
- Textbooks are provided for all students.
 - Each student is responsible for the books he/she is issued.
 - If a book is lost, destroyed, or stolen, the student will be responsible for the replacement cost.
- During school time, insurance will be provided by the district.

TRANSFER STUDENT

- Students who transfer from Private/Christian high schools or home-schooled, must be in attendance for three (3) semesters before they will be included in class rank lists based on cumulative grade point average.

WITHDRAWAL OF PUPILS

- Any student transferring to another school district is required to have the following information that may be obtained from the Principal:
 - Grade assignment
 - Current address
 - Reason for withdrawal
- All unpaid student fees, materials, lost books, etc., should be paid before the last day of attendance. Please notify the school, in advance, of the student's final attendance day.

CHILD NUTRITION SERVICES

BREAKFAST & LUNCH PROGRAM

For the 2026-2027 school year, we are pleased to offer free breakfast and lunch to all Crab Orchard CUSD #3 students. Crab Orchard CUSD 3 participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). Schools that participate in the CEP are able to provide healthy breakfast and lunch each day at no charge for ALL students enrolled in that CEP school.

- Breakfast and lunch will be served each full day school is in session.
- The cafeteria will be open each morning from 7:30 a.m. to 8:03 a.m. for students who wish to eat breakfast.
- Milk is provided with breakfast and lunch.
 - Students must take a milk unless a doctor's note is provided stating an allergy/intolerance.
 - Milk is available to all students who bring their lunch.
- Soda is not allowed in the cafeteria during lunch hours.
- **Energy drinks are NOT permitted.**
- Monthly menus will be posted on the school website and Teacherease.

BREAKFAST/LUNCH TIME EXPECTATIONS & PROCEDURES

1. All students are required to eat in the cafeteria. This is the only area where food should be consumed.
 - a. Students should not be in classrooms or hallways during these times.
 - i. A teacher pass is required to be in classrooms/hallways.
 1. Failure to follow these procedures may result in disciplinary action.
2. When students go to lunch, they should exit promptly and in a manner that will not disturb on-going classes.
 - a. Students are expected to walk to the cafeteria and wait in line for their turn.
3. Restroom use should be limited and permission should be obtained by the supervisors.
4. **CRAB ORCHARD CUSD #3 IS A CLOSED CAMPUS.**
 - a. **Students are not permitted to leave campus or go to the parking lot without the permission of the building principal.**
 - b. **Students are not permitted to have food delivered to the school by an outside vendor, parents/guardians, etc.**
5. Cafeteria tables and floors should be kept clean.
6. **Food and drinks are to be kept in the cafeteria.**
 - a. The misuse of food/drink may result in disciplinary action.

STUDENT HEALTH

DISCLAIMER

- The Principal, Superintendent, and Board of Education may make whatever rules are necessary for the safety and health of the children attending Crab Orchard CUSD #3.
- Students who are injured at school should immediately report to a teacher, supervisor, nurse, etc.
 - Parents will be notified of any injury requiring medical attention.

HEALTH INFORMATION

- All health requirements must be met before students start school.
 - **UNDER ILLINOIS LAW, STUDENTS WHO ARE NOT IN COMPLIANCE WITH HEALTH REQUIREMENTS WILL BE UNABLE TO ATTEND SCHOOL UNTIL ALL HEALTH REQUIREMENTS ARE MET.**
 - Students in attendance the previous year will be excluded until compliance.
 - New students will be given 15 days to be in compliance.
- Sports physicals are required BEFORE trying out for the sport.
 - Sports physicals are good for 395 days (one (1) year and one (1) month).
 - Sixth (6th) and ninth (9th) graders may use their school physicals in lieu of a sports physical.

	PHYSICAL	IMMUNIZATIONS	LEAD SCREENING	DENTAL EXAM	VISION EXAM
PRE-K	✓	✓	✓		
KINDERGARTEN	✓	✓	✓	✓	✓
SECOND GRADE				✓	
SIXTH GRADE	✓	✓		✓	
FRESHMEN	✓			✓	
SENIORS		✓			
ALL STUDENTS NEW TO CRAB ORCHARD	✓	✓	IF IN A REQUIRED GRADE	IF IN A REQUIRED GRADE	IF FIRST TIME ATTENDING AN <u>ILLINOIS</u> SCHOOL (must be submitted by October 15th)

ADMINISTERING MEDICATION TO STUDENTS

- The Board of Education recognizes that the administration of medication during the school day may be necessary.
- **Arrangements for the administration of medication to any student must be made through the school nurse.**
 - No over the counter medications will be administered without parent consent.
- 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 student's parents/guardians 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.

ILLNESS AT SCHOOL AND RELEASE OF STUDENTS DURING SCHOOL HOURS

- Students who have been excused from class for illness SHOULD REPORT TO THE NURSE'S OFFICE.
- If you are sick, notify your teacher, the nurse, or the office (let an adult know you are sick and where you are going).
- **The office and/or nurse will contact parents to let them know you are ill.**
 - If you find it necessary to leave school because of illness or an emergency at home, you **MUST HAVE CONSENT OF THE OFFICE.**
 - It is an **UNEXCUSED ABSENCE TO LEAVE SCHOOL WITHOUT OFFICE CONSENT.**
 - Signing out is not enough.

LICE - HEAD OR BODY

- The school will observe recommendations of the Illinois Department of Public Health regarding head lice.
- Parents/guardians are required to notify the school nurse if they suspect their child has head lice.
- Parents/guardians will be notified if lice are found on their child at school.
 - The school will provide instructions to the parent/guardians regarding appropriate treatment.
 - The school nurse along with the parents/guardians will monitor the child.

MENTAL HEALTH ABSENCES

Public Act 102-321, the Excused Student Absence for Mental Health Reasons Act, went into effect January 1, 2022. This act allows students to have an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five (5) excused Mental Health Days per school year. These five (5) days count toward the total excused absences already allowed per school year. After the student uses five (5) Mental Health Days, **a doctor's note will be required**. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. Mental Health Days are excused absences in the same way as if a student were physically ill and **are included in the excused absences for final exams**. Crab Orchard CUSD #3 recognizes the importance of mental health and wants to support our families. If you would like to discuss your child's mental health with the social worker, please contact your school office. The following process will be implemented:

- Day 1: An email will be sent with a list of resources to the parent.
- Day 2: An in-person meeting will be made with the student and the school social worker. The parents may be contacted.
- Day 3: Meeting with the social worker and parent contact will be made.
- Day 4: Meeting with the social worker and in person parent meeting to discuss resources.
- Day 5: Meeting with the social worker or counselor and a doctor's note **must** be provided after this day.

PESTICIDE ANNOUNCEMENT

- Crab Orchard CUSD 3 uses pesticides to keep its school buildings free from insects and rodents.
 - Licensed contractors are used, according to state regulations, to apply pesticides when students are not present.

STUDENT SAFETY/EMERGENCY PROCEDURES

ALCOHOL, DRUGS, SMOKING, TOBACCO & VAPING

- The use of alcohol, illicit drugs and the unlawful possession of drugs and/or alcohol are wrong, 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 on school district property and/or school sponsored events may be but not limited to:
 - Recommended for expulsion (Superintendent's hearing)
 - Refer to Board Policy No. 7210 for details.
 - Recommended to alternative school/placement
 - Suspended from school for a period of ten (10) days and referred to local county authorities for prosecution
 - Reviewed by the Principal prior to re-admittance to school
 - 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.
- The Board of Education of Crab Orchard Community Unit School District #3 hereby prohibits the use or possession of tobacco/vapes on school district property when such property is being used for any reason and/or school sponsored events.
 - First time offense will result in a minimum of five (5) days out of school suspension.
 - Second time offense will result in a minimum of five (5) days out of school suspension and a meeting with parents and administration.
 - Third time offense will result in a minimum of five (5) days suspension, meeting with parents and administration, and alternative consequences deemed appropriate.
- School buildings shall be smoke-free at all times.
 - There will be no designated areas for smoking or vaping.
 - There will be a safe school area within 300 feet of school property where no student will be permitted to use nicotine products; such as vapes, tobacco, drugs or have possession of a weapon (including knives).
- **Reasonable suspicion of possession or use of an illicit product gives school officials the right to search and/or seize materials on any school property and/or school sponsored event.**

BULLYING, INTIMIDATION, AND HARASSMENT

- Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals of the Crab Orchard District and Board of Education. In accordance with the provisions of the Illinois School Code Section 5/27-23.7, it is the policy of this Board of Education that bullying, intimidation, and/or harassment of students of the District shall not be permitted. (Reference Board Policy 7:180)
 - Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
 2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
 3. Substantially interfering with the student's or students' academic performance; or
 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.
- **Bullying is prohibited and disciplinary action will be taken if:**
 - Bullying happens while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
 - Bullying occurs through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
 - Bullying occurs through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program, or from the use of technology/electronic device that is not owned, leased, or used by the School District, if the bullying causes a substantial disruption to the educational process or orderly operation of a school.
 - This applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.
- Students who are victims of bullying, intimidation, or harassment, as stated in this policy, are encouraged to notify any school district employee (orally or in writing) who will report the alleged incident to a building administrator.
 - **All reports will be investigated by a building administrator and when there is substantial evidence of violation of this policy, the administration and/or Board of Education shall take appropriate action.**
 - **This may include but not limited to a warning, detention, suspension, expulsion, police contact, and/or any other disciplinary action warranted.**

HOMELESS / MCKINNEY-VENTO

- **Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *homeless* as follows:**

The term "homeless children and youths"-- (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;•: (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

- All homeless students have the right to:
 - **Immediate school enrollment** - A school must enroll homeless children EVEN IF they lack health records, school records, proof of guardianship or proof of residency .
 - **Remain identified** - homeless students will remain identified as homeless until he/she becomes permanently housed, or until the end of the academic year.
 - **Participate** - homeless students can participate in any school programs, school related activities and receive any support services.
 - **Receive** - School fee waivers, free uniforms, and low cost or free medical referrals.
- If you have any questions about any of your students, please contact Mrs. Grassl in the High School Office.

INCLEMENT WEATHER

- The school website/alert system, along with local radio and television stations, will be utilized in bringing information to parents/guardians and students about school closings.
- School closing information will be announced as soon as possible by Superintendent, Mr. Stone.
 - Please make sure the school office has your most up-to-date contact information on file (phone number/email address).

SAFETY DRILLS

- Crab Orchard CUSD #3 is required to have a sufficient number of drills, per year, to acquaint all students and teachers with the proper procedures to follow.
 - Procedures are outlined to eliminate possible injuries.
- Yearly drills include: fire, tornado, bus evacuation and other emergency drills.
 - Escape routes are posted in each classroom.

SEXUAL HARASSMENT

- Sexual harassment is defined as an unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
 - Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or
 - Such conduct has the purpose of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive working environment.
- It is the policy of the Crab Orchard CUSD #3 Board of Education that sexual harassment shall not be permitted.
- Students who are victims of sexual harassment should notify their school principal or 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

- Students should never bring anything to school that could be viewed as a weapon.
 - Weapons are designed to injure people.
 - A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to: knives, brass knuckles, billy clubs; or (3) "lookalikes" of any weapon as defined above.
 - Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, etc. is considered to be a weapon if used or attempted to be used to cause bodily harm.
 - **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.
 - **Weapons will NOT be returned (this includes pocket knives/box cutters/pliers, etc).**

II. ACADEMICS

COURSES/REQUIREMENTS/GRADING

K - 5 ELEMENTARY DAILY SCHEDULE

First Bell:		8:00 a.m.
Take Up Bell:		8:03 a.m.
Lunch Bell:	Grades K-2	10:50 a.m.
Take Up Bell:	Grades K-2	11:30 a.m.
Lunch Bell:	Grades 3-5	11:40 a.m.
Take Up Bell:	Grades 3-5	12:20 p.m.
Dismissal:		2:20 p.m.

JH DAILY CLASS SCHEDULE

PERIOD	TIME
Period 1	8:03 - 8:49
Period 2	8:52 - 9:38
Period 3	9:41 - 10:27
Period 4	10:30 - 11:16
Period 5	11:19 - 12:05
LUNCH	12:05 - 12:42
Period 6	12:45 - 1:31
Period 7	1:34 - 2:20

HS DAILY CLASS SCHEDULE

PERIOD	TIME
Period 1	8:03 - 8:49
Period 2	8:52 - 9:38
Period 3	9:41 - 10:27
Period 4	10:30 - 11:16
LUNCH	11:16 - 11:53
Period 5	11:56 - 12:42
Period 6	12:45 - 1:31
Period 7	1:34 - 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 should report to their assigned area.

ELEMENTARY & HIGH SCHOOL ACADEMIC PERFORMANCE, MIDTERM & REPORT CARDS

- Students are expected to do their own work.
 - Cheating will not be tolerated (plagiarism is a form of cheating).
 - Consequences include, but are not limited to: failing assignment, failing the class/course, etc.
- An excused absence from school will result in an "incomplete" on any graded work.
 - Every "incomplete" must be made up during the allotted time.
- Midterms will be calculated half way through each nine week quarter.
 - At any time during the school year, parents/guardians may access grades on Teacherease.
- Report cards will be issued at the end of each nine weeks grading period; four times per year.
 - Report cards should be signed and returned to the teacher promptly.
 - Questions regarding your child's report card should be directed to the teacher.
- In high school, each quarter's grade will count as 40% of your final semester grade.
 - The high school semester exam will count 20% of their final semester grade.
 - All students are required to take semester exams unless they qualify as exempt.
- In junior high, each quarter's grade will count as 45% of your final semester grade.
 - The junior high semester exam will count 10% of their final semester grade.
 - All students are required to take semester exams unless they qualify as exempt.

- The following symbols may be used on report cards:**

A – Outstanding achievement	100=A+	99-93=A	92-90=A-	S – Satisfactory
B – Achievement of high quality	89-88=B+	87-83=B	82-80=B-	N – Needs improvement
C – Average achievement	79-78=C+	77-73=C	72-70=C-	U – Unsatisfactory
D – Less than average	69-68=D+	67-63=D	62-60=D-	P/F – Pass/Fail
F – Work unsatisfactory	59 & Below=F			

TEACHER ASSIGNS

100 - 93 = A
 92-90 = A-
 89-88 = B+
 87-83 = B
 82-80 = B-
 79-78 = C+
 77-73 = C
 72-70 = C-
 69-68 = D+
 67-63 = D
 62-60 = D-
 59 & Below = F

TEACHEREASE ASSIGNS

A = 4.0 - 3.5
 B = 3.4 - 2.5
 C = 2.4 - 1.5
 D = 1.4 - 0.5
 F = 0.0

HONOR ROLL

High Honor 4.00 (All A's)
 Honors 3.50 - 3.99

INCOMPLETE GRADES

-Not completing all course work, during a nine-week period, can result in an incomplete (INC).
 -INC must be made up within two weeks following the grading period, if not the INC will result in an F.
 -Exemptions can be allowed for medically documented illness/emergency.

HIGH SCHOOL GRADUATION REQUIREMENTS

- Graduating seniors must have completed a minimum of 26 credits in order to graduate. The credits for graduation include the following course requirements:

English I, II, III & IV	4 Credits	Years 1 – 4
Computer Literacy and Technology	1 Credit	Year 1
Environmental Science	1 Credit	Year 1
Biology I	1 Credit	Year 2
Health	½ Credit	Years 1 or 2
Algebra I	1 Credit	Years 1 or 2
Mathematics Elective	1 Credit	Year 2
Geometry or Applied Math	1 Credit	Years 2 – 4
American History	1 Credit	Year 3
Government	½ Credit	Year 1
Science and Technology	½ Credit	Year 1
Civics	½ Credit	Year 4
Consumer Economics	½ Credit	Year 4
Physical Education	4 Credits	Years 1 – 4

 - Physical Education course requirements may be waived for a junior or senior student who must take another subject to complete graduation requirements or who must take another course that is **REQUIRED** for entrance into college.
 - Physical Education course requirements may also be waived for a junior or senior student who is currently participating on a school athletic team, pending they also participated in AND completed that sport the previous school year.
- High School students must complete the following credits in order to be promoted to the next grade level:
 - Freshmen: 5 credits to be promoted as a sophomore
 - Sophomores: 12 credits to be promoted as a junior
 - Juniors: 19 credits to be promoted as a senior
- All graduates must have made a satisfactory grade on a test covering the Constitution of the United States, the Illinois Constitution, the U.S. Flag, the Declaration of Independence, and Australian balloting.
- Half credits will be awarded in subjects by completing one semester with a passing grade.
- Students entering baccalaureate degree programs at community colleges or public universities in Illinois must have the following high school subjects and credits:
 - English - four (4) years
 - Social Studies, Mathematics AND Lab Science - three (3) years
 - Electives - two (2) years (foreign language, music, art or vocational education)
- All students must be enrolled in six (6) full classes and physical education.
- Additional vocational classes may be available for seniors at Marion High School. Contact the guidance counselor for further information.
 - Students are expected to behave appropriately and follow all classroom rules when in attendance at Marion HS.
 - Transportation to and from vocational classes are the parent/student's responsibility.
 - Students are not to arrive at COHS from vocational classes until his/her next class begins.
 - **Failure to follow expectations may result in termination of participation in the vocational program.**

JUNIOR HIGH & HIGH SCHOOL SEMESTER EXAM REQUIREMENTS

- These exams are important to students, by providing a learning experience as well as an experience in taking exams.
 - **Students who are NOT exempt from exams MUST take exams during specified exam dates.**
 - **Only administrative approval, due to unforeseen circumstances, will allow for alternative time.**
 - Vacations, jobs, going out of town, etc. will not count as unforeseen circumstances to miss exams.
 - Please look at the school calendar to see when semesters are ending.
 - Semester Exams will be the last two FULL days at the end of the semester.
 - Keep in mind that we usually use our five (5) emergency days and plan accordingly.
- **Semester Exam Exemption Policy**
 - Students may be exempt from semester exams, on a class by class basis, if they meet all of the following criteria:
 - Average of 90% or higher
 - Two (2) or fewer excused absences and/or class tardies (including mental health days)
 - Zero (0) unexcused absences and/or class tardies
 - Zero (0) in school or out of school suspensions

JUNIOR HIGH & HIGH SCHOOL SEMESTER EXAM REQUIREMENTS cont.

- **ACT Senior Semester Exam Exemption Policy:**

- If a senior meets ACT benchmark in English (18), Math (22) AND Reading (22) he/she is exempt from semester exams, on a class by class basis, if they meet all of the following criteria:
 - Average of a 60% or higher
 - Five (5) or fewer excused absences and/or class tardies (including mental health days)
 - Zero (0) unexcused absences and/or class tardies
 - Zero (0) in school or out of school suspensions
- If a senior does NOT meet ACT benchmark in English, Math AND Reading, semester exam exemption criteria is the same as all other grade levels

- Students may leave each exam day after completing all required exams.
- The students who do not drive to school should make arrangements to be picked up after their exams.
- Students who need to stay at school, after exams, will have a room to study in until the buses leave.

Semester Exam Schedule:

Day 1: 1st hour 8:05-9:00

2nd hour 9:05-10:00

3rd hour 10:05-11:00

4th hour 11:05-12:00

Day 2: 5th hour 8:05-9:00

6th hour 9:05-10:00

7th hour 10:05-11:00

HIGH SCHOOL STUDENTS WHO HAVE FAILED SUBJECTS

- Students who fail a subject must either repeat the course (in the case of required subjects) or take another subject in its place (in the case of an elective).
 - Failing a course can put you behind on graduation credits.
- If you fail a required subject, check in with the guidance counselor to find out your options of making up the credit.

ELEMENTARY & HIGH SCHOOL PROMOTION POLICY

- It is the policy of Crab Orchard Community Unit School District #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:
 - Success in the present educational program.
 - Attendance
 - Other criteria determined by the administration that reflect on the ability of the individual student to perform at the next higher educational level.
- In Order to be Promoted:
 - **1st and 2nd graders must have an overall average of 70% in both ELA and Mathematics.**
 - Kindergarteners who don't meet the above criteria will not be recommended for promotion.
 - **3rd graders must have an overall average of 65% in both ELA and Mathematics.**
 - **4th and 5th graders must have an overall average of 60% in both ELA and Mathematics.**
 - students cannot fail more than two subjects, in a given year.
 - **6th through 8th graders must complete the following criteria:**
 - Must have passing grades in ELA and Math
 - Cannot fail two (2) or more core classes
 - **High school promotion is based on credits earned and successful completion of State required testing.**
- Elementary end of the year grades will be calculated based on all four quarter numerical averages.
- Any student who is in danger of not being promoted to the next higher educational level shall be provided remedial assistance by the teacher(s) as may be appropriate in each 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 recommend 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/promotion will not be allowed to participate in the graduation/promotion ceremony.

ALTERNATIVE HIGH SCHOOL/CORRESPONDENCE COURSES

- Students are allowed to earn a maximum of two (2) credits from an approved alternative high school (Project ECHO, Operation Rebound, JALC ASEP) to be counted toward completion of their high school diploma.
- In addition to earning 2 credits from an alternative high school, students also can earn a maximum of one (1) credit from an approved correspondence school.

BASIC PHYSICAL EDUCATION PROGRAM

- The purpose of the basic physical education program is to improve the general physical condition, to teach more efficient and effective use of the body through fundamental skills in physical education and to acquire more skills and knowledge in a wide variety of activities.

COMMUNITY SERVICE / SERVICE CREDIT

- Seniors may earn one (1) credit for service work when they are approved to be student librarians.
- Other service credit opportunities must be confirmed and approved by both the Guidance Department and the Principal.
 - Students will be given a contract form that will be used to document and confirm hours by the service provider.
- Community service work performed as part of a required course assignment or disciplinary measure is not eligible.

DRIVER EDUCATION

- In order for a student to be eligible for enrollment in Driver Education, he/she must turn 15 before November 1st and must have received a passing grade in at least eight (8) courses during the previous two (2) semesters.
 - Any request to waive this requirement is to be made to the Principal.

EARLY COLLEGE

- Students have the opportunity to take early college courses during their junior and senior years.
- Students enrolled in college level courses at John A. Logan College will receive high school and college credit.
 - For more information on early college courses, please contact the guidance counselor.

HOMEROOMS

- Each grade level will be assigned a homeroom for meetings to discuss class business, collection of fees, making pictures and various other business and educational details.

MILITARY

- Crab Orchard CUSD #3 will schedule lunch time visits to meet with various military branches/recruiters.
 - Scheduling will be set through the guidance department.

ADDITIONAL EDUCATION SERVICES

GUIDANCE DEPARTMENT

- The guidance counselor is available to help students concerning school work, vocational/educational information and college/university admissions procedures.
 - Individual conferences will be scheduled for each student during the school year and individual appointments can be made as well.
- Registration is done on an individual basis.
- The guidance department participates in a standardized testing program.
 - A calendar of test dates will be available in the guidance office.
 - Juniors may take part in the National Merit Scholarship Qualifying Preliminary Scholastic Aptitude Test (NMQPSAT).
 - Juniors will be required to take the ACT test.
 - **-PA 102-209** students who meet/exceed on State assessments in ELA, math and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school.
- The guidance department has information on many scholarships and student aid programs.

LIBRARY/MEDIA CENTER

- **Library Information:**

- Books are checked out for two (2) weeks at a time.
 - The librarian or designee will check all books both in and out.
 - Make sure the librarian knows you are returning a book.
 - Do NOT just leave it on the librarians desk.
- Lost books are the responsibility of the person who checked out the book.
 - The replacement cost must be paid by the person who checked out the book.
- Library books/materials that are damaged or misused will be the responsibility of the person who checked out/used the books/materials and library privileges can be discontinued.
 - Do not write in or bend books/pages.
 - Use a bookmark when reading.
- Encyclopedias, dictionaries, and other reference books are to be used in the library only.
 - They may not be taken to a classroom or checked out.

TESTS ADMINISTERED BY CRAB ORCHARD SCHOOL

- The following test information is designed to acquaint you with the tests administered at Crab Orchard Unit #3.
 - The results provide a continuing record of each student's academic progress in comparison with national norms.
 - The results also provide teachers and the guidance 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.
 - **ACT (American College Testing):** ACT is designed to measure a student's readiness for college-level coursework.
 - **IAR (Illinois Assessment of Readiness):** A comprehensive online test given by the State of Illinois to all students in grades 3, 4, 5, 6, 7, 8.
 - **iReady Diagnostics:** This test is used in conjunction with our RtI Program. The iReady test assesses student performance across the key domains in Reading and Math for grades K-8. It provides a valid and reliable measure of student growth with detailed diagnostic results and individualized steps for further instruction.
 - **IXL:** Is a comprehensive pre-K-12 personalized learning platform covering math, language arts, science, social studies, and Spanish. It provides targeted skills practice, diagnostic assessments, and data analytics to help students close learning gaps and accelerate academic growth.
 - **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.
 - **STAR:** STAR is designed to analyze what students already know and what they are ready to learn next, to monitor student growth, and to determine which students may need additional help.
 - **STRR (Slosson Test of Reading Readiness):** The STRR is designed to screen children for readiness in a formal reading instruction program.**IAR (Illinois Assessment of Readiness):** A comprehensive online test given by the State of Illinois to all students in grades 3, 4, 5, 6, 7, 8.
 - Anyone having a question concerning the testing program or test result should contact the school guidance counselor.

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 the screening results, contact will be made with the building Student Assistance 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 questions about specific tests and their purposes, please contact the building Principal.

III. SCHOOL POLICIES

ATTENDANCE & ABSENCES

ATTENDANCE

Illinois School Code Requirements:

- Illinois law requires that whoever has custody or control of any child between six (6) (by September 1st) and seventeen (17) years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).
- Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.
- In the interest of providing a quality education for all eligible students in Crab Orchard CUSD #3, it is our responsibility to provide a system by which students are encouraged to attend classes regularly.
 - Students are expected to attend school regularly per Illinois School Code, Chapter 122, Article 26.1 and 2 to do so.
 - **Should a student miss ten (10) days of school, physician verification of illness may be required. This physician documentation must state that the student should not attend school due to illness and it recommends that the school excuse the absence.**
- Students are to be on time for all classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
 - The District shall not be made liable for the educational progress of students who fail to maintain regular attendance.
 - The District will not be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational procedure.
- There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.
- Daily attendance is mandatory for successful completion of a course.
 - IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT THE STUDENT IS IN REGULAR ATTENDANCE. The law is specific, and parents/guardians must cooperate with the school to ensure that regular attendance is enforced. **Excessive absences will result in referral to the Williamson County Truancy Officer.**

Daily Absences:

- When a student is absent, parents should call the high school office before 9:00 a.m. (prearranged office absences are exceptions).
 - The call is the parent/guardian's responsibility. A parent/guardian may let the student's teacher(s) know about the absence, however, **they MUST still call the high school office to report the absence.**
 - Calls made by students are NOT acceptable.
 - If a call has NOT been made by 9:00 a.m., an automated message will be sent out reminding parents/guardians to inform the office of the absence.
- If a student is absent due to an appointment, upon returning to school, please provide school excuse documentation.
 - Failure to call or provide a valid reason will result in an unexcused absence.
 - **After five (5) school days unexcused absences will remain unexcused and can't be changed.**
- **Excused absences include but are not limited to:**
 - Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health/safety
 - Death in the immediate family
 - Family emergency
 - Illness (specified - elevated temp, vomiting, etc.)
 - Legal and/or religious reasons
 - PA 102-321** permits students to have up to five (5) excused absences for the mental or behavioral health of the child.
 - PA 102-981** permits students to have one (1) excused absence for the purpose of attending a civic event.
- **Unexcused Absences include but are not limited to:**
 - Automotive maintenance
 - Employment during school hours
 - Leaving school without permission
 - Obtaining a driver's license
 - Oversleeping and/or missing the school bus
 - Personal groom appointments
 - Shopping
- Records are kept of your attendance each year and become part of your permanent record in the high school office.
- It is the responsibility of the absent student to make up for missing work while being absent.
 - After an excused absence, the student is required to make up work within two (2) days after reporting back to class.
 - If the absence is greater than four (4) days, the teacher will assign a date at which the work must be completed.
 - If exams, projects, etc. are not completed by the teacher provided deadline, the result will be a failure.

- **Absences Due to School-Sponsored Events:**

- When a student is away from school on a school-sponsored event, the student must make arrangements with his/her teachers PRIOR to being away from school and must make up any work missed.
 - The student is not counted absent.

- **Absences Due to Suspension:**

- 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.
 - 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.
- It is the responsibility of the student to obtain the assignments through the office.

TARDINESS

- If a student is tardy to school they must first check in to the office before going to class.
 - If there isn't a valid reason for being tardy (see excused absences) the student will receive an unexcused tardy/absence for the time they missed school.
 - **Unexcused tardies/absences may result in a referral to the Williamson County Truancy Officer.**
 - Five (5) unexcused tardies will result in one (1) unexcused absence.
- If a student is tardy to class, the classroom teacher may request a written excuse from the office.
 - Passing time between classes is three to four minutes and for most students, the passing time is sufficient to get to class on time.
 - Please contact the principal if you have any questions and/or concerns
 - If a student is late to a class because of another teacher detaining them, that teacher MUST write a pass for the student so the tardy does not count against them.
 - Frequent tardiness, five (5), to school/class may result in other consequences/actions deemed necessary by the principal.

TRUANCY FROM SCHOOL

- Public Act 097-0218 enacted in 2011 defines truants as missing five (5) percent or more of the previous 180 regular attendance days - this would be 9 days.
- Article 26 in the Illinois School Code (The Compulsory Attendance Act) requires that parents/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.
 - Section 26-10 of the Illinois School Code also states that any person having custody/control of a child who knowingly and willfully permits such child to persist in truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.
- **Unexcused Absences/Truancy Information:**
 - 1st and 2nd time truancy offense may result in the following, but is not limited to:
 - Parent/guardian will be notified
 - Conference with the student and/or parent/guardian
 - Other consequences/interventions necessary
 - 3rd time truancy offense may result in the following, but is not limited to:
 - The parent/guardian will be notified
 - Referral to the Williamson County Truancy Officer
 - Other consequences/interventions necessary

WITHDRAWING FROM SCHOOL

- To withdraw from school for any reason, the following procedures are to be followed by the student:
 - Bring a signed statement from the parent/guardian to the principal's office requesting permission to withdraw from school, state the reason and request a Withdrawal From School form at the office to be returned when completed..
 - Return all books/materials belonging to the school and remove all materials from the locker/classroom.
 - Any financial obligations must be paid in the office so that the transcript may be forwarded without delay.
- Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his/her 21st birthday.
 - A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

ATHLETICS/EXTRACURRICULAR

EXTRACURRICULAR CONDUCT AND SPORTSMANSHIP RULES

- All spectators are expected to abstain from verbal and/or physical abuse of coaches, sponsors, officials, opponents (athletes and fans), and administrators on duty for all extra-curricular activities.
 - Failure to comply will result in:
 - The spectator(s) will be banned from the next athletic contest.
 - In addition, the Board of Education reserves the right to ban the spectator(s) from attending the extra-curricular event for the remainder of the season and/or school year.
- Inappropriate behavior at games will not be tolerated.
 - Students exhibiting inappropriate behavior will be requested to leave the game, school grounds, and not be allowed to return with the possible suspension from attendance at future 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 games.
- Students younger than junior high should be accompanied by an adult.

EXTRACURRICULAR: NO PASS – NO PLAY POLICY / ACADEMIC ELIGIBILITY

- Academic requirements will comply with IHSA rules and District set rules for high school students.
 - **Please refer to the Crab Orchard CUSD #3 Athletic Handbook for more detailed information.**
- **Student attendance/participation in any athletic/co-curricular performance requires a student to be in attendance at school the entire day the day of the activity or game.**
 - If an activity falls on a weekend, the student must be present the school day prior to the event.
 - Exceptions to the attendance requirement are doctor appointments (with a doctor's note), funerals or other exceptions approved by administration.

HIGH SCHOOL/JUNIOR HIGH:

- The Board of Education believes that school sponsored, school supported sports and co-curricular activities provide students with invaluable educational, instructional skills and knowledge. The board further recognizes, however, that a student's academic education must take precedence over participation in such activities. As such and in accordance with section 10-20-30 of the School Code, the Board has determined as follows:
 - All students in this District who participate in any school sponsored activities, including school supported athletic and co-curricular clubs/activities, shall maintain a minimum passing grade in six (6) out of seven (7) classes. This is the case for all students, both junior high and high school. Passing or failing shall mean the grade average based on the current cumulative grade point average for the semester on the day eligibility is checked.
 - Any student who fails to meet the minimum requirement established in paragraph 1 of this policy shall be suspended from further participation in any school sponsored, school supported or extracurricular activities for one week and/or until the next grade check.
 - Crab Orchard CUSD #3 requires a student to be passing six (6) out of seven (7) classes for the previous semester in order to be eligible for the upcoming semester.
 - Any student in this District between grades 5 and 8 who was retained the prior school year is not eligible to participate in any school sponsored, school supported activity.
 - Weekly eligibility will be checked every Monday morning by 8:00 am.
 - Students who are ineligible for multiple weeks are subject to removal from their activity.

DISCIPLINE/GRIEVANCE/APPEALS

DELEGATION OF AUTHORITY

- Any school personnel who has students under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline.
- Any school personnel providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.
- The superintendent, building principal, or official designee is authorized to suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed.
 - The Board of Education may suspend a student from riding the bus in excess of ten (10) school days for safety reasons.

DISCIPLINE POLICY AND STUDENT CONDUCT

- Student success in school is closely related to behavior and attitude.
 - Crab Orchard CUSD #3 expects that all students cooperate with and exhibit attitudes of respect towards themselves, others, and property at all times.
- Students will know classroom/school wide expectations.
 - Teachers will develop a classroom management plan approved by the administration.
- **Students should be aware that cases of gross misconduct/insubordination (defiance or refusal to obey) will not be tolerated. This includes but is not limited to:**
 - Actions that pose a threat to the health or safety of fellow students or school employees
 - Assault, battery, unauthorized physical contact, etc.
 - Being in RESTRICTED AREAS, which includes but is not limited to:
 - Cafeteria/Multipurpose room (unless being used for breakfast, lunch or class)
 - After breakfast and lunch students should be in their designated/supervised area
 - Students should not be in the hallway, going to a classroom or locker, without a pass from authorized personnel
 - Parking lots
 - Students should not remain in the parking lot or vehicle once arriving at and/or leaving school.
 - Students are not allowed to go to their vehicle unless they have permission from the office.
 - Vending Machines
 - During school hours, vending machines are not in operation.
 - Unsupervised Classroom (before, during and after school hours)
 - Students should not be in a classroom/gym without the direct supervision of a teacher/sponsor.
 - Students should only be in areas which they have permission (written pass), supervision and is for a specified activity/group.
 - Disrespect or disobedience to a staff member
 - Distributing, illegal possession, purchasing, selling/exchanging, or using narcotics, drugs (including prescription), drug paraphernalia or other controlled substances (including alcohol) on campus (including look-alikes)
 - Distributing, possessing, purchasing, selling, or using tobacco/nicotine/vape materials on campus
 - Distributing, possessing, purchasing, selling, or using a weapon (including look-alikes)
 - Pets must remain at home unless permission has been granted through the principal
 - Playground conduct
 - Keep hands, feet and objects to yourself
 - Students are expected to go outside during recess time except in the case of illness or inclement weather.
 - Temperatures below 32 degrees will result in students remaining indoors.
 - Restroom conduct
 - Students should keep the restroom clean at all times.
 - Theft, vandalism or unauthorized exercise of control over property
 - Unexcused absences and/or tardies
 - Vehicular misconduct
 - Any other conduct of a student that interferes with or disrupts or interferes with the educational process of Crab Orchard Community Unit School District #3

- **Failure to maintain acceptable self-discipline standards may result in the following interventions/consequences, but is not limited to:**
 - Individual counseling
 - Group counseling
 - Parent contact
 - Parent conference (can include student)
 - Parent-teacher conferences need to be scheduled in advance
 - Removal from class
 - Activity/Social Suspension
 - Lunch detention
 - After school detention
 - All after school detentions will be served from 2:20 to 3:20 p.m. and will be under adult supervision.
 - 24 hours notice will be given to arrange for transportation.
 - Failure to serve an after school detention will result in additional consequences.
 - Teachers may require that a student remain after school to complete unfinished assignments.
 - In-school suspension
 - Out of school suspension
 - Expulsion
 - Contacting law enforcement
- **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.
 - **In-School Suspension:**
 - The student will be under adult supervision.
 - The student will not be eligible to participate in classroom and extracurricular activities the day(s) of the suspension(s).
 - May not exceed ten (10) days for each offense.
 - The student will be expected, and will have the opportunity, to complete regular class assignments.
 - The student loses exemption from semester exams.
 - **Out of School Suspension:**
 - The student will not be permitted to be on the school property during the time this discipline action is in force.
 - The student will not be eligible to participate in **OR ATTEND** classroom and extracurricular activities the day(s) of the suspension(s).
 - May not exceed ten (10) days for each offense.
 - The student will be expected, and will have the opportunity, to complete regular class assignments.
 - The student loses exemption from semester exams.
 - Expulsion shall be defined as: exclusion by the Board of Education of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period of more than ten (10) days, not to exceed two school years.
 - 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.

COMPLAINT/APPEAL PROCEDURE FOR PARENTS OR STUDENTS

- 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 procedures have been put into place:
 - **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 (5) 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 (5) 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 (5) 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 of Education will 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. 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 (5) 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".

DUE PROCESS

- **Suspensions:**
 - Except as set forth in sub-paragraph B below, prior to the imposition of suspension, the following procedures will be observed:
 - The suspending school official will give the student an informal hearing to notify the student of the charges and disciplinary action being considered.
 - The student will have an opportunity to present an explanation regarding the charges and evidence with the suspending school official.
 - The suspending school official will make a decision and then inform the student if the suspension is to be imposed.
 - 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 above will follow as soon as possible.
 - Any suspension will be reported immediately to the parents or guardians 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.
 - A copy of the suspension notice is to be sent to the Board of Education via the Superintendent.
 - 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.
- **Expulsions:**
 - 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).
 - 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.
 - The student and the parents or guardians of the student will be notified by certified mail of the following:
 - 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.
 - The hearing will be held at a time and date mutually convenient to the parties involved.

GRIEVANCE PROCEDURE

- A student or an employee should first communicate his or her question or complaint to the principal in the case of a student; to their immediate supervisor in the case of an employee.
- If the problem is not satisfactorily resolved at the first step, then a student or an employee shall present his complaint in writing to the grievance officer - the principal.
- The grievance officer shall investigate the complaint within five (5) working days and arrange for a hearing.
- Within ten (10) working days of the filing of a written grievance complaint, a hearing shall be held before a hearing officer - the superintendent or his designee.
- The hearing officer shall render his opinion to the grievance officer and the student or employee within five (5) working days from the day of the hearing.
- Failing a resolution with the hearing officer, the student or employee may present a statement of their grievance 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 and 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.

HEARING PROCEDURE

- The hearing will be held in a closed session at the request of the parents or guardians or the school administrators.
- The student will be afforded the following:
 - The right to be represented by counsel (at the expense of the student or parents)
 - The right to present evidence and call witnesses
 - The right to cross-examine the opposing witnesses
- 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:
 - The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
 - The student's absence(s) will be recorded as "excused"
 - 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.
- 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.

RESTORATIVE JUSTICE / RE-ENGAGEMENT OF RETURNING STUDENTS

- Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. Restorative justice's three main goals are:
 - Accountability - Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
 - Community safety - Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
 - Competency development - Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.
- Crab Orchard School shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. Programs used to re-engage students may include advisory curriculum, student actions journals, and embedded social-emotional support systems.

STUDENTS WITH DISABILITIES SUSPENSION/EXPULSION PROCEDURE

- 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.
- 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.
- 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.
- A student may not be expelled for behavior that results from a handicap.
 - 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.
 - 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.
- 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:
 - To arrange/prepare for interim services if necessary.
 - To determine if changes/more restrictive placement should be made within the present placement.
 - To prepare/provide a proper behavior management plan if appropriate.

ADDITIONAL SCHOOL POLICIES

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

CRAB ORCHARD CUSD #3 CELL PHONE/ELECTRONIC DEVICE EXPECTATIONS/POLICY

- Cell phones/electronic devices may serve as a learning resource if used appropriately. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Crab Orchard Unit #3. (For the purpose of this policy, the word "devices" will include: chromebook, laptops, netbooks, tablets, cell phones, smart phones, iPods, iPads, Smartwatches, and all Bluetooth headphones/earbuds.)
 - Chromebooks are provided in kindergarten – 12th
 - Students will be allowed to take them home in grades 9th – 12th and check them out, from the classroom teacher, on an as needed basis in grades 4th - 8th
- **Guidelines:**
 - Personal devices must be ***turned off*** while on school campus, unless otherwise allowed by a staff member.
 - Each teacher has the discretion to allow and regulate the use of personal devices for **educational purposes** in the classroom and on specific projects with **prior administrative approval**.
 - Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes.
 - Devices may not be used to communicate with other students during their class time or another student's class time.
 - Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a staff member. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
 - Devices may only be used to access materials which are relevant to the classroom curriculum.
 - Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- **Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.**
- Each user is responsible for his/her own device and should use it responsibly and appropriately. Crab Orchard Unit #3 takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Crab Orchard Unit #3 shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.
- Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy.

CRAB ORCHARD CUSD #3 CELL PHONE/ELECTRONIC DEVICE EXPECTATIONS/POLICY CONT.

- **Kindergarten through 8th Grade:**
 - Students' phones should be turned off and in their backpack and/or locker during the day.
 - If a parent/guardian is needing to contact their student, please call the office and the office will get them a message as soon as possible.
 - Students will not be called out of class for a phone call, except in cases of emergency.
 - With permission, students may use the office phone when needing to make an important call.
- **High School:**
 - Upon entering class, students' phones/ear buds should be placed in the designated location in their teacher's classroom.
 - Cell phones should already be turned off.
 - Students should NOT be on cell phones or use ear buds at any time during school hours except:
 - High School students may use their cell phones/ear buds during lunch time as long as cell phones are being used appropriately.
 - Having a cell phone is a privilege and this privilege can be taken away.
 - If a parent/guardian is needing to contact their student, please call the office and the office will get them a message as soon as possible.
 - Students will not be called out of class, for a phone call, except in cases of emergency.
 - With permission, students may use the office phone when needing to make an important call.
- **Parent/Guardian Expectations:**
 - Parents will reinforce the school's cell phone policy with their child.
 - Parents will monitor their child's use of the cell phone.
 - Parents will ensure their child understands the dangers of texting/communicating with people they are unfamiliar with, posting pictures and/or videos and posting to social media.
 - Parents understand and agree that Crab Orchard CUSD #3 is not responsible for the theft, loss or damage to their child's cell phone/electronic device.
- **Any violation of this policy will result in loss of privilege and/or the following disciplinary actions:**
 - 1st offense – Confiscated and the parent/guardian must pick up the device.
 - 2nd offense – Confiscated, 1 day in-school suspension, and a parent/guardian must pick up the device.
 - 3rd offense – Confiscated, 3 day in-school suspension, parent must pick up the device and loss of electronic device privileges.
 - Progressive suspensions thereafter, including out of school suspension.

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

INTERNET USAGE POLICY

- Internet usage is available to the students at Crab Orchard School.
 - Parents/Guardians and students are required to sign an Internet Usage Agreement during registration.
- If the agreement is broken, students will not be permitted to access the Internet and disciplinary action will be taken.

SCHOOL BUS POLICY

- School bus riders are under the jurisdiction of the school bus driver.
- Bus misconduct will not be tolerated starting the first day of school.
 - School bus conduct referrals can be issued if/when necessary.
- After two (2) bus referrals, the parent will be notified and a meeting will be set up.
- If a third notice is given, the student will be suspended from riding the bus for three (3) days.

Bus conduct rules (bus riding is a privilege and not a right):

1. Be on time, stay off the road, and wait for the bus to come to a complete stop, while waiting at your designated school bus stop
2. Keep your body and objects inside the bus at all times
 - a. In case of an emergency, remain in the bus until instructions are given
3. Assist in keeping the bus safe and sanitary at all times
 - a. Do not ask the bus driver to stop at a location other than your regular bus stop
4. Avoid distracting the bus driver
 - a. No inappropriate/loud/distracting noises/words
 - i. You MUST remain quiet at railroad crossings
 - b. Keep the aisle clear
 - c. Stay seated at all times
5. Check that all belongings are with you before exiting the bus.
6. Respect yourself, others and property of the bus driver at all times.
7. Never tamper with the bus or any of its equipment.
 - a. Writing on, carving into, ripping seats, etc.
8. Bus drivers have the right to assign seats

STUDENT AUTOMOBILE REGULATIONS

1. Only licensed drivers will be permitted to drive to school.
 - a. Students must register their vehicles by completing a registration form, which is to be filed in the office.
 - b. Students should park in their assigned parking spot only, which they will receive upon completion of their vehicle registration form.
2. Students driving motor vehicles are expected and required to obey all school, state and local traffic laws.
 - a. Violations of these laws must and will be handled by the proper police authorities.
 - b. The Board of Education and/or their designated agents will enforce regulations in addition to traffic laws that are adopted by the Board of Education
 - c. Drivers of motor vehicles are not to pass school buses parked at school when students are embarking or disembarking
 - d. No excessive noise
 - i. Squealing tires, revving engines, loud music, etc.
 - e. State law requires that speeds not to exceed 15 mph are to be maintained in school areas while school is in session or students are present.
 - f. Students must park as soon as arriving to school and leave as soon as school is dismissed
 - i. Students are not permitted to leave school without permission from the principal
3. Vehicles of students may be searched when there is reasonable suspicion that the vehicle may contain illegal, improper or dangerous materials, and that a search will expose evidence that a student has violated or is violating either the law or school rules.
4. The school does not assume any responsibility or liability for damages to vehicles using the school's parking facilities.
- **Violations of these regulations will result in, but not limited to:**
 - Warning
 - Notification to parent of violation
 - Temporary suspension of driving privileges
 - Time to be determined by the school principal
 - Notification to the Board of Education
 - Would result in permanent suspension of driving privileges
 - Contacting law enforcement
 - Other actions deemed necessary

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 for students whose parents are unable to afford them.
- 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.

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:
 1. **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.
 2. **RELEASING RECORDS:** The parent of a student must give written consent before the school may release a student’s records.
 - a. In Illinois, students are permitted to give consent for release of their records at the age of 17.
 - i. 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.
 3. **RECORD RELEASE CONSENT IS NOT NEEDED/REQUIRED IF:**
 - a. School personnel in the district have an educational interest.
 - b. Transferring records to another school district that the student will be attending.
 - i. However, parents/guardians or students may request to examine and challenge the contents before they are sent.
 - c. Federal and state educational officials need them for specified statutory purposes.
 - d. In compliance with a judicial order or a subpoena.
 - i. The parents/guardians and students will be notified in advance.
 4. **ADDITIONAL RELEASE REQUIREMENTS TO BE CONSIDERED:**
 - a. 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.
 - b. The school district should keep a log of all agencies or persons that request and obtain information from a student’s records.
 - i. This does not apply to district personnel.
 5. **HEARING TO CHALLENGE CONTENTS OF RECORDS:**
 - a. A parent/guardian and/or student over 14 years old has the right to access a student’s records and may challenge the contents of the student’s records to delete or correct any inaccurate or inappropriate data in that record.
 - i. A challenge to the contents of student records will result in a hearing if the parent so requests in writing to the superintendent.
 - ii. An informal conference with the principal will not require a written request.
 - b. A hearing shall be conducted by a hearing officer designated by the superintendent within five days or receipt of the written request.
 - i. The hearing shall be informal and the parents and/or student shall be granted a fair opportunity to present evidence and statements.
 1. The records officer and other appropriate school personnel shall respond to these statements.
 - ii. The hearing shall be recorded or a written record made of the proceedings.
 - c. The hearing officer shall make a decision in writing within five days to the parents or student.
 - i. The decision of the hearing officer may be appealed to the Board of Education.
 6. **NOTIFICATION:**
 - a. The school shall annually notify the parents of the school district’s students of the following:
 - i. The type of records pertaining to students kept by the school.
 - ii. The school employees who have custody and access to each type of record.
 - iii. The district’s policy for reviewing and expunging the records.
 - iv. The rights of access and the access procedure.
 - v. The procedures for challenging the contents of the records.
 - vi. The categories of information designated as “directory information.”
 1. Directory information would include the newspaper and yearbook publications.
 2. 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:
 - a. Name and address
 - b. Date and place of birth
 - c. Main field of study
 - d. Participation in school sponsored activities

- e. Weight and height of members of athletic teams
- f. Period of attendance in the school
- g. Degrees and awards received
- h. Previous schools attended

7. **AGE OF ACCESS:**

- a. Illinois students must be granted access to their own records at age 14.

8. **DESTRUCTION OF STUDENT RECORDS:**

- a. Educational institutions are not precluded from destroying any records.
 - i. Access shall be granted prior to the destruction of education records where the parent or student has requested such access.
- b. Temporary records, such as pupil personnel service records, may be destroyed after one year following graduation of the student from high school.

9. **COMPLIANCE:**

- a. 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.

10. **CONTENT OF RECORDS:**

Permanent Record

Shall consist of:

- A. Students name
- B. Parents name
- C. Students address
- D. Parents address
- E. Birth date
- F. Birthplace
- 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

Temporary Record

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 ed & subsequent placement of student
- K. Verified reports from non-educational persons
- L. Other verified information of relevance to the education of the student
- M. Record of release of temporary records

VISITORS POLICY

- **ALL VISITORS MUST REPORT TO THE HIGH SCHOOL OFFICE FOR PERMISSION TO VISIT ANY CLASSROOM.**
- All exterior doors will be locked during the day.
 - Every visitor will be required to ring the doorbell at the front entrance and the office staff will use a visual monitoring system to allow entry.
- Any student arriving after the 8:03 a.m. tardy bell, **MUST** use the High School front entrance and sign in at the office.
- All emergencies will be handled through the office.
- Any messages and/or items for students will be delivered by the office.
- Parents are always welcome to visit our schools, but must first schedule a time through the principal or assistant principal.
 - To meet with a teacher, please schedule an appointment in advance.
 - Specific dates are set aside for parent-teacher conferences.
- Custodial school visitations are not permitted.
- Students are not permitted to bring visitors or friends to school.
 - Any person who is not enrolled at Crab Orchard CUSD 3 must report directly to the office.

RIGHTS AND RESPONSIBILITIES

APPEARANCE OF STUDENTS

- There are particular items that may be acceptable to wear outside the school environment and while parents have the right to approve clothing for students to wear at home, the administration, faculty and staff reserve the right to approve clothing worn at school. The determination made by the school district regarding appropriate dress is final.
- Students who violate the policy will have to change into dress code compliant clothing. If the student does not have clothing to change into, the school will provide clothes. **Dress code offense may result in disciplinary action.**
 - The clothing of each student must cover from the shoulders to mid-thigh (past middle finger with arms at side).
 - Spaghetti straps, deep v-neck or plunging neck lines, backless or side slit shirts should not be worn.
 - Yoga/stretch pants/shorts, leggings and other similar close fitting clothing must be worn with a shirt that fully covers the hips and buttocks from all sides without adjustment.
 - Any attire that allows undergarments to be seen will not be allowed.
 - Pants must be worn at the normal waistline (no rolling of the waistband).
 - No holes or rips are allowed above mid-thigh (above middle finger with arms at the side).
 - No holes/rips in shorts.
 - For safety reasons, students will not be allowed to wear sagging pants or shorts.
 - House shoes should NOT be worn.
 - Students are not permitted to wear hats in the building during regular school hours.
 - Wearing a hat in the building may result in the hat being turned into the office and returned at a later date.
 - Backpacks, bandanas, sunglasses and coats/jackets may not be worn in the classroom or in the hallways during the school day.
 - Students are not allowed to have in their possession or wear jewelry, accessories, or clothing that identify or depict the use of drugs, alcohol, violence, sex, occult, or gangs or are of racist nature while on the school grounds.
 - Health and safety standards will be maintained at all times for the protection of the students.

LOCKERS

- Each student is assigned a locker and he/she is to use that locker only.
 - Do not change lockers without permission from the office.
- Lockers are for student use, but are the property of the school.
 - Lockers may be subject to search by school authorities and/or by law enforcement officials at any time.
 - Law enforcement officials may also use trained canine units to search lockers and the school premises for illegal contraband.
 - Anything found in your locker and/or vehicle is presumed to be yours.
- Lockers need to be kept clean and working order
 - Do not leave food/perishable items in your locker
 - Do not kick/hit your locker
 - Do not draw in/on or vandalize your locker
 - Keep lockers closed and locked at all time
 - Do not jam open locks with pencils and/or other items
- The school is not responsible for theft from unlocked lockers.

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 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.

STUDENT ACTIVITIES

AWARDS DAY

- Toward the end of the school year, a date will be set aside for presentation of awards and certificates of merit and service.
- Perfect attendance (neither absent or tardy to class) award will be awarded at the end of the school year.
 - DOCTOR AND DENTIST APPOINTMENTS THAT CAUSE A STUDENT TO BE ABSENT OR TARDY COUNT AGAINST THE PERFECT ATTENDANCE AWARD.

FIELD TRIPS

- Students participate in field trips to provide valuable experiences.
 - Before these field trips, parents will receive permission slips to be signed by the parent and returned to the teacher.
 - Any student without a signed permission slip will not be permitted to attend.
- Parents may request to be included on trips with your child's teacher however, teachers will be responsible for designating chaperones.
- **No field trips will be allowed on party days. There will be no exceptions.**

PARTIES

- There will be three (3) parties during the school year for grades K-5 (Christmas, Valentine and End-of-Year).
 - Each child is requested to bring \$1.00 per party in advance at registration, which will be given to the room parents so that refreshments and treats (store purchased only) may be purchased.
- All parties are to be held on the Crab Orchard School campus...no exceptions.
- Birthdays may be celebrated at school by allowing children to bring refreshments for every child in the classroom.
 - **No party invitations will be distributed at school unless every child in the class is being invited.**

PROM AND HOMECOMING

- To be eligible for the Homecoming and Prom Court AND to attend after prom, activities, and/or committees, students must:
 - Be passing all classes.
 - If a student is elected to court, and grade(s) drop to failing in any class, he/she will be replaced on court by an alternate student.
 - Administration has the right to make the final decision as to who participates on the Homecoming and Prom Court.
- **Homecoming:**
 - Is a winter event that takes place after the homecoming basketball game for freshmen through seniors.
 - Outside guests must be a high school student, have a form filled out, and be approved by both school's principals.
- **Prom:**
 - Is a spring event that is more formal than homecoming, presented by the junior class for the seniors
 - Students who are classified as juniors or seniors may invite a guest.
 - The guest must have a form filled out and be approved by the building principal if they are not a student of Crab Orchard High School.
 - The following guests will NOT be allowed to attend prom:
 - Junior high students
 - Any person over the age of 20
 - Students that have received two (2) or more out-of-school suspensions
 - Students that have received three (3) or more in-school suspensions

STUDENT ASSEMBLIES

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

STUDENT COUNCIL

- Each high school class has members elected to be their class representatives.
- Members of each class should take an interest and choose capable, interested representatives.
 - These representatives are your voice to the principal, assistant principal and faculty regarding school affairs.
- The Student Council will sponsor various projects and activities during the year.

SCHOOL ELECTIONS

- Each class elects a President, Vice-President and Secretary-Treasurer.
- Each class also elects student council members.
 - Four (4) student council representatives will be elected each year
- Class officers and student council members will be nominated by an application process.
 - Applicants will be required to write a short paragraph explaining why they would like to be a class officer or student council member.
 - Students can pick up forms in the high school office
- A person may appear on the ballot for two positions as a class officer position and a Student Council member position.
- **Class officers and student council members must maintain a grade point average of 2.00 or above.**
 - **They must have maintained at least a 2.00 grade point average the previous year for eligibility to run for elected office.**
- Students nominated will not use any party names as a ticket to run on such as Republican, Democrat, etc., but will run on their own merits.
- The election will not be an at-large election, but each class will vote for nominees that are in their respective class.
 - Freshmen vote for freshmen, etc.
- Signs, posters and pictures may be appropriately hung in the hallways and on the gymnasium walls.
 - These signs, posters and pictures must be okayed by the student council sponsor before being posted.
 - Any material posted without the student council sponsor's approval will be taken down.

YEARBOOK

- The yearbook is available for order in the spring.
 - The high school yearbooks are delivered in the Fall..
- Any balances will be due when the yearbook is delivered.
- The yearbooks are also available for order online.

IV. OTHER INFORMATION

INFORMATION OF INTEREST

LOST AND FOUND

- All clothing, billfolds, purses, books and equipment should be plainly marked with name tape 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.

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.

RENTAL RATES

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

PROFIT MAKING ORGANIZATIONS OR INDIVIDUALS, OUT OF UNIT INDIVIDUALS & OUT OF UNIT CHURCH GROUPS:

Use of facilities not available

IN-UNIT ATHLETICS CHURCH GROUP & INDEPENDENT:

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

IN-UNIT INDIVIDUAL FOR SHOWERS, RECEPTIONS, ETC.

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

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

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

POLITICAL GROUPS PARTISAN POLITICS

Gym -	\$75.00
Multi-Purpose -	\$75.00
Multi-Purpose & Kitchen -	not available
I.M.C. -	no charge

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

USE OF FACILITIES

Don & Patty Fry Smothers Fieldhouse: \$20.00 per hour through the weekday (*Saturday, Sunday and holidays may not be available*).

Multi-Purpose Room: \$40.00 per activity

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.
 - a. If the need arises, emergency numbers are:
 - i. Ambulance: 993-3019 or 911
 - ii. Deaconess Illinois Medical Center: 998-7000
 - iii. Williamson County Sheriff: 997-6541 or 911

- Facilities may be rented on evenings when there are no sport activities and weekends by in-unit individuals and in-unit groups.

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

CRAB ORCHARD SCHOOL SONG

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

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

CRAB ORCHARD COMMUNITY UNIT DISTRICT NO. 3 FACULTY AND STAFF

19189 Cory Bailey Street
Marion, IL 62959

SUPERINTENDENT

Sy. Stone

PRINCIPAL

Kristal Deming

**ASSISTANT PRINCIPAL/
CURRICULUM DIRECTOR**

Carri Massey

BOARD OF EDUCATION

President - Matt Troxel

Vice President - Jon Killman

Secretary - Jonathan Anderson

Tim Bailey

Heather Dwyer

Joshua McCree

Kyle Parks

ELEMENTARY & HIGH SCHOOL FACULTY

Kaeden Albright	5th Grade	Wendy Johnson	Classroom Aide
Jon Brown	Guidance	Gillian Jones	HS English/JH RtI
Jamie Bunting	Classroom Aide	Amanda Killman	Title I/RtI Coordinator
Jennifer Bushue	2nd Grade	Cindy King	JH Science/Health
Michelle Chamness	Special Education	Shelby Lenkaitis	HS/JH Agriculture
Clayton Craig	HS Health/Medical	Phillip Lowery	JH Mathematics/RtI
Heather Crain	HS English	Taylor Mapps	Classroom Aide
Justin Crain	HS English/JH RtI	Denise Maragni	Special Education
Hanna Damron	Classroom Aide	Stephanie McCaleb	Classroom Aide
Amy Doss	5th Grade	Teresa McDonald	Librarian
Aaron Duncan	HS Agriculture	Patricia Newell	Classroom Aide
Holly Erwin	3rd Grade	Melissa Parks	Classroom Aide
Kathy Fisher	HS Social Sciences	Flora Pearce	4th Grade
Lori Flare	2nd Grade	Sherri Pulley	3rd Grade
Jack Frazer	HS Mathematics/JH RtI	Leon Ray	HS/JH Art
Gretchen Harris	Kindergarten	Zachary Shreve	1st Grade
Heather Hartley	4th Grade	Angela Simich	1st Grade
Tyler Hatton	HS/JH PE/Driver's Ed	Jennifer Stubblefield	HS Mathematics/JH RtI
Ashley Hilliard	Classroom Aide	Tara Tanner	JH ELA
Renae Hilliard	Speech	Chelsea Taylor	Student Aide
Kaylee Holmes	Kindergarten	Lindsay Teal	JH Social Sciences
Lori Hosmon	Special Education	Caleb Vaughn	HS Science
Sheri Jean	HS Accounting/Computers	Jada Wiseman	Classroom Aide

OFFICE STAFF

Cortney Grassl	Social Worker	Halee Melvin	School Nurse/JH Cheer
Niki Guetersloh	6-12 Secretary/Yearbook	Lori Mocaby	Unit Office Bookkeeper
Tom Harrison	Computer Technician	Lexi Ray	ALOP/Student Advocate
Chris Johnson	K-5/Unit Office Secretary	Susan Rix	6-12 Secretary/Yearbook

COACHING STAFF

Kistin Anderson	HS Cheer	Ronald Johnson	HS/JH Bass Fishing
Clayton Craig	HS Scholar Bowl	Jacob Melvin	JH Basketball
Amy Doss	JH Cross Country	Crystal Richardson	HS/JH Volleyball
Heather Dwyer	HS Cheer	Caleb Vaughn	HS Cross Country
Jeff Erwin	HS/JH Claybreakers	Coty Wece	JH Baseball
Joe Fisher	HS/JH Claybreakers	Troy Williams	JH Softball
Tyler Hatton	AD/HS Basketball	Vernon Williams	HS Softball
Dylan Hutson	HS Baseball	Jada Wiseman	JH Scholar Bowl

Crab Orchard Community Unit School District #3

Internet Usage Agreement

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

Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties/responsibilities, and as an education tool. **School email should only be used for educational purposes, not personal.**

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

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.
 - b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
 - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- The system administrator and Building Principals shall monitor student Internet access.

INTERNET USAGE AGREEMENT

Parent or Guardian:

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

Parent or Guardian Name
(Please print)

Parent or Guardian Signature

Date

STUDENT IMAGE RELEASE AGREEMENT

Please select below whether or not you give permission for your child's digital image to be posted on all district social media platforms.
(MARK ONE)

_____ I **GIVE** permission for my child's digital image to be posted on all district social media platforms.

_____ I **DO NOT** give permission for my child's digital image to be posted on all district social media platforms.

Parent or Guardian Name
(Please print)

Parent or Guardian Signature

Date

STUDENT HANDBOOK COMPLIANCE AGREEMENT

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

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

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

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

Student Signature

Grade

Date

Parent Signature

Date

Reviewing Teacher

Date

GOOGLE PARENTAL CONSENT FORM

At Crab Orchard CUSD #3, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Crab Orchard CUSD #3, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate if you do **NOT** give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, which can affect being able to use/have access to Chromebooks at school.

Please mark if you do or do not consent for Crab Orchard CUSD #3 to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below. **(MARK ONE)**

_____ I **GIVE** permission for Crab Orchard CUSD #3 to create/maintain a Google Workspace for Education for my child.

_____ I **DO NOT** give permission for Crab Orchard CUSD #3 to create/maintain a Google Workspace for Education for my child.

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described https://workspace.google.com/terms/user_features.html):

Assignments, Calendar, Classroom, Cloud Search, Drive and Docs, Gmail, Google Chat, Google Chrome Sync, Google Meet, Google Vault, Groups for Business, Keep, Migrate, Sites, and Tasks

What personal information does Google collect?

When creating a student account, Crab Orchard CUSD #3 may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- Account information, which includes things like name and email address.
- Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- Settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- Location information. Google collects information about your student’s location as determined by various technologies such as IP address and GPS.
- Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it’s also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google’s users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend’s Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child’s personal information?

Google will **not** share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Ms. Kristal Deming. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Ms. Kristal Deming. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>, and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at <https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).