

# Coal City Community Unit School District #1

## Intermediate School Student/Parent Handbook 2017 – 2018



*It is the Mission of the Coal City Community Unit School District #1 to prepare today's learners for tomorrow's challenges.*

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## Welcome

I would like to welcome all of the students and families to Coal City Intermediate School for the 2017-2018 school year. I am very excited to see our returning students and cannot wait to meet all of our 4th grade and new students.

CCIS is a safe and special place to learn and have fun. We have high academic and behavioral expectations and believe strongly in good character. We believe that KINDNESS MATTERS! I encourage parents/guardians to get involved as much as possible at school by volunteering, attending parent meetings, or simply communicating with staff. Your support and partnership with our school is very important. Our relationship between home and school is key to the success of our students. Working together, we can and will achieve great things.

The staff and I are looking forward to a great year. Please contact me anytime with questions, concerns, or input. Let the adventure begin!

Sincerely,



Tracy Carlson, Principal  
Coal City Intermediate School

### **Board of Education**

Mr. Ken P. Miller, President  
Mr. Shawn Hamilton, Vice-President  
Mrs. Mary Gill, Secretary  
Mr. Robert Bianchetta  
Mr. Jeff Emerson  
Mr. Quint Harmon  
Mr. Chuck Lander

### **District Administration**

Dr. Kent Bugg – Superintendent  
Mr. Jason Smith – Chief School Business Official  
Mrs. Tammy Elledge – Director of Curriculum & Assessments  
Mrs. Sandy Rakes – Director of Special Populations

Mr. Mitch Hamann – High School Principal  
Mrs. Jennifer Kenney – Assistant Principal

Mr. Travis Johnson – Middle School Principal  
Mr. Tom Ruzinok – Assistant Principal

Mrs. Tracy Carlson – Intermediate School Principal

Mr. Christopher Spencer – Elementary School and Early Childhood Center Principal  
Mrs. Amanda Davidson – Assistant Principal

### **Pupil Personnel Services**

Mrs. Cecilia DePersia, Mr. CJ Dziuban, Mrs. Ashley Frizzell – Social Workers  
Mrs. Sarah Veronda – Psychologist  
Ms. Danielle Meyer – School Nurse

Coal City Community Unit School District #1 does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, discharge, citizenship status, physical or mental handicap or disability.

Coal City Intermediate School  
Grades 4 – 5  
**Staff Listing**

**FOURTH GRADE**

Allison Anderson/Laura Alderson  
Brad Boresi  
Betsy Cowherd  
Rebecca Housman  
Amy Gernenz  
Cindy Jelm  
Jennifer Ness

**FIFTH GRADE**

Nikki Boresi  
Amy Gaffigan  
Andy Leve  
Tanya Miller  
Neil Nicholson  
Jennifer Rink  
Betsy Stahler/Riane O'Donnell

**SPECIAL EDUCATION**

Laura Alderson  
Riane O'Donnell

**ART**

Rachel Prendergast

**BAND – 5<sup>th</sup> Grade**

Joey Blunk

**LIBRARIAN**

Tina Vignocchi

**MUSIC**

Cindy Bennett-Valtman

**SPANISH**

Carrie Troll

**PHYSICAL EDUCATION**

Steven McCleary  
Rodney Monbrum

**PHYSICAL EDUCATION AIDE**

Kelly Kauzlaric

**SECRETARY**

Ali Scrogham

**ASSISTANT SECRETARY**

**HEALTH AIDE**

Carol Talty

**RECESS/LUNCHROOM AIDES**

Tanya Sarter  
Linda Zelinko

**READING AIDES**

Teresa Chernesky  
Sandra Davis  
Bonnie DeGroot  
Tina Jakubowski

**SPEECH PATHOLOGIST**

Amanda Patten

**OCCUPATIONAL THERAPIST**

Jennifer Swanson

**READING SPECIALIST**

Katie Ludes

**CAFETERIA**

Kathy Veronda – Food Service Manager  
Michelle Kirchner – Assistant Cook  
Christina Marquez – Preparer  
Nikki Planeta – Server

**CUSTODIANS**

Mary Strahan – Days  
Lynn Pearson – Nights  
Amanda Palmer – Nights

**CLERK**

Katie Jackson

**GRUNDY-KENDALL COUNTY**

**Regional Office of Education**

Chris Mehochko – Superintendent

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## **PHILOSOPHY**

EVERY STUDENT WILL HAVE THE OPPORTUNITY TO ACHIEVE.

## **OBJECTIVES**

- To complement the curriculum and to reinforce district outcomes
- To give individuals the opportunity to achieve to the best of their ability

Coal City Community Unit School District #1 does not discriminate on the basis of sex in admission to its educational programs or activities. Questions regarding the application of Title IX and its implementing regulations may be referred to Jason Smith, Director of Business Services, (815) 634-2287, [jsmith@ccu1.net](mailto:jsmith@ccu1.net).

## **I. PARENTS AS PARTNERS**

We are frequently asked by parents how they can be of assistance in their son/daughter's education. In response to this question, the following recommendations are being passed along to all parents: (1) Encourage your son/daughter to learn well and achieve --give him/her praise when you see this happening. (2) Have high aspirations for his/her future. (3) Provide help in learning when he/she needs it. (4) Make a deliberate effort to organize time and space for homework regularly. (5) Converse with your son/daughter about everyday events. (6) Encourage and discuss leisure reading. (7) Monitor and jointly analyze television viewing. (8) Teach the importance of deferring immediate gratification in order to accomplish long-term goals. (9) Reinforce school discipline.

The Coal City Community Unit School District #1 welcomes parents to contact the schools at any time to obtain information about the welfare of their child. We sincerely feel that the maximum educational benefit for the child will be obtained through mutual cooperation of student, parent and school.

## **PARENT/TEACHER CONFERENCES**

You and your child's teacher share a common goal: To help your child reach his or her fullest potential. To reach that goal, the two of you need to work together. Parent/teacher conferences are scheduled twice a year. Parents are encouraged to request additional meetings with the teacher when they have questions or concerns. Working together, you and the teacher can assess your child's academic and social strengths and weaknesses and identify small problems before they become large problems.

There is another reason to stay in touch with your child's teacher. Research shows that children whose parents take an active role in their education achieve more. The teacher can suggest ways you can help your child learn.

You both are committed to helping your child succeed, and you both need to feel you are doing a good job. Remember, too, that both you and the teacher will bring your own human characteristics into a conference. You both need understanding.

**DON'T BE AFRAID TO ASK QUESTIONS.** If there is information you want, ask. If you don't understand the answer, ask for an explanation. Questions you might want to ask include:

- Is my child doing the best work he or she can?
- Is he mastering the specific subject matter?
- Are her reading and writing skills up to par?

- How can I help my child do better? What reference books and materials should be available at home?
- Does my child show any special abilities or skills? How can I help develop these?

You may also have questions about how grades are calculated, what test scores mean, why certain classroom activities or homework are assigned, and so forth.

At the same time, parents need to keep the teacher informed. **TEACHERS CARE ABOUT THEIR STUDENTS --BUT THEIR TIME AND ATTENTION ARE DIVIDED AMONG MANY CHILDREN.** It is up to you to help the teacher know your child better and be aware of conditions that may affect schoolwork. These include:

- The child's feelings about school in general.
- Special interests or talents your child may have.
- Physical or emotional problems.
- Major home problems such as separation or divorce, long unemployment, death or illness in the family. You may be reluctant to discuss home problems, but these often affect a child's ability to do well in school. If the teacher knows about the problems, he or she will be able to provide extra help or make allowances for a child going through

One thing to keep in mind is that most teachers have heard almost everything. They aren't likely to be shocked by anything you tell them. They are professionals. Any information you give them will remain confidential. **REMEMBER THAT YOU AND YOUR CHILD'S TEACHER WANT THE SAME THING: TO HELP YOUR CHILD.** Probably the most common reason parent-teacher conferences fail is that parents and teachers blame each other for problems. This is especially likely to happen if the conference is over a crisis or serious problem. That's why it is a good idea to schedule a conference before a serious problem develops. If you and the teacher already know each other, it will be easier to maintain a constructive attitude when a problem occurs. Remember, too, that a spirit of cooperation is the best way to resolve any disagreements you may have over grades, classroom procedures or materials, or other issues.

**BEFORE YOU END THE CONFERENCE, DECIDE WHAT STEPS YOU AND THE TEACHER WILL TAKE TO SOLVE ANY PROBLEMS.** Follow-up action may include periodic progress reports if low grades or discipline are a problem. The teacher may outline steps you can take to help your child achieve more and may agree to provide extra help for the child if necessary. Be sure both of you understand clearly what is to be done.

There are some problems only you can help your child solve. Certain problems may require help from other professionals. If your concerns have to do with school policies or regulations, the teacher may refer you to the principal or the superintendent. But the teacher is the key person in your child's intellectual development and academic success. He or she is your "contact person" with the school district and a source of information about the other professional help your child may need. By establishing a good working relationship with the teacher and maintaining regular contact, you can do a great deal to improve your child's progress through school.

### **SCHOOL PARENT VISITATION RIGHTS ACT INFORMATION**

The School Visitation Rights Act permits employed parent(s)/guardian(s) who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend without loss of benefits. A copy of the Act, which explains these rights, can be obtained from district administration.

## **ENTERING the BUILDING – Visitors, Parents, Volunteers**

During the school day, ALL visitors are asked to ring the doorbell located on the Baima Street doors. All doors are kept locked during the day. Everyone entering and exiting is videotaped. After entering the school, please sign-in at the office. We welcome visitors, especially parents, but we are monitoring who enters our building. All visitors that wish to enter the school beyond the office must leave a photo ID in the office and wear a visitor badge.

Any person, unknown to the teachers or school staff, will not be permitted to contact a student unless proper identification has been presented by the student's parent or guardian.

Visitors will not be allowed to go down to the classrooms after the bell, unless prior arrangements have been made with the classroom teacher. The office will notify classroom teachers of items brought in for students. Parents must sign out their child in the office when picking them up during the school day.

## **HOMEWORK**

HOMEWORK TEACHES STUDENTS A VITAL CHARACTERISTIC: RESPONSIBILITY.

Homework teaches children something that many of us, teachers and parents alike, believe is highly important in a child's development. It teaches responsibility. Fulfilling responsibilities and being accountable provide a sense of confidence in a child that he or she might not acquire otherwise.

There are five reasons that teachers assign homework. First is to aid retention. It is important for any student to practice a skill over and over. Fortunately, repetition provides academic retention. Second is to aid reinforcement of material learned. Children learn better if they can practice a skill without the teacher's guidance. Homework provides this opportunity. Third, it promotes mastery. Once the skill is learned, the student feels confident in his or her ability and is comfortable about moving to the next step in the learning process. Homework gives students the chance to judge their level of confidence regarding information that was presented in class. Fourth, homework gives students the chance for application. Often, homework causes students to concentrate on a specific skill and how it applies to a real-life situation. This is vital, because application to new and unfamiliar situations is the last step in learning. Homework helps achieve this end. Fifth, homework allows for independent practice. After all, homework is practice. When we teach our children to tie their shoes, we first show them how. Then we teach them how. We ask them to practice until they learn the skills. When we teach them to brush their teeth or ride a bike, we teach them how --then we give them an opportunity to practice. We have all witnessed young people's pride when they realize that they can do each of these skills on their own. A child's confidence grows as he or she learns to do something independently. This is one of the functions of homework.

Parents need to explain to their children why teachers assign homework. Teachers teach students a skill and then ask that they practice the skill "on their own." Teachers know that practicing something over and over independently leads to mastery. Therefore, homework is a necessary teaching tool.

## **TESTS**

Good tests that are properly used can help teachers guide the instruction of your children, help them learn more efficiently, and help you understand your children's progress. Though the variety of tests and test scores can be many, you as parents can understand the kinds of tests your children may be taking, the purposes and limitations of such tests, and the meaning of test scores that are likely to be reported to you. Moreover, you may find useful the suggestions for helping

your child do his or her best on tests.

Most of the tests your children will take are made by teachers for use in their classrooms. These **CLASSROOM TESTS** are used to find out how much students have learned of what the teacher has been attempting to teach, to identify students' strengths and weaknesses, motivate students, measure their progress, and assign grades. These test results immediately make the teacher aware of those areas that need more emphasis as well as those which have been mastered.

Other tests, designed to be given in thousands of classrooms at different times under standard conditions, are called **STANDARDIZED TESTS**. Standardized tests allow the comparison of students in schools throughout the country. Just as it wouldn't be fair to compare students' running speeds if some ran uphill and some ran downhill, it wouldn't be fair to compare test scores if some students were given 15 minutes to take the test and others were given an hour; or if some students were told to guess the answers to questions they were not sure of and others were told to leave them blank. Standardized tests, for a number of different reasons, assure that all test takers are "running the same race." This school year, the **PARCC** (Partnership for Assessment of Readiness for College and Careers) test will replace the **ISAT** (Illinois Standards Achievement Test). **PARCC** testing will take place two times in the Spring.

**ACHIEVEMENT TESTS** are used to measure what a child has learned in a subject. The final examinations given in some courses are achievement tests. **APTITUDE TESTS**, on the other hand, measure skills and abilities that are less closely linked to specific subjects. Because they measure certain capabilities that are useful in learning new things, they are used to predict how a student will do in school or to help in career planning or to identify gifted children.

Schools often compare what your child has learned with what other children have learned. Scores on tests such as the Stanford Achievement Tests are given meaning when they're compared with a norm group of students who took the same test. These are **NORMREFERENCED TESTS**. The norm group may be a representative sample from a school district, a state or the nation. Scores on these tests tell you how your child is doing in math or science or reading compared with other students in the norm group.

**CRITERION-REFERENCED TESTS**, on the other hand, focus on what a student knows rather than how that student compares with others. You may want to know how well your child can multiply fractions, regardless of how well other children do it. Both norm-referenced and criterion-referenced tests can be useful for evaluating students. Even if the criterion-referenced test results showed that your child met 17 out of 23 instructional objectives in reading, you might still find it informative to know how his or her scores compared with those of other children.

**BENCHMARK, UNIT SKILLS, and DISTRICT ASSESSMENTS** are terms you will hear throughout the school year. These are common grade-level district assessments that students take each trimester to see how they are progressing on our district's Board approved curricular outcomes.

**AIMSWEB** testing will take place in the Fall, Winter and Spring. This will replace **MAP** testing. Students will take a math, reading, and language test to help us identify how students are performing in these areas compared to their peers. The data from these assessments will be used to identify gifted and intervention groups, as well as, flexible grouping used in day-to-day instruction.

**OLSAT** (Otis-Lennon School Ability Test) testing will take place in the Spring. Fifth grade and new 4<sup>th</sup> grade students will take this one-day 45-minute test. The score from this test will be one of the factors used to determine your child's placement in reading and math for the following school year. The **OLSAT** score is also used in determining eligibility for the Talented and Gifted Program. The **PARCC** (Partnership for Assessment of Readiness for College and Careers) assessment is

an internationally benchmarked assessment of applied knowledge designed to measure the new Illinois Learning Standards. Students are assessed Math and English-Language Arts. Each assessment ranges from 60-90 minutes. The PARCC assessment system will have several benefits not found in current assessment systems. Students will receive clear information about whether they are working at expected levels and are on track for postsecondary success in college and/or careers. Parents will receive clear and timely information about the progress their children are making.

## **PARENT SUPPORT GROUPS**

Groups working directly with the school include Parent School Organization (P.S.O.) and Music Boosters.

## **PARENT/SCHOOL ORGANIZATION (P.S.O.)**

The district Parent/School Organization holds regular meetings during the school year and generally meets the second or third Tuesday of the month at 6:30 p.m. in the Intermediate School Cafeteria (refer to the calendar for dates and times). This non-profit volunteer organization was developed to open the doors of communication between students, parents, and their schools. It provides financial assistance associated with educational programs and school activities for the students of Coal City District Schools. P.S.O. has purchased playground equipment, technology equipment, P.E. equipment, trophy cases, and numerous classrooms supplies for teachers. P.S.O. also provides support for families suffering financial hardships by providing breakfast and lunch programs, P.E. clothes, and school supplies. All parents in our Unit District are encouraged to get involved by attending meetings.

## **COAL CITY MUSIC BOOSTERS**

The Coal City Music Boosters Inc. is a not-for-profit parent organization formed to assist the music directors with the operation of the various music programs, and to sponsor fund-raising projects, which help to support numerous music student activities.

All parents, whose students are members of a performing organization, are automatically members of the Music Boosters. No membership applications are required, nor are annual dues. Meetings are held according to the calendar, at 7:00 p.m. at the Middle School. It is hoped that as many parents as possible will attend. Your help, your support, and your opinions are needed and welcome.

## **II. GENERAL INFORMATION**

### **ACCIDENTS**

Any accident occurring in any school building, on school grounds, at practice sessions, athletic events, or at any school sponsored activity must be reported to the teacher or the sponsor supervising the activity and to the school office. First aid procedures for any injuries will be followed at all times.

It is the responsibility of the student to report to the teacher or coach in charge, at the time of the occurrence of the accident, all facts pertaining to the accident.

## **ADMISSION PROCEDURES**

Children are required to furnish a birth certificate at the time of their first enrollment in the Coal City Community Unit School District #1. A physical examination and a record of immunization are also required; if not available, the student is subject to exclusion from school. Written proof of guardianship will be required. Transfer students from other districts should present a transfer as well as a report card from their former district. Registration is held prior to the beginning of the each school year. Children transferring into a Coal City Community Unit School District #1 school must present report cards or other proof of grade placement.

Proof of residency and custody requires the following evidence:

Evidence presented (Original Documents):

Category I (all documents required):

1. Student's Birth Certificate,
2. Legal Custody Papers if student does not live with both birth parents Parent identification
3. Driver's License for notary purposes

Category II (one document required)

Mortgage papers, Real Estate Tax Bill, Real Estate Sales Agreement, Lease Agreement

## **TRANSFER PROCEDURES**

Pupils moving from the district should notify the teacher or principal at least one week in advance. On the last day of attendance the pupil will be given a transfer sheet and a grade report. Test data and other information maintained by the school will be mailed to the pupil's new school when a request and signed authorization is received. Book rental refunds may be procured through the principal.

## **ATTENDANCE/ABSENTEEISM**

Parents/Guardians are asked to notify the appropriate school by phone when their child will not be in attendance. If a parent/guardian is unable to contact the school, a signed note should be sent to school when the child returns. If a student misses three or more consecutive days of school, a doctor's note is required. If a doctor's note is not provided, the absences will be counted as unexcused.

Please call the school at 815-634-2182 as soon as possible to report your child's absence. You may leave a voicemail at any time, but try to notify the office by 9:00 a.m. on the day of the absence. Please give your child's name, teacher's name, and the reason for the absence (doctor appointment, vacation, illness, etc.). If you do not leave a reason for the absence, your child will be considered unexcused for the day. The nurse's office appreciates a phone call or a note if your child develops any special medical condition such as asthma, broken bones, surgery, etc.

The Illinois School Code requires: "Whoever has custody or control of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session."

Just one visit to any classroom in our school system will impress the visitor with the number and range of activities in progress. The student who is absent, for whatever reason, misses these activities; no amount of effort can recreate them. With this in mind, concerned parents will never allow their child to miss school except for the most compelling reasons. Removing students from

school for vacation trips is discouraged. Planning the family vacation to coincide with school vacations will insure that the student's best interests are being served. **Each school day missed during a vacation will be considered one day of absence and will be added to the student's total days missed for the school year.** The school must be notified at least 3 school days in advance for the absence to be considered excused.

Regular attendance is essential if a student is to make use of the educational opportunities the district offers. It develops punctuality, dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The district shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

In 2011 the School Code was amended. According to Senate Bill 105 ILCS 5/26-2a, a chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Under this law, students will be permitted 9 absences for the entire school year. **Parents/guardians must still contact the school in order for these absences to be considered as excused absences.** Absences beyond 9 will be unexcused unless the school receives third party documentation excusing the additional absences.

#### I. Remediation Plan

In order to communicate with you, we will email and/or send letters to parents/guardians after 5 and 9 days of student absences and/or tardies to school. After 9 days of absences/tardies another letter will be emailed and/or sent as well as one or more of the following:

- Student conference with social worker
- Student conference with principal and School Resource Officer
- Phone call from principal
- Conference with student, parent, social worker, principal and Grundy County truancy officer
- Referral to Grundy County truancy officer

#### II. Excused Absences

An excused absence from school allows the student to receive full credit for missed work. **Parents/guardians must still contact the school in order for these absences to be considered as excused absences.** Here are some examples of excused absences:

- 1 Personal illness or injury
- 2 Medical and dental appointments
- 3 Serious illness or death in the family
- 4 Family Emergency
- 5 Court dates are excused absences if the student has a note from the probation officer saying they were required to appear in court.

### III. Pre-Arranged Absences

Permission for a pre-arranged absence should be secured **in the office at least 3 days** in advance of the absence. Pre-arranged absence could include the following:

- 1 Family vacations
- 2 Required court appearances
- 3 Religious holiday or retreat

### IV. Unexcused Absences

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

- 1 Truancy
- 2 Oversleeping
- 3 Missed the bus
- 4 Lack of ride to school
- 5 Private vehicle breakdown or failure to start
- 6 No phone contact with parent
- 7 Three or more consecutive absences without a doctor's note
- 8 Ten or more absences without a doctor's note
- 9 Not providing 3 school day notice of a family vacation

**Students are not to leave school during school hours for any reason without first checking out at the office. Failure to check out properly (i.e. getting permission from a school official) will result in an unexcused absence and/or a truancy notice.**

Teachers may not release pupils from school at other than the regular dismissal times without prior approval of the principal. No pupil will be released from school to go with any adult other than the custodial parent or guardian without the written permission of that parent or guardian.

Students are required to make up work, in a satisfactory manner, for all absences in order to receive course credit. By law, any student absent more than 5% of a school year (9 days) --when unexcused or truant-- will be referred to the Grundy County Truancy Officer.

### **TARDIES**

Every student is expected to be in his/her assigned room at the time of the final bell. If more stringent guidelines are developed, they will be explained by the individual teacher at the start of the school year. A letter will be emailed and/or sent to parents/guardians once a student accumulates 5 and 9 tardies to school. If excessive tardies continue, students may lose their recess time.

### **TRUANCY**

The Principal or designee shall file notice of truancy with the proper authorities to effect compliance with the compulsory attendance laws of the State of Illinois.

## **PERFECT ATTENDANCE RECOGNITION**

In order to be recognized for having perfect attendance throughout the school year, that student will be in attendance for all classes for every school day. The only exception will be school-scheduled activities, which are held during the school day. Pre-arranged absences will be counted as an absence; however, if the prescribed procedures are followed, the absence will be excused.

## **PHYSICAL EDUCATION**

Students will have P.E. every day, and they are required to wear proper P.E. shoes. P.E. shirts/uniforms are not needed. In order to have your child excused from P.E., you must send a written, dated note stating the reason your child is to be excused. This note will excuse up to 2 days. If your child needs to be excused for a longer period of time, a doctor's note is required.

## **BUILDING HOURS**

Office hours are 7:30 – 4:00. The school day for students is 8:05 – 2:55. Students should arrive at school by 8:00 in order to be in class on time.

Parents wishing to bring their children to school earlier than 7:50 a.m. should realize that there is no adult supervision until 7:50 a.m. Breakfast is served daily in the cafeteria 7:40 – 8:00 a.m. Students should enter through the back doors on the playground blacktop if they choose to eat breakfast.

All students must be out of the school by 3:15 p.m. unless they are under the pre-arranged supervision of a school staff member. Continued violations will result in disciplinary action.

Parents and students are advised that an agreement exists between the Coal City School District and the local law enforcement agencies. Unauthorized entry into the building may be subject to arrest.

## **LUNCH TIMES**

4<sup>th</sup> Grade – 12:20

5<sup>th</sup> Grade – 11:10

## **DAILY TIME SCHEDULE**

7:50 a.m. Pupils may enter the building and classrooms

8:05 a.m. School begins

2:55 p.m. School ends (11:35 on shortened days)

3:00 p.m. Buses leave Intermediate School

## **FIELD TRIPS**

At various times during the school year, students may take field trips. These trips are to complement classroom study. After a class has studied a particular subject, a field trip may be taken to show the subject in real life application. All trips are made under the direct supervision of a teacher, and a school bus is usually used for transportation.

Permission for field trips is secured before the school year begins as a part of the registration process.

## GUIDANCE SERVICES

The social workers and counselors are responsible for the supervision of guidance in the District. They are available for review of school-pupil personnel policies. They will be glad to arrange appointments with students or parents when a clarification or review of policy regarding students is desired.

The social worker is available to meet with students. Parents are invited to contact the social worker of the school at any time to discuss any phase of a student's present or future learning experience. The social workers are the persons to whom student problems are generally taken, if so desired. Problems may concern studies, activities, getting along with others, course planning, future plans, and outside problems that are making life difficult. In most cases, the social worker provides the help needed. However, there are occasions where it is suggested that others in the community and the school may be of special help.

A student should feel free to contact the social worker at any time that he feels in need of help.

The social workers at CCIS also teach the Second Step social skills class to all students once a week.

Referrals to the school psychologist and various outside agencies are made through the guidance office.

A NOTE TO PARENTS: The social workers welcome the opportunity to talk to parents concerning the welfare of the children.

## HEALTH SERVICES

The school attempts to have on record for each child the following information: the names and telephone numbers of parent's home and place of employment, two other persons (friends or relatives) to contact in an emergency and the name of the family doctor and dentist. Should the child become ill or injured at school, the school will first call the parent. If no contact is made, the emergency persons are then called; and finally if the condition warrants it, the emergency squad and/or doctor will be called. **Please keep emergency phone numbers in PowerSchool updated and accurate.**

### General Guidelines

As a general guideline, a rash can be indicative of something contagious, and it's best to have it checked out by your doctor. If your child is vomiting, has a reddened eye with or without discharge, has a fever, and/or shows signs of illness, we recommend that he/she takes a day at home to recuperate. We ask that a child be fever free and no vomiting or diarrhea for 24 hours before returning to school. The nurse's office appreciates a phone call or a note if your child develops any special medical condition such as asthma, broken bones, surgery, etc.

## MEDICATION

Medication is to be dispensed by appropriate school personnel in accordance with unit policy. When a prescribed medication must be taken at school, ask your pharmacist for an extra bottle for school. **DO NOT** put medication in an envelope. Students will not be allowed to take or carry medication both prescription and non-prescription at school unless the following conditions are met:

- 1) There must be a written request from the doctor on the School Medication Authorization Form asking that the medication will be given during the school day.

- 2) The School Medication Authorization Form must also be signed and dated by the parent and be renewed annually. This form will be kept on file in the nurse's office in the school the student attends.
- 3) Prescription medication must be in the properly labeled bottle from the doctor's office or pharmacy and must display: Student's name, Prescription number, Medication name and dosage (along with any restrictions and times to be given during school hours), Administration route and/or other directions to be taken, Licensed prescriber's name, Pharmacy name, address, and phone number.
- 4) Non-prescription medication shall be brought to school in the manufacturer's original container with the label indication the ingredients and the student's name affixed. At the start of the medication the parent must bring the medication to school with the proper paperwork (School Medication Authorization Form) and at the end of the treatment regime the parent(s)/guardian will be responsible for removing from the school any unused medication. If the parent/guardian do not pick up the medication by the end of the school year, the certified school will discard the medication in the presence of a witness.

Unless the student has permission to self-administer their own medication in the case of asthma medications/Epi-pens/Insulin no student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function. Any student who distributes prescription or non-prescription medication to others will be subject to discipline.

#### Tylenol and Over-the-Counter Medication

A School Medication Authorization Form must be on file each school year in order for you child to take any type of medicine at school. Tylenol and other medications will not be given at school without this completed form.

### **HEAD LICE**

If your child is sent home with head lice, you should be aware that this is an easily treated condition that is generally not associated with any serious medical complications. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.). It has nothing to do with cleanliness and does not reflect poorly on you as a parent. The problem is easily managed.

### **HEAD LICE POLICY AND PROCEDURES**

- 1) Students will be randomly checked for head lice during the school year. This can be done during an office visit to the nurse or may come from a parent or teacher request.
- 2) Any student found to have an active case of lice will not be allowed to continue with the school day and will be sent home for treatment.
- 3) The parent will be instructed with the proper treatment for removal of the lice from the student and treatment of the home the child resides at.
- 4) The parent or guardian of the child will be responsible for the child to be picked up from school following the discovery of head lice.
- 5) The student will be expected to return to school the following day and be checked first by the nurse or administrator in charge, if the nurse is absent, before they will be allowed to attend class. If the child does not return the next day, that absence, and any consecutive days following the original discovery will not be excused if head lice is the cause.

- 6) If the child is found to have any remaining nits, the child's parent will be re-instructed on proper removal of all nits. Students cannot return to school until all nits have been removed.
- 7) The child will be rechecked by the nursing office 7 to 10 days after the initial treatment to make sure another treatment has been done and no new infestations have occurred. If the child is found to have any new nits again the process of treatment and exclusion will occur until there is no nit found.
- 8) Frequent re-infestations and continued improper removal of the problem with additional absences will be considered to be an unexcused absence. If needed truancy procedures will be enforced.
- 9) Any student in close contact with the affected student will be checked. If more than the original student is found to be affected then a note will be sent home informing all students in contact with that student that a case of lice has been found so that the parents are aware of the situation.

## **PHYSICAL EXAMINATIONS**

All kindergarten, 6th and 9th grade students are required by state law to have a physical examination and up-to-date immunizations. The Coal City Community Unit School District #1 also encourages a dental exam. These are to be submitted to the nurse at the beginning of the school year. Letters of non-compliance will be issued on the 1st day of school attendance if these records are not complete. A new transfer student is allowed a grace period of 30 days to comply with this law. Any students who enroll during the school year are required to have their health records transferred from their former school within this 30-day period.

## **VISION AND HEARING SCREENINGS**

Vision Screening will be done as mandated, for the following children: all preschool children, kindergarten, 2nd, 8th, transfer students, those who are referred by a teacher and all special education students. This is typically done in the fall. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. Hearing screening is mandated on all preschool, kindergarten, 1st, 2nd, 3rd grade students. It is also done on all special education students and transfer students. All known hearing loss students will have an annual threshold done as required by the State of Illinois unless the parents provide a current one from a licensed audiologist.

## **LIBRARY**

Library facilities are available in each of the schools. Books and magazines are available to all students and may be checked out during school hours. All homerooms visit the library once a week.

All materials are to be checked out from the circulation desk before leaving the library. Each student is FULLY RESPONSIBLE for each item checked out even to the extent of paying for damaged or lost materials. It is recommended that students do not loan books that are checked out in their name to others.

To maintain an atmosphere in which students may study, it is necessary that all students conduct themselves in an orderly fashion. Each student must have a specific purpose for going to the library such as a project in connection with an assignment or reading for pleasure. It is felt that instruction in making good use of study time is important, and students are encouraged to use their library privileges wisely.

Students in violation of library rules and procedures are disciplined as the need arises by use of detentions and suspensions, if necessary.

The Intermediate School will not charge late fines for overdue books because we are trying to instill responsibility and good reading habits in the student. A student will be held responsible for the cost of a lost book.

Inter-library loan materials are loaned to the students under the same provisions. Reference materials and magazines must be used in the library.

## **LOCKERS**

Lockers are furnished to students at the intermediate school. Periodic locker inspections will be held. Students are to occupy assigned lockers and are responsible for any damage that might occur. Restitution, if necessary, will be required.

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies and garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. Students should not keep anything in their lockers that they would not want anyone else to find. The lockers do not lock. Personal locks are not permitted.

## **LOST AND FOUND**

Considerable amounts of unclaimed clothing and personal items often accumulate. This loss can be greatly diminished if each item is **plainly marked with nametapes or ink**. Direct your child to look in the cafeteria "lost and found" when he/she is missing items of clothing or school materials. If your child fails to do this, you may wish to contact the office yourself.

## **VALUABLES**

Students are cautioned not to bring large amounts of money or valuables to school: expensive rings, bracelets, necklaces, etc. These items must be removed for physical education class and may be misplaced. The school will not be responsible for personal property.

Radios, cameras, recording devices, CD players, iPods, electronic games, tech devices, etc. will not be allowed at school without permission from a teacher and/or office.

Cell phones must be kept off and out of sight at all times during the school day.

The Coal City Community Unit School District #1 is not responsible for any personal items that might be lost or stolen when brought to any school events or on any school property.

## **LUNCH PROGRAM**

Hot lunches will be served beginning on the first day of school. If students do not like the lunch entrée offered, a Wowbutter and jelly sandwich is offered daily. Wowbutter is a soy-based product that looks and tastes like peanut butter and is produced in a peanut and tree nut free environment.

Hot lunch and breakfast menus are set one month at a time. Extra milk and milk for students who

bring their own lunches will be served at a minimum additional cost.

## **BREAKFAST PROGRAM**

Breakfast is available daily in the cafeteria from 7:40 – 8:00. Students who qualify for lunch payment assistance will also qualify for breakfast assistance. Students should enter through the back doors on the playground blacktop if they choose to eat breakfast.

## **LUNCH / BREAKFAST FEES**

Lunch Grades 4-5: \$2.65	Breakfast: \$1.00	Breakfast with Drink: \$1.35
Extra Entrée: \$1.75	Extra Milk or Juice: \$0.35	

Extra milk/entree charge is subject to change, if necessary.

All schools use a pre-paid lunch account in the cafeteria. Parents set up their student's account at registration by paying for lunches in advance. It's recommended to pay at least 2 weeks in advance. Your student will use an account number to purchase lunches; no cash or tickets will be needed. Additional payments to the student's account may be made on any Monday at the parent's convenience. Payments are collected on Monday only, unless the student was absent on Monday. Parents can also go to the district website at [www.coalcity.k12.il.us](http://www.coalcity.k12.il.us), choose the EZ School Pay link on the left hand side of the district home page and set up an account to make lunch payments. Account notices will be sent or emailed home if a student's lunch account balance is below \$5.00.

## **LUNCH PROCEDURES/RULES**

Pupils may participate in the school lunch program by paying the required costs. Pupils who qualify are entitled to free or reduced lunches in accordance with school regulations. Information in regard to free and reduced lunch prices and qualifications is available in the office.

Pupils using the school cafeteria are expected to conduct themselves in a manner approved by the school administration. Failure to do so may result in exclusion from the cafeteria.

NOTE THE FOLLOWING:

- 1) All students share equally the responsibility for the cleanliness of the table where they sit.
- 2) Students should clear their area of the table of wrappers, cartons, food, etc., and return their tray to the washing counter.

## **SAFETY**

Safety is a matter of concern for all individuals in the building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of "safety regulations" that will include directions and procedures to follow in case of emergency. Appropriate drills will be scheduled during the school year.

## **CANCELLATION OF SCHOOL**

When situations arise that might necessitate the closing of school such as adverse weather and/or road conditions, a joint decision will be made by the school and the Coal City Community Unit School District #1 bus contractor and announced via the following radio stations.

WCSJ (Morris) AM Dial 1550; WJOL (Joliet) AM Dial 1340

WJDK (Seneca) FM Dial 95.7

Parents and students are asked not to telephone the schools, the Superintendent or the Coal City Community Unit School District #1 bus contractor as this jams the telephone lines and makes necessary communications more difficult. We will also attempt to post the closing of school on our webpage at [www.coalcity.k12.il.us](http://www.coalcity.k12.il.us), and we will attempt to contact you via our automated phone system.

School will be in session as per the normal schedule unless announced otherwise.

## **FIRE DRILLS**

When the fire alarm sounds, students should quietly proceed out the exit according to the teacher's instructions. They should remain outside the building until directed otherwise by the teacher. All students in the commons area, rest rooms and library will go to the outside through the nearest exit. Fire drills will take place multiple times throughout the school year. At least one of these drills will take place under the supervision of the fire department.

## **SEVERE WEATHER**

An announcement will be made over the intercom. Students should proceed to the area of the building directed by the teacher. When students reach the designated area, they should sit quietly until notified over the intercom of additional instructions. Sheltering/severe weather drills will take place throughout the school year.

## **LOCKDOWN DRILLS**

Lockdown drills will take place throughout the school year. At least one of these drills will take place under the supervision of the police.

## **SPECIAL EDUCATION**

Special Populations Director:

Sandy Rakes

[srakes@ccu1.net](mailto:srakes@ccu1.net)

815-634-2287 ext. 2112

Link to District Special Populations Website: [http://www.coalcity.k12.il.us/spec\\_pops/index.htm](http://www.coalcity.k12.il.us/spec_pops/index.htm)

As the parents of a child who may or will receive special education benefits you have certain rights, which are safeguarded by state and federal statute. The rights to which you are entitled are listed below in abbreviated form under nine headings.

### 1. STUDENT RECORDS:

- 1) Right to inspect and review records;
- 2) Right to obtain copies of records at cost or at no cost, depending on ability to pay;
- 3) Right to be informed of all types and locations of records being collected, maintained or used by the agency;
- 4) Right to ask for an explanation of any item in the records;
- 5) Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or has violated privacy rights;
- 6) Right to a hearing if the agency refuses to make the requested amendment.

## 2. CONFIDENTIALITY OF INFORMATION:

- 1) Right to restrict access to your child's records by withholding consent to disclose records;
- 2) Right to be informed before information in your child's file is to be destroyed;
- 3) Right to be told to whom *information has been disclosed*.

## 3. NOTICE:

- 1) Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child;
- 2) ) Right to have that notice in writing, in your native language, or other principal mode of communication, at a level understandable to the general public;
- 3) ) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected;
- 4) Right to be notified of each evaluation procedure, test, record or report the agency will use as a basis for any proposed action.

## 4. CONSENT:

- 1) Right to give consent before an evaluation is conducted and before initial placement is made in special education;
- 2) Right to revoke consent at any time.

## 5. EVALUATION PROCEDURES:

- 1) Right to have a case study evaluation of your child's educational needs completed within 60 school days of referral;
- 2) Right to have more than one criterion used in determining an appropriate educational program for your child;
- 3) Right to have the evaluation performed by a multidisciplinary team;
- 4) Right to have your child assessed in all areas related to the suspected disability;
- 5) Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teacher request it.

## 6. INDEPENDENT EVALUATION:

- 1) Right to an independent educational evaluation;
- 2) Right to have the district pay for the independent evaluation if it is determined through a due process hearing that the district's evaluation is not appropriate;
- 3) Right to be informed of the procedures for obtaining an independent evaluation at public expense;
- 4) Right to have the independent evaluation considered when placement and program decisions are made.

## 7. LEAST RESTRICTIVE ENVIRONMENT:

- 1) Right to have your child educated with non-handicapped children to the maximum extent possible;
- 2) Right to have your child removed from the regular educational environment only after

supplementary aids and services were tried and found unsatisfactory;

- 3) Right to have placement in the school your child would attend if non-handicapped unless the individualized education plan requires some other arrangement;
- 4) Right of your child to participate with non-handicapped children in nonacademic and extracurricular services and activities, such as meals, recess, counseling, clubs, athletics and special interest groups.

#### 8. COMPLAINT RESOLUTIONS AND MEDIATION:

- 1) Complaints alleging violations of parent and special education rights can be referred to the Superintendent.
- 2) Complaints alleging violations of parent and special education student rights can be referred to the Program Monitoring/Development Section, Department of Specialized Educational Services, Illinois State Board of Education for review, investigation and action within sixty days.
- 3) Illinois' mediation service is designed as an alternative to the Due Process Hearing to resolve disagreements regarding the appropriateness of the provision of special education and related services. This service is administered and supervised by the Illinois State Board of Education and is provided upon request at no cost to the parties. Parents and/or local school districts who wish to request mediation services or to know more about the State Board of Education complaint resolution system may contact the Program Monitoring/Development Section, Illinois State Board of Education, at 217-782-6601.

#### 9. HEARING:

- 1) Right to request an impartial due process hearing to question the district's identification, evaluation, or placement of your child or to question the district's provision of a free, appropriate public education;
- 2) Right to be informed of the procedures to follow to make a request for an impartial due process hearing (i.e., to whom, how, what to include in the request, timeliness, etc.);
- 3) Right to be informed of any free or low-cost legal and other relevant services available (e.g., expert on handicapping conditions that may be a witness at the hearing);
- 4) Right to have the hearing chaired by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing;
- 5) Right to see a statement of the qualifications of the hearing officer;
- 6) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped;
- 7) Right to have your child present at the hearing;
- 8) Right to have the hearing open to the public;
- 9) Right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- 10) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
- 11) Right to have a record of the hearing;

- 12) Right to obtain written findings of fact and a written decision within 45 days after the initial request for the hearing;
- 13) Right to appeal to the Illinois State Board of Education and receive a decision within 30 days of the filing of an appeal;
- 14) Right to have a hearing and an appeal set at a time reasonably convenient to the parent;
- 15) Right to appeal an Illinois State Board of Education decision in court;
- 16) Right to have your child remain in his or her present educational placement during the pendency of the administrative proceeding, unless the parent and district agree otherwise;
- 17) A request for a due process hearing should state the reasons that the hearing is being requested. The request should be sent to your district superintendent.

## **STUDENT BEHAVIOR CODE**

The School Code of the State of Illinois states:

105 ILCS 5/24-24 Maintenance of discipline. Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this section affects the power of the board to establish rules with respect to discipline; EXCEPT THAT EACH BOARD MUST ESTABLISH A POLICY ON DISCIPLINE, AND THE POLICY SO ESTABLISHED MUST PROVIDE THAT A TEACHER MAY REMOVE A STUDENT FROM THE CLASSROOM FOR DISRUPTIVE BEHAVIOR AND MUST INCLUDE PROVISIONS WHICH PROVIDE DUE PROCESS TO STUDENTS.

The board may make and enforce reasonable rules of conduct and sportsmanship for the athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

All of the rules and regulations of the district are meant to permit teachers to teach and students to learn without undue interference. The jurisdiction of the school-over-student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and at after-school activities; and the school-sanctioned activities that occur off campus. The school administration and staff will diligently manage and supervise student conduct in all programs maintaining the confidence of students, parents and the community.

## **CARE OF SCHOOL PROPERTY**

This is your school. Please be proud of it. You will be expected to demonstrate reasonable care of all books and supplies issued to you. The same care should be shown towards school equipment, furniture, locker(s), buildings and grounds. Damage to school property will result in repayment for damage done and/or suspension from school not to exceed ten school days.

## **CLASSROOM EXPECTATIONS**

Students are to be cooperative and ready to engage in instructional activities in the classroom at all times. If a student is sleepy or acting unusual in class, hallways, or on school grounds, for purpose of individual safety, the following will apply:

- 1) The office will be notified.
- 2) After contact by the principal or designee, the student may be referred to the nurse.
- 3) If recommended by the nurse, the student's parents will be contacted and informed of the problem.
- 4) Parents may be asked to pick up the student from school.
- 5) Appropriate follow-up will occur as a need is demonstrated. Additionally, students should come to class with the necessary materials for full participation. These shall include, but not be limited to, pen/pencil, paper, notebook and texts (where applicable). Students may be assigned to after-school or lunch/recess detention for coming to class unprepared.

## **GENERAL BUILDING/SCHOOL GROUNDS BEHAVIOR**

Students are expected to be courteous and mannerly in the halls, classrooms, and on the school grounds at ALL times. Specifically, students should adhere to the following:

- 1) Move about the building in a quiet and orderly manner so as not to disturb others.
- 2) There is to be no fighting, wrestling, pushing, shoving or other activity that could result in injury.
- 3) Keep hallways open to traffic by walking to the right and not standing in groups. No running is permitted in the hallways.
- 4) Place trash in the containers provided.
- 5) Students should comply with the reasonable requests of ANY staff members.
- 6) Students may be assigned to after-school or lunch/recess detention for behavior violations.

## **HONOR CODE**

Students are expected to complete all assignments and tests individually, unless specifically instructed to do otherwise. It is unacceptable for you to copy another individual's work or to allow someone to copy your work. Do your best work on your own!

## **NON-INSTRUCTIONAL ITEMS**

Students should bring with them to school/class only those items or materials which are needed for educational processes. Any item, which may cause personal injury, should not be brought to school. The following will apply to non-instructional items:

- 1) Dangerous, harmful, or look alike items, such as knives, guns, weapons, firecrackers, will be taken away from the student and deposited with the principal. Parents will be notified and arrangements made for the return of the confiscated items. The police liaison officer will be notified.
- 2) Nuisance items, such as water guns, water balloons, sunflower seeds, syringes, yoyo's, noise makers, dice, etc., will be taken away, and student may be excluded from school for

the remainder of the day until further determination of this infraction has been made.

- 3) Use or threatened use of a dangerous or harmful item may result in suspension not to exceed ten school days.
- 4) Personal electronic items such as radios, iPods, cell phones, etc. should not be used in any class without permission from the teacher. All personal valuables should be turned off.
- 5) There is to be no playing of personal radios, electronic games, tech devices, etc. anywhere in the building (including the cafeteria) without permission. If this does occur, an administrator will hold the item in question for the student until the end of the school day. Repeat offenses will result in disciplinary action, and a parent/guardian will need to pick up the device.
- 6) Skateboards, scooters, roller blades, hover boards and bikes are not to be ridden in the school or on school property. Walk your bike/scooter and hold these other items on school grounds.

## **GANG ACTIVITY**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.

## **BOOK BAGS**

Book bags, backpacks and sport bags create a safety concern in the classroom. While such bags are necessary to carry books, sports equipment, and other items to and from school, they are not appropriate for use in the classroom. Book bags, backpacks and sport bags should be stored in student lockers while at school.

## **PROPER ATTIRE**

We take pride in the appearance of our students. Your appearance reflects the pride, which you have in your school. You are expected to dress and groom yourself in clothes that are appropriate for school activities. School administrators will make final judgment as to acceptability of clothing.

Articles of clothing may not endanger the health and safety of students, nor may they cause interference with class work or result in school disorder. Overly casual dress should be avoided, including pajama bottoms. Shoes (no wheels) must be worn at all times in the school building unless given permission to do otherwise. **All students must be covered approximately from neckline to mid-thigh.** Some examples of prohibited clothing/articles are: halter-tops, tube tops (no exposed/bare midriff), t-straps/spaghetti straps, see through clothing, hats, bandannas, and sunglasses. Shorts, dresses, and skirts need to be approximately mid thigh. Any clothing displaying vulgar, profane, sexual, obscene, alcohol, tobacco, drug, or violence related reference are not permitted.

Hats may not be worn inside the building unless given permission to do otherwise. If a student is not in compliance with the dress code the student will be asked to change into alternative clothing to wear while in school. Repeat offenses will lead to appropriate disciplinary action and may lead to a student being considered insubordinate.

## **RESPECT FOR STAFF AND FELLOW STUDENTS**

We expect every staff member to be treated with respect and dignity. Likewise, we expect the same behavior from staff towards students. It is imperative that teachers be in charge of their classes. Anything less than this would lead to a poor educational opportunity for all.

## **RESPONSIBILITY TO ALL SCHOOL STAFF**

Every student in the Coal City Community Unit is under the supervision of each staff member within our school. Any district employee may reprimand a student for inappropriate behavior. Such violations will be reported to the principal for disciplinary procedures.

## **BULLYING/AGGRESSIVE BEHAVIOR POLICY**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including, using any form or type of bullying/aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behaviors includes, without limitation, the use of violence, force, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Students who engage in acts of aggressive behavior and/or bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include, but is not limited to verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification of discipline will be made in accordance with Disciplinary Procedures.

In addition, school personnel shall monitor student behavior and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel shall refer the student to the building principal or designee and the student support team. The building principal or designee shall notify the student's parent/guardians of the referral to the student support team and any action taken by the team concerning the student.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community-based interventions available for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

## **CONDUCT AND DISCIPLINE – SAFE SCHOOL ZONE AND THE LAW**

The Illinois General Assembly passed the 'Safe School Zone' act in an effort to enforce stricter penalties for acts of criminality which occur on school grounds. Under the legislation, laws increased penalties for the sale, distribution, and manufacture of illegal drugs on any school campus and within 1000 feet of school property. These laws also increased penalties for possession of weapons, violations committed on school property, and gang activity and recruitment.

Any act of criminality taking place on school grounds, buses, or during school sponsored activities not only makes the student subject to penalties the courts may prescribe but also may result in suspension or expulsion from school.

The Board of Education of Coal City Community Unit School District #1 takes a "zero tolerance" stance in regards to such acts of criminality and/or gross misconduct. All disciplinary actions and

their implementation shall be in accordance with Board policy and the procedures outlined in the student handbook.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS

When serious or habitual disciplinary problems occur, students will be referred directly to the principal or designee. The areas listed below represent behaviors of such a serious nature that students will be subject to suspension from school. ANY conduct, in addition to those listed below, which is disruptive of educational processes, inimical to the welfare, safety or morals of other students or which is in defiance of proper authority may result in suspension and/or expulsion.

DISTRICT GUIDELINES FOR DUE PROCESS WILL BE FOLLOWED AT ALL TIMES.

<b>CATEGORY 1</b>	<b>GRADES 4-5</b>
<b>LEVEL 1</b>	
Disobedience of Class Rules	Min Verbal Reprimand – Max Detention
Disobedience of School Rules	Min Verbal Reprimand – Max Detention
Disruption in Hall or Classroom	Min Verbal Reprimand – Max Detention
Forgery, Lying, Cheating or Plagiarism	Min Verbal Reprimand – Max Detention
Public Display of Affection	Min Verbal Reprimand – Max Detention
Tardiness	Min Verbal Reprimand – Max Detention
Truancy	Min Loss of Recess – Max I.S.S.
Use of Profanity	Min Verbal Reprimand – Max I.S.S.
Other (Non-Cooperation)	Min Verbal Reprimand – Max I.S.S.
Repeated Level 1 Offenses	Min Verbal Reprimand – Max O.S.S.
<b>LEVEL II</b>	
Arson	Min Restitution & I.S.S. (1-5) – Max Expulsion
Bus Misconduct	Min Verbal Reprimand or Conduct Slip – Max Bus Suspension
Disrespect or Disorderly Conduct	Min Verbal Reprimand – Max I.S.S.
Extortion	Min Verbal Reprimand & Restitution – Max O.S.S. & Restitution
Fighting	Min Verbal Reprimand – Max O.S.S. (10)
Fire Alarm Misuse	Min I.S.S. – Max O.S.S. (5)
Harassment of Others (Physical, Verbal, or Sexual)	Min Verbal Reprimand – Max O.S.S.
Insubordination	Min Verbal Reprimand – Max O.S.S. (10)
Possession/Distribution of Inappropriate Materials	Min Verbal Reprimand – Max O.S.S. (10)
Possession/Use of Tobacco/Smoking Paraphernalia/E-Cigarettes	Min Detention – Max O.S.S.
Theft/Vandalism/Damage to Property/Possession of Stolen Items	Min Verbal Reprimand & Restitution – Max O.S.S. & Restitution
Other/Gross Misconduct	Min Verbal Reprimand – Max O.S.S.

<b>LEVEL III</b>	
Bomb Scare	Min Police Notified, I.S.S. – Max O.S.S. (10)
Possession/Use/Distribution of Alcohol	Min Police Notified, I.S.S. – Max O.S.S. (10)
Possession of Drug Paraphernalia	Min Police Notified, I.S.S. – Max O.S.S. (10)
Possession/Use/Distribution of Drugs/Marijuana or Drugs that Intoxicate	Min Police Notified, I.S.S. – Max O.S.S. (10)
Violation of School/Civic Laws	Min Parent Notified – Max O.S.S. or Civil Action
Possession of Weapon/Firearm	Min O.S.S. – Max Expulsion
Gang Identifiers/Activity	Min O.S.S. – Max Expulsion
<b>CATEGORY 2</b>	
<b>LEVEL I</b>	
Cutting Detentions	Min Additional Detentions – Max I.S.S
<b>LEVEL II</b>	
In-School Suspension Problems/ Office Detention Problems	Min Additional I.S.S./Detention – Max O.S.S.

## WRITE-UPS

Students can be written up by any school employee for minor infractions at any time before, during or after school. When a student accumulates 3 write-ups, he/she will have lunch/recess in the office and will complete a “Think it Through” behavior form. This form must be taken home to be signed by a parent. If the student accumulates 3 more write-ups, he/she will have an after school office detention and will meet with the social worker. If additional write-ups continue, the student will have another after school detention, will lose access to the next PBS event, and will receive behavior intervention from the social worker. A parent meeting will also take place.

## DETENTIONS

Classroom Detention -Issued by the teacher and is served in the classroom, with the classroom teacher.

Office Detention -Issued through the office and may be served in the classroom or the office, depending upon the circumstances.

It is the responsibility of the student to take the detention slip home so the parents will know when the student will be serving the detention. Students may be assigned a detention by any teacher for improper behavior in the classroom, hallways, cafeteria or outside. Examples may include: horseplay, pushing, shoving, running inside, yelling or whistling loudly.

Detentions may also be given for the following: disobedience, class disruption, disrespect, insubordination, or multiple missing assignments.

Students fighting will automatically be sent to the office for disciplinary purposes.

Classroom and/or office detentions will be served during the school day or after school.

Parents will be notified in advance if students are to serve an after school detention.

**\*\*Chronic abuse of any disciplinary infraction may result in a hearing before the Board of Education with a possible recommendation of expulsion.**

## CORPORAL PUNISHMENT

Corporal punishment may not be employed by district personnel as per Illinois School Code 105 ILCS 5/24-24.

## **SUSPENSIONS**

Make-up work during suspension is to be completed according to the time lines established by district policy. Failure to complete make-up work at the scheduled time may be cause for a zero (0) to be recorded for the assigned work.

When suspensions are assigned, students are expected to follow the established procedures:

- 1) During any suspension it will be the student's responsibility to contact teachers and secure homework assignments. In most instances this would be done before the suspension begins since every effort will be made to have suspensions begin the day following the infraction.
- 2) Students assigned to I.S.S. (In-school Suspension) will have the opportunity to take tests when they are scheduled (at the discretion of the classroom teacher) by either going to their regular classroom for the test, or having the test sent to the teacher supervising the I.S.S. area.
- 3) In those instances where a student fails to comply with the rules for the in-school suspension area, the student may be reassigned to out-of-school suspension with a **MINIMUM** of one day added to the original suspension time.
- 4) Students assigned to in-school suspension are not eligible to participate as a representative of the school in any extra-curricular activities.
- 5) Students assigned to out-of-school suspension will not be permitted to attend ANY school activity or program.

## **SUSPENSION NOTIFICATION**

In all cases of suspension, the suspending school official will:

- 1) Notify the student of the nature and seriousness of his/her actions and the dates and duration of the suspension from class, from school, school activities, school grounds.
- 2) In the case of an out-of-school suspension, the parents or guardians of the student will be notified by written notice sent by mail, a return receipt may be requested. This written notice will state the reasons of the suspension and the dates and duration of the suspension from school, school activities, and school grounds.
- 3) The student and parents will be notified of their rights regarding suspension from Coal City Schools.
- 4) A copy of the parental notice of suspension will be sent to the Superintendent.

## **GRIEVANCE PROCEDURE**

**No child or employee shall be discriminated against because of race, sex, color, national origin, age, or handicap.**

Title VI, IX and Section 504 Grievance procedure (for violations in the areas of race, sex and/or handicap discrimination and/or harassment.)

- A. Grievance procedure: If a student incurs a grievance involving a violation of Titles VI, IX or Section 504, the following procedure must be followed:
  - 1) The aggrieved shall present a written account of the occurrence within one week to the Building Principal or his or her designee. The Principal will meet with the aggrieved within 48 hours to establish the legitimacy of the grievance and to achieve a possible

solution.

- 2) If a resolution satisfactory to both parties is not reached, the grievance is to be forwarded to the Superintendent within five days of Step 1. The Superintendent will meet with the Principal and the aggrieved to seek a solution.
- 3) If a satisfactory resolution has still not been achieved, the Superintendent and the aggrieved will present the grievance reports on Steps 1 and 2 to the Board of Education within 30 days of Step 2. The Board of Education has the final decision as to the resolution of the grievance. A hearing officer may be included on any of the above steps at the discretion of the parties involved.
- 4) In cases of sexual harassment the concern shall be aggrieved in the following order: harasser, counselor, Asst. Principal, Principal, Superintendent.
- 5) In cases where the grievance involves Section 504, and a satisfactory resolution has not been achieved by Step 2 above, the student has the right to an impartial due process hearing. A hearing officer may be included on any of the above steps at the discretion of the parties involved.

When resolution is reached, whether it be at Step 1, 2, 3 or 4, a written report of their solution shall be given to the aggrieved, the hearing officers, the Title VI, IX and Section 504 Building Principal, the Superintendent and the Board of Education.

- B. Due Process Procedure: In cases where students believe their rights have been violated, they may request a due process hearing. The request must be in writing and within five days of the occurrence. The hearing request shall be submitted to the Building Principal. The Grievance Coordinator shall, within five days, rectify the problem causing the grievance or establish a hearing date with the Superintendent.

## **STUDENT RECORDS**

The Coal City Community Unit School District #1 will comply with the General Education Provisions Act (Section 438 of Public Law 93-380), commonly referred to as "Family Educational Rights and Privacy Act of 1974."

### STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

- 1) The student permanent record consists of basic identifying information, academic transcript, (including grades, class rank, college entrance test scores, graduation and/or grade level achieved), attendance record, health record, record of release of permanent information and other basic information. The permanent record shall be kept for 60 years after graduation or a non-transfer withdrawal.
- 2) The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within five years after graduation or a non-transfer withdrawal.
- 3) Parents have a right to:
  - a) **INSPECT AND COPY ANY AND ALL INFORMATION** contained in the student record. There may be a small charge for copies, not to exceed 25 cents a page. This fee will be waived for those unable to afford such cost.
  - b) **CHALLENGE THE CONTENTS OF THE RECORDS** by notifying the principal or record custodian of an objection to information contained in the record. An informational

conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.

- c) RECEIVE COPIES OF RECORDS PROPOSED TO BE DESTROYED. The school will notify parents of the destruction schedule.
  - d) INSPECT AND CHALLENGE INFORMATION PROPOSED TO BE TRANSFERRED TO ANOTHER SCHOOL DISTRICT in the event of a move to another school district.
- 4) Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or persons. ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OF ELIGIBLE STUDENT.
  - 5) The following is designated as public information and may be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics and period of attendance in the school.
  - 6) A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
  - 7) Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the superintendent of the district.

Custodians of the school records are the Guidance Counselors and Principals of the various attendance centers.

### **TRANSPORTATION: INSTRUCTIONS TO SCHOOL BUS RIDERS**

School bus riders, while in transit, are under the jurisdiction of the school bus driver. It is strongly recommended that all riders and parents of riders become thoroughly familiar with the following regulations governing school bus riders. These instructions should be followed to ensure the safety and well-being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle.

- 1) Expect to walk some distance to an established bus stop.
- 2) Be on time at the designated school bus stop; help keep the bus on schedule.
- 3) **Stay off the road at all times while waiting for the bus.**
- 4) **Be careful in approaching the place where the bus stops. Do not move** toward the bus until the bus has been brought to a complete stop.
- 5) Do not leave your seat while the bus is in motion.
- 6) **Be alert to emergency instructions from the driver.**
- 7) Remain on the bus in the event of a road emergency until the driver give instructions.
- 8) Occupy the seat assigned by the bus driver.
- 9) **Keep hand and head inside the bus at all times.**

- 10) Do not throw anything out the bus windows. Windows will be opened only with the permission of the driver.
- 11) Loud talking, laughing, singing and/or unnecessary confusion divert the driver's attention and could result in a serious accident.
- 12) **Be absolutely quiet when approaching and crossing railroad crossings.**
- 13) **Never** tamper with the bus or any of its equipment. Vandalism, theft or destruction of school or personal property will not be tolerated. Parents and students will be held financially responsible for damages.
- 14) Knives, firearms and weapons will not be transported. Police may be notified upon discovery.
- 15) Evidence of use or possession of drugs, tobacco or alcohol will result in notification of appropriate authorities.
- 16) **No eating or drinking is allowed on the bus.**
- 17) Do not bring animals on the bus (except with special permission of the district).
- 18) **Keep books, backpacks, coats, and all other objects out of the aisles and away from emergency exits.** These items should be in the rider's lap or in the seat next to the rider while in transit.
- 19) Musical instruments are to be held by the owner. **Transportation of large instruments will be the parents' responsibility unless space is available to keep instruments in seats and out of aisles.**
- 20) **Be courteous to fellow pupils and the bus driver.** Use of vulgar language or obscene gestures is prohibited.
- 21) Always be considerate and helpful, especially of younger children.
- 22) **Do not ask the driver to stop at places other than the regular bus stop.** He or she is not permitted to do this except by proper written authorization from a school principal or designee.
- 23) Observe safety precautions at exit points. **Know and observe the rules.** When it is necessary to cross the highway, proceed to a point at least **10 feet in front of the bus** on the right shoulder of the highway where traffic may be observed in both directions. **Wait for the signal from the school bus driver permitting you to cross.**
- 24) Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Remember: Your safety on the school bus depends on how well you conduct yourself as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and **you can lose your bus-riding privileges as a result of breaking the rules\***. The driver also has rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the school director of business services or principal.

**\*Consequences for Bus Conduct/Bus Slips:**

**First Offense:** Verbal Warning, parent contact via bus slip

**Second Offense:** Parent contact and loss of free time

**Third Offense:** Parent contact, loss of free time, bus suspension may result

**Fourth Offense:** Parent contact, loss of free time, multiple days bus suspension may result

**Multiple Offenses:** Loss of bus privilege may result for the remainder of the school year.

**Severe Offense:** Regardless of the number of offenses, may result in immediate loss of bus privilege.

### ALTERNATE BUS DROP OFF AND PICK UP

Students are expected to ride a bus to and from their home unless other arrangements have been authorized through the school. If your child(ren) is **eligible** to ride a bus and an alternate drop-off or pickup stop is requested, a Bus Registration Form must be completed and signed by the parent/guardian of that student. The following guidelines will be strictly adhered to:

- Any alternate bus pickup and/or drop-off requests must be in writing and on the district form. **No verbal requests will be honored.**
- Parents are limited to two (2) different stops.
- Desired pick-up and drop-off locations must be constant.
- There must be adequate capacity on the bus if a request would require a child to ride a different bus route.
- Instructions such as “if the mailbox flag is up, take Johnny to grandma’s house” will **NOT** be honored.
- Any bus eligible student may be picked up or dropped off at an alternate stop with written permission from the parent, the receiving parent, and the principal.

### EMERGENCY TRANSPORTATION PROCEDURES

Students who reside outside 1 1/2 miles from school may ride the bus from points other than their assigned pick-up or drop-off point **when an emergency situation exists.** In order to do this, parents must write a letter requesting alternate transportation to the Principal of the school the child attends. The Principal will then issue a temporary emergency bus pass to the student. The student should give this pass to the bus driver when he/she boards the bus. Bus drivers will only allow students who are assigned to their bus route to ride the bus unless a bus pass is presented. Parental notes to the bus driver are not accepted as a replacement for temporary emergency bus pass.

### FIELD TRIP SAFETY

On many occasions field trips are provided as a valuable educational experience. The safety of students during these trips remains a high priority for the Coal City Community Unit School District #1. To maximize student safety, parents are often asked to volunteer to assist the teacher in supervising the students during field trips. Parents that volunteer for field trips will be asked to follow the following guidelines:

- Be familiar with the district’s general bus safety rules.
- No eating or drinking allowed on the bus.
- Maintain good student discipline.
- Know the whereabouts of each student assigned to you.
- Remind students not to leave books, lunches or other articles on the bus.

### FEE BUSSING

If you live within one and one-half miles from school and your families is **not** eligible to ride a bus you may be eligible to ride a bus by paying a nominal fee to the school district provided that:

- Your child(ren) must walk to an established bus route. (No bus pick-up or drop-off stops will be established within a walking area.)
- There must be adequate capacity on the already established bus route.
- Payment is made in full, by the semester or monthly **prior** to service being provided.
- If payment is not received, bus privileges will stop immediately.

## **SAFE WALKING**

- 1) When you cross the street at a corner with a signal light, you should wait for the green light to show in the direction you are walking.
- 2) At busy intersections there may be lines on the road called a crosswalk for you to walk between. There may also be special signals to tell you it is okay to cross the street. These are the **WALK signals** or a **PICTURE of a person walking**.
- 3) Always look both ways before you cross the street, by looking **left, right and left** again to make sure no vehicles are coming or turning on the crosswalk.
- 4) Yellow lights and signs mean caution or that you are coming to a dangerous area. If you are waiting to cross the street, you should not cross if the light is yellow. The light is about to turn red, and cars will enter the intersection.
- 5) Like a yellow traffic light, both of these flashing “DON’T WALK” signals mean to use caution.
- 6) If you are in the street, finish crossing the street.
- 7) If you have not started crossing the street, stay on the curb.
- 8) Crosswalks are two white lines painted on the road, which go across the street. You should walk inside the lines.
- 9) Cars, bicycles and in-line skates **must stop** to allow people in the crosswalk to cross the street.
- 10) When you use the crosswalk to cross the street, before you step into the street, you should look carefully to the **LEFT, RIGHT AND LEFT** again to be sure it is safe to cross.
- 11) This sign means you are near a crosswalk by a school.
- 12) On school days this area will be busy when school is opening and closing.
- 13) At this crosswalk, like any other crosswalk, it is important to look carefully to the left, right and left again. If you have to cross the street.
- 14) If you must walk through parked traffic, stop and look carefully before stepping out from between vehicles.
- 15) Don’t run between parked cars and buses.
- 16) Remember the danger areas close to school buses where the driver can’t see you.
- 17) When the signal light turns red, stop. If the light is red in the direction you’re walking, do not cross the street.
- 18) At busy intersections there may be a DON’T WALK signal or a picture of a hand, meaning STOP.
- 19) Mind all traffic signals and/or the crossing guard -never cross the street against a light,

even if you don't see any traffic coming.

20)Walk your bike through intersections.

21)Walk with a buddy.

22)Wear reflective material...it makes you more visible to street traffic.

## **CROSSING GUARDS**

Crossing guards are stationed at several hazardous intersections within a reasonable distance of the Elementary and Intermediate schools. The crossing guard is employed and trained by the Coal City Police Department. Parents are asked to stress the importance of cooperating with the school safety crossing guard.

## **ANSWERS TO COMMON QUESTIONS – WHAT SHOULD YOU DO?**

- If you are tardy to school - report to the office.
- If you have been absent - verify absence by phone call or in writing.
- If you have lost or found something - take it to or inquire at the office.
- If you have lost a library book or textbook - see the librarian to pay for the lost book and/or get a new one.
- If you wish to be placed on limited P.E. for reasons of health - bring a request from your physician to the school office.
- If you must accompany your parents on a trip when school is in session - make arrangements in ADVANCE with the office and teachers.
- If you have any questions about school policies or procedures - see your teacher or Principal.
- If you wish to make suggestions about improving the school - contact your teacher or your Principal.
- If you need extra help or assistance in a school subject - contact your teacher.
- If you leave school during the day - it is required to report to the main office prior to leaving.

## **III. ADDITIONAL SCHOOL INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

The Coal City Community Unit School District #1 Asbestos Management Plans have been prepared pursuant to the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the respective school your child is attending. Copies of the Management Plans are available at the Unit Administrative Building and in the office of your School. These plans are available for your inspection during normal office hours (Monday through Friday, 8:00 a.m. to 4:00 p.m.).

### **GIFTED EDUCATION - TAG**

The purpose of the TAG (Talented and Gifted) Program is to provide challenge and enrichment for eligible students during the standard school day. Eligibility is determined by a formula, which includes a test of intelligence and tests of achievement. No more than the top 5% of each grade level will be identified for the TAG Program.

## SCHOOL RECESS

School recess is part of the normal school day in Grades 4-5. Students are advised to wear appropriate clothing for the 20-minute recess. If you want your child to stay in from recess for health reasons, please send a note to the homeroom teacher. It is requested that written excuses be provided by a physician when more than a week is involved.

Recess is a privilege, not a right. Students may lose their recess privileges due to misbehavior and/or missing work.

We do not have outdoor recess during inclement weather. If the wind chill temperature is below 10 degrees, students will stay inside for recess.

## GRADES

The following grading scale is used by all teachers in assessing student performance.

90-100 A Superior	80-89 B Above Average	70-79 C Average
60-69 D Below Average	0-59 F Failure	I - Incomplete
P - Passing	M - Medical	

## REPORT CARDS

Parents have access to grades at all times through PowerSchool. Parents are encouraged to contact teachers if concerns arise.

## CHANGING CLASSROOM TEACHERS MID-YEAR

At times you or your child may feel that he/she may not be reaching their full potential with their current teacher. With that in mind, we will consider your request for your child to change teachers during the school year. Please know it is not common practice for the school to change a student's teacher once school starts because of the negative effects (friends, academic, behavior, comfort with routine) the transfer may have. We encourage you to consider all of the factors involved before requesting a transfer. If you feel your child would benefit from a change in teachers, the following requirements must be met in order for administration to consider the approval for a transfer of teachers:

1. Meeting with the current teacher to identify your concerns
2. Meeting with the school social worker to identify concerns
3. An action plan developed by school staff, administration, social worker, parent, and student
4. If we continue to determine that the action plan needs any adjustments, changes can be made in the action plan a second time.
5. If two attempts have been made without any improvement, the parent/guardian will need to submit a letter requesting a classroom transfer and/or fill out the appropriate transfer form.
6. The administration will inform the parent/guardian of the final decision and why.

## PROMOTION AND RETENTION

Decisions about promotion and retention will be made by the school principal in consultation with the classroom teacher, the student's parents/guardians, and other appropriate professionals. Written appeals may be addressed to the Superintendent of Schools and will be included in the student's file, regardless of the outcome of the appeal.

Ongoing communications between the school and the parent should culminate in a decision about

promotion or retention before the conclusion of the school year. All decisions on retention will be communicated by the Principal to the Superintendent before the end of the school year.

Each child will be evaluated on an individual basis weighing several different factors in regards to promotion/retention. The following is a partial list of profile data that may be utilized in determining whether or not to promote a student to the next grade:

- a. Attendance
- b. Testing results
- c. Grades
- d. Personal attributes: age, size, health, etc.
- e. Current placement and previous retentions if any
- f. Transience in and out of the district
- g. Developmental delays – affective, skills, language, etc.
- h. Current interventions and/or related services
- i. Prior school experience
- j. Observed behaviors: gross/fine motor skills, social behavior, cognitive ability, knowledge of English, speech, maturity, motivation, etc.

Advancement to the next grade level may not occur if a student fails 2 or more courses for the year. Failing a course means receiving 2 or more F's on a report card within the same course. In such cases, a conference of all concerned parties will review retention criteria to evaluate academic characteristics of the student to determine whether promotion with remediation or retention in grade level is the best educational option. If remediation is selected, the minimum requirement is successfully completing Summer School. Additional tutoring and other programming may be required based on each individual situation.

## **INTERNET USE**

### What are Acceptable Use Policies (AUP)?

Acceptable Use Policies (AUP) define what students can and cannot do on school computers and the Internet. Students and parents are required to sign a **Student Internet Access Permission form** before a student is allowed to use the Internet in school. By signing the **Permission Form**, students and parents agree that the student will obey the rules of the policy.

### Why are AUPs Important?

If a student breaks the rules of an AUP, the consequences can be severe. Sending threatening e-mail messages or copying copyrighted material can result in legal prosecution. Breaking other rules, such as plagiarizing material or going into restricted sites, can lead to a student being suspended from the use of school computers or being suspended or expelled from school.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the

school in the virtual world. Please do the following:

#### Use good judgment

- We expect you to use good judgment in all situations.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

#### Be respectful

- Always treat others in a respectful, positive and considerate manner.

#### Be responsible and ethical

- Even though you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

#### Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive with others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do “talking.”

#### Don't share the following:

##### Confidential information

- Don't publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birth date, address, and cell phone number on any public website.

##### Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or coworkers.
- Don't take information you may receive through social networking (such as email addresses, telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

## **SOCIAL MEDIA ACCEPTABLE USE POLICY**

Coal City Community Unit School District #1 (CCCUSD#1) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guideline and behaviors that users are expected to follow when using school

technologies or when using personally-owned devices on the school campus.

- CCCUSD#1 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- CCCUSD#1 makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of CCCUSD#1 network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## **TECHNOLOGIES**

CCCUSD#1 may provide age-appropriate technologies for the purposed of supporting curriculum, instruction and assessment.

## **USAGE POLICIES**

All technologies provided by CCCUSD#1 are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

## **WEB ACCESS**

CCCUSD#1 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

## **EMAIL**

CCCUSD#1 may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **SOCIAL/WEB 2.0/COLLABORATIVE CONTENT**

Recognizing that collaboration is essential to your education, CCCUSD#1 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **MOBILE DEVICES POLICY**

CCCUSD#1 may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored.

## **PERSONALLY-OWNED DEVICES**

When allowed, the use of personally-owned devices that meet the minimum requirements will be planned and coordinated by staff to maximize learning in the educational environment. Use is prohibited when it interferes with the delivery of instruction by a staff member or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

## **SECURITY of TECHNOLOGIES**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **DOWNLOADS**

Users should not download or attempt to download or run any executable or installer programs such as .exe or APPS over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

## **NETIQUETTE**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable online content, there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

## **PLAGIARISM**

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **PERSONAL SAFETY of TECHNOLOGIES**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or guardian if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult supervision.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

## **CYBERBULLYING**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.

- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is NOT intended to be an exhaustive list. Users should use their own good judgment when using any technologies.

### **Examples of Unacceptable Use:**

I will **not**:

- Use technologies in a way that could be personally or physically harmful to myself or others.
- Search for inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others— staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classrooms (including inappropriate acronyms, initialisms, or emoticons).
- Use technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is NOT intended to be an exhaustive list. Users should use their own good judgment when using any technologies.

### **LIMITATION OF LIABILITY**

- CCCUSD#1 will not be responsible for damage or harm to persons, files, data, or hardware.
- While CCCUSD#1 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- CCCUSD#1 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **VIOLATIONS OF THIS ACCEPTABLE USE POLICY**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## WHAT CAN PARENTS DO TO PROTECT THEIR CHILDREN ON THE INTERNET?

Filters are great, and it is a good idea to have one on home computer, but **parents should not rely on filters and teachers** to keep their children safe on the Internet. Here are some suggestions for parents:

- When the school district's AUP is brought home, parents should go over the policy carefully before signing the Permission Form, as well as make sure that their children have a clear understanding of the terms in the Policy.
- Parents should make certain their children are aware of the dangers of the Internet and how they can protect themselves.
- For easy monitoring, place computers in high traffic areas where parents can see what their children are doing at the computer.
- Parents should occasionally sit with their children and explore sites together.
- If a child visits a chat room regularly, parents should regularly check to see what is being discussed.
- It is a good idea for parents to establish an Acceptable Use Policy for their home computers. This policy would define what is considered acceptable for family members on the Internet, both at home and on friends' computers.

Parental supervision and involvement is critical to the safe use of the Internet. Parents should have a good working knowledge of the Internet and how it operates and of how their children are using it.

## **CELL PHONES AND ELECTRONIC SIGNALING DEVICES**

### CELLULAR TELEPHONES

While in school or on school property, students may possess cellular telephones only in accordance with the following requirements:

- 1) Cellular devices may be used before and after school only. During the school day, cellular devices must be **turned off at all times**. Programming such devices to vibrate rather than ring does not fulfill the "OFF" requirement.
- 2) During the school day, cellular devices must not be displayed and must remain out of sight.
- 3) Cellular devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
- 4) Cellular devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

The Board of Education assumes no responsibility or liability for cellular devices brought on school property.

Notwithstanding the rules set forth above, cellular devices may be used at any time to respond or to report an emergency situation.

Violations of this policy may result in disciplinary action, including detention, suspension and/or expulsion. Parents may also be asked to pick up the phone/device after school.

### ELECTRONIC SIGNALING DEVICES

Except as otherwise provided herein, the personal use or possession of pocket pagers or other

electronic signaling devices by students will be prohibited on school premises during regular school hours and at all other times. All unauthorized electronic signaling devices found on school property will be confiscated by the Superintendent or his/her designee.

However, with the approval of the building principal, the Board may authorize the use of a pocket pager or other electronic signaling device by a student on school premises--if such use is necessitated by a medical condition or other special circumstance and the District has received a prior written request for such use from the parent or guardian of the student.

Violations of this policy may result in disciplinary action, including detention, suspension and/or expulsion. Parents may also be asked to pick up the phone/device after school.