



Crestwood Student Handbook

This handbook belongs to: _____
Address: _____
Homeroom Teacher: _____

Crestwood School
15601 US Hwy 150
Paris, IL 61944

Phone: (217)465-5391
Bus Garage: (217)466-0255

Vision of Crestwood School: Building a Foundation One Student at a Time

Mission of Crestwood School: The mission of Crestwood School is to create a foundation built with family and community presence in a safe and academically engaging learning environment delivered by effective teachers to enable our students to meet tomorrow's demands.

In addition to the policies stated in this handbook, the administration may set other rules and regulations that are consistent with those established by the Board of Education. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). This handbook may be amended during the year without notice. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as it is practicable. This handbook is a summary of board policies governing the district. All board policies are available to the public in the district office. Board policies are also posted on the district website.

CRESTWOOD STUDENT/PARENT HANDBOOK

Crestwood will not discriminate against you. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities or anything else described in 7:10 of the Unit 4 Board Policy. This student handbook was adopted by the Community Unit School District #4 Board of Education, at Paris, Illinois, on June 14, 2017.

This handbook has been prepared for you as a student at Crestwood. It attempts to explain some of the privileges and responsibilities you have as a student here, as well as to clarify other things of which you should be aware. We would ask, however, that you take this handbook home and share it with your parents so that they, too, can better understand what is happening at school.

Please keep this handbook at school throughout the school year so that you can refer to it when a problem or question arises. Junior High students are expected to keep their entire handbook (the whole booklet, not just the hall pass pages) with them throughout the school day. Feel free, though, to ask any of your teachers or other staff members if you don't find an answer here.

As we begin another school year, we ask each of you to do your very best to maintain the highest standards in all that you do. We all want to be able to take pride in your behavior and accomplishments, and in turn, to have your behavior and accomplishments bring pride and honor to Crestwood.

ACADEMIC EXCELLENCE GRADES 3 THROUGH 8

Purpose: To determine the grade point average by which standards are set for the recognition of excellent academic achievement.

Criteria: Academic excellence will be based on four quarters of grades with a grade point average of 3.5 and better on a 4.0 system, with these point values used: A=4, B=3, C=2, D=1, and F=0.

The following subjects are to be used in computing averages for academic excellence:

Third Grade-Reading, science/health, word skills, language, math, social studies

Fourth Grade-Reading, science/health, word skills, language, math, social studies

Fifth Grade-Reading, science/ health, word skills, language, math, social studies

Sixth Grade, Seventh Grade, Eighth Grade- All subjects with the exception of band, chorus, and 8th grade art.

Computation of Grade Point Averages:

Use the letter grades - disregarding any "plus" or "minus" values - for each quarter in each subject. Do not use the yearly average in each subject for computing point values.

Use the following chart for determining academic excellence awards:

4.00	- Trophy	3.67 - 3.83	- Red Ribbon			
3.84 - 3.99	- Blue Ribbon	3.50 - 3.66	- White Ribbon			
		1	2	3	4	Yr. Avg.

Example: _____

Reading	A	A	B	A
Science	B	A	B	A
Word Skills	B	A	A	A
Language	B	B	B	B
Math	A	A	A	A
Social Studies	A	A	A	B
Health	A	A	A	A

- | | | |
|----|---|--------------|
| 1. | Count the number of A's and multiply by 4 | 19 = 76 |
| 2. | Count the number of B's and multiply by 3 | 9 = 27 |
| 3. | Count the number of C's and multiply by 2 | 0 = 0 |
| 4. | Count the number of D's and multiply by 1 | 0 = 0 |
| 5. | Count the number of F's and multiply by 0 | <u>0 = 0</u> |
| | Find the sum total | 103 |

Divide by the number of letter grades, 28. This determines the point average (rounded to the nearest hundredth decimal place)
 $3.6785714 = 3.68$

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

ACCOMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

ASBESTOS

Our school, like many schools, has some asbestos in the building. We have a management plan in the unit office. Anyone may view the plan by request, during normal office hours.

ATTENDANCE POLICIES

If you must be absent from school for any reason, your parent or guardian should call the school between 7:30 a.m. and 9:00 a.m. to inform us of the reason for your absence and request homework for days missed. If a call has not been made by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian the following day, explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Your teachers will then allow you a reasonable amount of time to make up any work missed during your absence.

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

Medical and dental appointments and family vacations are discouraged during school time. If it is absolutely necessary that such activities occur during school time, please contact the school office prior to such an event in order that arrangements can be made for your absence.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he/she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In order to enable the school to follow the state truancy policy, a student having 10 absences or more must have a doctor's note for each absence stating they may not attend school or they will be counted unexcused.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner.

Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action including: referral to the Regional Superintendent Schools Truancy Officer, reporting to officials under the Juvenile Court Act, Referral to the State's Attorney, and/or appropriate school discipline.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

BOOK RENTAL AND FEES

The following assessments are made to students in Crestwood School. Students are asked to pay these at registration or as soon as possible. If rental texts or library books are lost or damaged, an additional fee will be required to cover the cost of repair or replacement.

Rental Fees

Preschool	\$35.00
Kindergarten.....	\$65.00
Grades 1-8	\$65.00

BREAKFAST/LUNCH POLICIES

Breakfast will be provided for all students who wish to participate. Breakfast will be served from 7:30-8:05 each morning.

Students eligible for free lunch are also eligible for free breakfast. The cost of breakfast is \$1.50 per day for students and \$2.50 for adults.

Hot lunches or chef salads are provided for all students who wish to purchase them. The cost of these lunches is \$2.75 per day for students and \$3.75 for adults. Students may also purchase a la carte items such as G2 and bottled water for an additional charge.

Students are welcome to bring their own lunches from home but are asked to inform their homeroom teachers each morning if they are not eating a school lunch so that the cooks may properly plan the amount of food to be prepared.

Students are not to leave school for lunch unless their parent or guardian accompanies them. The breakfast/lunch menu can be found on the Crestwood website, www.crestwood.k12.il.us.

BUILDING ACCESS

If you do not ride the bus and arrive at school before the 8:15 bell in the morning, you must report immediately to the supervisor on duty and remain until the bell rings. In order for you to be anywhere in the building before school hours you must either be accompanied by a staff member or have a pass from a teacher directing you to a particular place. At the 8:15 bell, you are to report to your homeroom as quickly as possible and be in your seat before the tardy bell, at 8:20.

All students, unless accompanied by a teacher, are to vacate the hallways immediately upon dismissal in the afternoon. Students who must wait for their parents to pick them up must remain in the front hallway or outside the building. Behavior during this time is expected to adhere to the same general rules as during the regular school day.

If it is necessary for you to leave classes during the school day you should ask your teacher for permission to leave and for a hall pass explaining your reason for being out of class.

BUILDING ENTRY

All perimeter doors are locked. Anyone needing to enter the building must enter through the front door. In order to enter the building you must push the call button located by the front door. Once recognized and greeted by the office staff, the door will be unlocked for admittance. Upon admittance, all individuals need to report immediately to the school office. Please do not hold the doors open and allow others to enter. Please do not ask students or staff to allow you to enter.

CALENDAR & NEWSLETTER

A magnetic school calendar listing important dates and early dismissals is distributed each year at registration. Students and parents are asked to familiarize themselves with this calendar, particularly those days on which school is not in session and early dismissal days. An up-to-date monthly activity calendar can be found at www.crestwood.k12.il.us, if you would like a paper copy of the monthly calendar please contact your child's homeroom teacher.

CLOSED CAMPUS

You are not to leave the school premises at any time during the school day unless accompanied by a teacher, another staff member, or your parent/guardian. Exceptions will be made **only** with written permission from your parent or guardian **and** the approval of the office. If your parents need to pick you up at the school during the day they should report to the school office, explain the need for you to be excused, and request the office secretary to call you from class.

COMMUNICABLE DISEASE

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Any child with an open, bleeding, or draining wound, which cannot be covered with a bandage, will not be allowed to attend school until it is dry and no longer draining.

CONDUCT- GENERAL RULES

1. You are expected to be courteous and respectful of others.
 2. You are expected to accept guidance and direction from all teachers and other school personnel.
 3. You are not to run, shout, or otherwise create a disturbance within the school building.
 4. You are expected at all times to exercise care for the safety and welfare of yourself and others.
- You should realize that these rules apply both **during school and at any school sponsored event.**

CONDUCT OF STUDENTS

In general you are expected to behave at school in a manner which is conducive to the education, safety, and general well being of you and your classmates. Incidents of gross misconduct or disobedience will subject the offending student to disciplinary action. Unit 4 will share information with law enforcement officials on any actions dealing with drug, cannabis, a forcible felony, weapons, or as otherwise required by law.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In school detention - This could mean isolation from the rest of the students throughout the day.
7. After-school detention with parental pick-up.
8. Saturday school detention with parental deliver and pick up.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Denial of privileges - non-participation in or attendance at extra-curricular events, field trips, "fun days", sock hops, assemblies, programs, etc.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
17. Efforts, including the use of early intervention, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.
18. Other actions, which may be deemed, appropriate by the Board, the administration, your teachers, or your parents.
19. Or other appropriate measures.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Fighting and /or assaulting another individual.
2. Throwing snowballs, stones, or other potentially dangerous objects.
3. Possession and/or use of firecrackers or other explosive items
4. Pulling a fire alarm without evidence of a fire.
5. Defacing or damaging school property.
6. Cursing.
7. Tardiness

- 8 Using, possessing, distributing, purchasing, or selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
9. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
10. Using, possessing, distributing, purchasing, or selling: A.) Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish). B.) Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision. C.) Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited. D.) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications. E.) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance or other substance that is prohibited by this policy. F.) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. G.) Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
11. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
12. Using or possessing an electronic paging device.
13. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
14. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
15. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
16. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
17. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
18. Being absent without a recognized excuse.
19. Being involved with any public school fraternity, sorority, or secret society.
20. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
21. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
22. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
23. Engaging in teen dating violence.
24. Entering school property or a school facility without proper authorization.
25. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
26. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
27. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
28. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
29. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
30. Disobedience of or disregard for other guidelines stated either in this book or an individual teacher's discipline policy.
For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school

property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Bullying, Intimidation, and Harassment

Bullying, intimidation, and (sexual) harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying, intimidation, teen dating violence and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles, at designated school bus stops waiting for the school bus, or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

Bullying on the basis of actual or perceived race, color, nationality, immigration status, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic is prohibited in each of the following situations: 1. During any school-sponsored education program or activity. 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. 4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying including cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental

health; (3) substantially interfering with the student's or students' academic performance; or (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, any use of violence, force, noise, coercion, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated, stalking, physical violence, harassment, sexual harassment, sexual violence, public humiliation, theft or destruction of property, retaliation for asserting or alleging an act of bullying, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for the purposes of determining any consequences or other appropriate remedial actions.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

CONDUCT- LUNCH ROOM

1. When the bell for the Junior High lunch period rings, if it is necessary you should go to your locker and to the restroom before you go to your designated area.
2. You are then to proceed quietly and quickly to the lunchroom and remain there until dismissed by the teachers on duty.
3. Talking is permitted in the lunchroom as long as it is not loud and good manners are otherwise being observed.
4. No food or drink is to be taken from the lunchroom unless it remains within your lunch box.
5. If it is necessary to be in the hallways after lunch you must do so quietly.

CONDUCT-UNIT 4 BUSES

The district provides bus transportation to and from school for all Crestwood students through a contract with MSB Transportation. School bus riders while in transit are under the jurisdiction of the school bus driver, unless the administration or Board of Education designates some adult to supervise the riders. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, it is recommended that all riders and parents of riders become familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. 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.
4. All students will be assigned seats.
5. Do not leave your seat while the bus is in motion.
6. Eating, drinking, or smoking will not be permitted on the bus.
7. Throwing or shooting of missiles (paper wads, rubber bands, water guns, etc.) will not be permitted.
8. Students will not litter the bus.
9. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
10. Remain in the bus in the event of a road emergency until the driver gives instructions.
11. Be absolutely quiet when approaching a railroad-crossing stop.
12. Never tamper with the bus or any of its equipment.
13. There will be no transportation of animals except for service animals as identified in a student's IEP or Section 504.
14. Pupils may talk to each other so long as they do not shout or talk loudly.
15. Keep books, packages, coats, and all other objects out of the aisles.
16. Be courteous to fellow pupils and the bus driver.
17. Help look after the safety and comfort of smaller children.
18. Do not ask the driver to stop at unauthorized places.
19. Pupils will ride their assigned bus only. Bus drivers require a note from parents, approved by the office if you are riding another bus. This includes riding home with a friend, where both sets of parents must send a signed note of permission.
20. Only students who live in Unit 4 and Unit 4 employees may ride the bus.
21. Pupils that want to get off the bus at "The Rec" must have a written permission from the office. Parents must sign a note requesting this to happen, and then a formal note will be issued to the driver.
22. Drivers and Unit 4 are not responsible for articles left on the bus. Be sure and check your assigned seat prior to leaving the bus.
23. Unit 4 will not allow students 1st grade or younger to get off of their buses unless an adult is visible.
24. Parents will be liable for any defacing or damage students do to the bus.
25. Inappropriate behavior will be reported to school administration and failure to observe safety rules may result in suspension from bus services.
26. It should be noted that videotaping does occur on Unit 4 buses. This is done to maintain proper bus safety procedures. These videos may be used for disciplinary actions.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

For questions regarding school transportation issues, contact the transportation director at (217)466-0255.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DISTRICT POLICIES

The superintendent's office has district policies relating to: a child's educational records, use of Crestwood's electronic network and applications, the district's uniform grievance procedures, behavioral intervention guidelines, surveys, instruction in recognizing and avoiding sexual abuse, alternative learning opportunities, title programming, student directory information, and birth certificate requirements. These policies (and others) are available upon request from the superintendent's office.

EAGLE EXPECTATIONS

Eagle Expectations are school wide expectations for students in preschool through eighth grade. A behavior matrix has been created to define expected behaviors for the following areas of the school: assembly, bus, classroom, hallway, lunchroom, playground, restroom, and special activities. **Eagles - Act responsibly - Give respect - Listen attentively - Encourage others - Stand Tall, Be Proud.**

A school-wide disciplinary referral system will be used to implement the Eagle Expectations. Students will be issued a discipline referral for not following the Eagle Expectations. These referrals will need to be signed by the student's parent and returned to the teacher. Please consult your child's individual teacher discipline policy for any disciplinary consequences for receiving a discipline referral.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

If a student is found using these devices for any reason other than reading a downloaded novel, the following consequences will be administered: First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office. Second offense – The device will be confiscated. The student must talk to the principal. The student will receive the device back at the end of the day. Third offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office. A personal technology device plan will be developed with administrative and parental input. Crestwood School is not responsible for any items that are lost, stolen, or damaged while at school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

EMERGENCY SCHOOL CLOSING

Anytime that it becomes necessary, due to weather or other emergency, to close the school, the Superintendent will notify the Crestwood Emergency Alert System. This system will make a call or text to any five numbers that parents have provided to Crestwood. Parents need to keep this list updated throughout the year if there are changes. We will also notify the Terre Haute TV, Champaign TV, and radio stations of school closings and early dismissals. The Superintendent will try to allow sufficient lead time for parents to make arrangements, but it is strongly recommended that all parents and students have plans made in advance as to what is to be done under such circumstances.

The school has an Emergency and Crisis Plan in effect. Should a crisis situation develop, a central command will issue all communication through the various media in the community.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact the guidance department.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: Failure to receive appropriate permission from parent/guardian or teacher; Failure to complete appropriate coursework; Behavioral or safety concerns; Denial of permission from administration; Other reasons as determined by the school.

GRADING POLICIES

Grade reports are distributed 4 times per year - approximately every 9 weeks. These reports will be sent home with students. For questions regarding grades, please contact the classroom teacher. Parents are responsible for seeing that the reports are brought home. Progress reports are sent home during the middle of each grading period to any student who is in danger of receiving a failing grade for that grading period. They need to be signed and returned.

Although some teachers may "curve" their grading scales to a given classes' achievement, the following scale is, in general, applicable to Crestwood School:

A- 93 to 100%	Outstanding
B- 85 to 92%	Above Average
C- 78 to 84%	Average
D- 70 to 77%	Below Average
F- 0 to 69%	Failing
I- Incomplete	Work to be made up

In computing a student's grade average, grades will be assigned values as follows: A=4 points, B=3 points, C=2 points, and D=1 point. Grade averages on this system will be:

A-3.5 to 4.0
B-2.5 to 3.49
C-1.5 to 2.49
D- .5 to 1.49
F-Below .5

Each quarter an Honor Roll will be computed for 6th, 7th, and 8th grade students using the above point system. A student will be placed on the Honor Roll if he has obtained a 3.5 or above average. Scholastic letters will be awarded to each 6th, 7th, and 8th grade student who has been on the Honor Roll all four quarters.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Report cards will be held for anyone owing \$10 or more in school lunches and/or school fees.

GUIDANCE COUNSELOR

Guidance services are available to any student at Crestwood. These services include assistance in educational planning, interpretation of test scores, help in improving study habits, help with problems at school, home, or elsewhere, or assistance with any other concern which you may wish to discuss with the counselor. If you wish to talk with the counselor you should contact the guidance office and make an appointment. Guidance counselor(s) also serve as Crestwood's building fairness personnel. They are considered to be the contact personnel on all matters of sexual equity or sexual harassment involving pupils. They also serve as the Title IX coordinator.

HEALTH/SEX EDUCATION INSTRUCTION

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

INSPECTIONS-SCHOOL SAFETY

Crestwood School reserves the right to have dogs search buildings, grounds, and contents of the buildings for contraband. Crestwood School reserves the right to use various types of metal detectors in assisting the search for contraband on the person, buildings, and grounds of Unit 4.

In order to maintain order safety and security in school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Interview of Pupils by Law Enforcement

Crestwood will fully cooperate with criminal investigations and interviews of students by law enforcement personnel as set forth in Unit 4 district administrative procedures.

JR HIGH DISCIPLINE

Jr. High teachers will meet to discuss student performance on at least a bi-weekly basis. Parents of those students falling below any Crestwood standards will receive notification. If these concerns are not addressed, appropriate disciplinary action will be taken. The general behavior policy for the Jr. High is as follows:

1. Warning - issued by teacher specific to their own discipline policy, also telling student that the next infraction would bring about document to parents.
2. Document to parents (discipline referral – a note that copies to student, parent, and teacher) for reasons of disciplinary concern. The student's name will be brought up at the Disciplinary Committee Meeting. This would be signed by student and parent. Students who receive a minor or major discipline referral will attend lunch detention.
3. If the student receives two disciplinary referrals then they will receive one day after school detention. If name mentioned again within 9 weeks then,
4. Two days after school detention. If name mentioned again within 9 weeks then,
5. Three days after school detention. If name mentioned again within 9 weeks then,
6. Three hours of Saturday School. If name mentioned again within 9 weeks then,
7. Three days of in-school detention – make up work will be allowed. If name mentioned again within 9 weeks then,
8. Five days of in school detention - make up work will be allowed. If name mentioned again within 9 weeks then,
9. Additional disciplinary actions may warrant additional discipline consequences.

Any Jr. High student who maintains Crestwood standards will be rewarded on a quarterly basis. It should be noted: 1. Receiving one discipline referral during the school year may result in the loss of the student's participation in the end of the year reward field trip, 2. Fighting of any type during the school year anywhere on school property (including the school building, playground, and busses) will result in the automatic loss of the student's participation in the end of the year reward field trip. The School District has the right to vary the order of consequences or omit certain steps depending on the severity of the offense and/or the student's disciplinary history.

JR HIGH LUNCH DETENTION

According to the Crestwood Junior High discipline policy, any student who has incomplete homework in any class or any student who has received a minor or major discipline referral will be serving a one-day lunch detention.

Noon detention will be held every day. If you have been assigned to noon detention due to lack of homework or a Discipline Referral, you must comply with the following rules: 1. As soon as the 12:05 bell rings, you are to check into lunch detention. Bring whatever homework you will be working on to the room—make sure you have everything you need, as you will not be allowed to return to your locker. **Bring schoolwork**...drawing, just sitting, or sleeping will not be allowed. 2. Students in noon detention will be eating last. All students will come into the room, sit down, and begin working on homework. Students will be dismissed to the cafeteria to get lunch after all other students have gone through the line. Students are to walk quietly to the cafeteria, get lunch, and walk quietly back to lunch detention. Students who are eating a sack lunch will be allowed to eat when the students are dismissed to the cafeteria. 3. No talking. 4. Five noon detentions due to incomplete homework will result in parent/guardian notification and a meeting request with the student, parents, teachers and administration. 5. After 10 noon detentions due to incomplete homework, the student will receive a major Discipline Referral.

LIBRARY USE

Each student at Crestwood has a time each week scheduled as library time. It is during this time that you may check out and return books chosen for your own reading pleasure.

If you need to use the library at other times for research or special projects, you will need to have your classroom teacher make arrangements with the librarian for you to do so.

LOST AND FOUND

A lost and found is maintained in the office as a service for students who have misplaced things at school. If you find any item of value, please turn it in at the office so that its proper owner may relocate it. Items not claimed within a reasonable period of time will be disposed.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

PARENT CONFERENCES

Cooperation between your teachers and your parents plays an important role in your success and well being at school. For that reason your parents should feel free to contact any of your teachers at any time and arrange a conference to discuss your progress.

In addition, your teachers will set aside a special time during the school year in which they will be available for your parents to visit them. The school encourages you and your parents to take advantage of these opportunities to meet and talk with your teachers.

PARENT INVOLVEMENT COMPACT (TITLE 1)

The school annually has a meeting for all parents/guardians of Title I students. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers.

PARENT/STUDENT INVOLVEMENT

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

PESTICIDES AND INSECTICIDES

Periodically Unit 4 uses pesticides and insecticides on their grounds and buildings. The district maintains a registry of parents/guardians of students who have registered to receive notification prior to the application of pesticides on school grounds. A form may be picked up during registration. Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

PHYSICAL EDUCATION

All students are required to participate in physical education daily. If for reasons either physical or emotional you are not able to participate in physical education you will be excused upon receipt of a doctor's statement to this effect. The doctor's statement should specify the time limit for non-participation. A modified program will be arranged for extended periods.

On occasion, if you return to school following an illness, you may be excused from participation in PE for a reasonable period (usually from 1 to 3 days) upon receipt of a request to that effect from your parents. However, no excuse from gym classes for prolonged periods of time will be granted without a doctor's permit.

Students excused from physical education classes will not be allowed to participate in other school related physical activities, including recess and interscholastic sports.

You will be expected to provide proper clothing for PE classes, participate in the games or activities and to **lock your PE locker**. Please remember to put your name on all of your PE clothes and equipment.

Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Exemption from Physical Education Requirement K-8

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

RETENTION

More detailed information on procedures may be obtained from the school office, but in general, any student who fails 2 or more of his/her solid subjects (those subjects used for "Academic Excellence" for each specific grade level) for the year will be retained in his/her present grade. When a student fails 2 or more solid subjects, his/her grades in other classes as well as the judgment of teachers and administrators will be taken into consideration before a final decision is made.

Parents of students in danger of being retained will be notified at the start of the final quarter and a conference arranged.

RULES-MISCELLANEOUS

No fighting or profanity.

No throwing sand, snowballs, or anything that might injure someone else or you.

Baseballs are not permitted except at baseball practice. No balls thrown against the building: baseballs, softballs, playground, etc.

No sleds, skateboards, or rollerblades are to be brought to school because of the danger involved.

Footballs are to be used to play catch or "touch football." No tackle football.

No one should go in woods, down the hill, or on the outside of the fence without permission of the teacher on duty.

Do not destroy trees or bushes by climbing or pulling on them.

Do not play so close to the building that you disrupt the classes inside.

Boundaries - Students are to stay in the designated area. The classroom teachers and people on playground duty are to set the designated areas for the different grade levels.

No climbing of basketball goal posts, hanging on net or rim.

No kicking of any playground ball while on the blacktop area.

Games of keep away should be only small groups and very organized. No keep away at the expense of students bringing out equipment to play basketball or catch.

SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited - Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:

- a. Substantially interfering with a student's educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited - Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement - Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. **Nondiscrimination Coordinator:** Lisa Parker; **Complaint Managers:** Danette Young and Jim Patenaude. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

SCHOOL INSURANCE

School insurance is available to all Crestwood students. Information about this insurance, including cost, is available in the school office. It should be noted that all students who intend to participate in athletics or cheerleading must either purchase school insurance or provide written evidence that they are otherwise insured against accident and injury.

SCHOOL LOCKERS

Homeroom teachers will assign each upper grade student a locker. Each student will use that locker to store his/her books, supplies, coat, etc. Each student is responsible for keeping his/her locker clean.

Students are not to lock their lockers. We have been very fortunate in having very few problems with students removing articles from lockers other than their own. We expect this to continue and will deal severely with any violators. However, we do recommend that students not leave money or other articles of value in their lockers. In fact, it is recommended that such things not even be brought to school at all. Remember - lockers are property of the school and are subject to searches or periodic inspections.

SCHOOL NURSE

Medical services are available to any student at Crestwood through a full-time school nurse. If you become ill during the school day you should let your teacher know and request a pass to see the nurse.

Student Medication

If it is necessary for a student to take medication while at school, the parent/guardian will need to bring that medication to the nurse with a School Medication Authorization form filled out by your doctor and a parent guardian requesting that the medication be given at school and explaining the type of illness being treated. The medication forms may be picked up at the school. The medication must be brought in a container appropriately labeled by your pharmacist or physician.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion. The student's parent/guardian must complete and sign an Authorization for Student Self-Medication Form. For an asthma inhaler, the student's parent/guardian must provide a prescription label with the name of the medication, the prescribed dosage, and the time or circumstances under which the student is to administer the medication, along with written authorization. For an Epi Pen, the student's parent/guardian must provide the written authorization signed by them and the physician along with an allergy action plan. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Immunizations and Physical Health Exams

New Students and students entering kindergarten and 6th grade may be excluded from school on the 1st day of school if they do not have the proper immunizations and physical health exams as required by law. All student's immunization records must be up-to-date according to the IDPH Vaccine Requirements for School Entry. Students between the ages of 6 months through 6 years of age are required to have a lead screening if they reside in a high risk zip code.

Hearing screenings will be done on all students in preschool, Project HELP, kindergarten, 1st, 2nd, and 3rd grades, as well as on all new students, special education, and teacher referrals. Vision screenings will be done on all students in preschool, Project Help, kindergarten, 2nd grade, 8th grade and all new students, special education, and teacher referrals. Dental examination will be required on all students in kindergarten, 2nd and 6th grades.

All students entering kindergarten or upon first entry into an Illinois school beyond kindergarten are required to have an eye examination.-Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement by a doctor explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Head Lice

Crestwood School will observe the following procedures regarding head lice. Students with live lice or live nits found near the scalp will not be allowed to stay in school until treated. This will be determined by the nurse

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. If needed, the school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

For all other policies concerning the school nurse or medication policies, please contact the school nurse.

Sharing Student Health and Medical Information with School Transporters

Federal law permits Unit 4 to disclose personally identifiable information in the students' education records to "school officials with legitimate educational interests." School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (included but not limited to: transportation personnel, cafeteria personnel, aides...); or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service.

A legitimate education interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of the steps necessary for the safety and welfare of students and staff members.

SCHOOL PARTIES AND DANCES

Evening dances and parties are held for all 6th, 7th, and 8th grade students as set up by the student council, with the approval of the administration. The 8th grade will have a special dance following Honor's Night ceremonies. This dance is for Crestwood's 8th grade graduates only.

Other authorized parties may be held during school hours for Halloween and prior to Christmas break. Parties at other times are discouraged, with the exception of birthday parties cleared with the teacher.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the building principal upon request.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child. 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services. 3) To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SCHOOL WELLNESS POLICY

The district has a school wellness policy and it can be located on the district's website. www.crestwood.k12.il.us

SOLICITING FUNDS

It is against school policy for any group or individual to attempt to sell anything or to collect money for any type of fund raising endeavor on the school premises without permission from the administration.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

STUDENT ACTIVITIES

Student Activities include competitive sports, extracurricular activities, and cheerleading. Participation in student activities is a privilege. Those who participate have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the school rules, the privilege to participate in these activities may be lost. Attempts are made to provide a variety of activities to appeal to different students' needs and interests. Some of the activities available to students are:

Athletics: A year-round interscholastic athletic program is provided for both boys and girls in Crestwood School. All boys and girls in grades 6, 7, and 8 are invited to try out for the athletic squads, but the teams are competitive and may be limited to a reasonable number.

Athletic Eligibility

Students must be passing all subjects in order to be eligible to participate in any interscholastic activity. Crestwood is governed by the Illinois Elementary School Association. Under section 2.043 of IESA school by-laws, for all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. (Crestwood's eligibility check is held on the last school attendance day of the week.)

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination which finds the athlete is physically able to participate; and
2. Proof the athlete is covered by medical insurance; and
3. A signature on the team rules provided by the coach; and
4. Signature on the concussion and head injury policy.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events with the team on which the athlete competes by use of school approved means of transportation. A sign-out sheet must be signed in order for a student to return home with a parent/guardian. If a student needs to ride home with someone other than a parent/guardian, a note must be approved by the school office/administration before the student leaves school the day of the activity. Oral requests shall not be honored and oral permissions shall not be valid.

Art Club: Art Club is open to all 8th grade students who wish to participate. They prepare decorations for special events and occasions held here at the school. This club enables students to expand their previously learned skills and experience new media.

Band: The band is open to all 5th, 6th, 7th, and 8th grade students who wish to participate. Students and/or parents should contact the band director for information on joining the group.

Bus Patrol: Students in grades 4 through 8 are eligible to be bus patrols. Members of this group are chosen by their bus drivers. There are two bus patrols per bus. Members are responsible for helping younger students get safely to and from the bus and with helping to maintain safety standards on the bus.

Cheerleading: Any student who will be in grades 6, 7 and 8 are eligible to try out for the cheerleading squad. Cheerleaders will be selected each spring under the direction of the sponsor. Parents are responsible for providing shoes, camp expenses, uniform emblems, and transportation to and from all home games. Cheerleaders must use transportation provided by district to away games. Cheerleaders must attend all games unless excused by illness or family emergency. The cheerleader sponsor(s) will set the major rules and regulations for the cheerleading squad. All cheerleaders are expected to follow the sponsor(s) directions.

Chorus: Chorus is open to all 7th and 8th grade students. Students who wish to participate should notify guidance in May of the preceding school year, or contact the vocal music teacher.

Scholastic Bowl: 6th, 7th, and 8th grade students participate against other schools in a question-answer format. A test is given to establish team members.

School Sponsored Dances: Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code may be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Service Club: 7th and 8th graders volunteer to help around school during their free time.

Student Council: Student Council representatives are elected by the 6th, 7th, and 8th grade students. Student Council members assist in planning activities and carrying out school projects.

Year Book: The Year Book Club is open to 7th and 8th grade students. This group helps produce the school yearbook. Students may enroll in the Year Book Club at the beginning of each year with approval of the sponsor.

STUDENT ATHLETE CONCUSSION AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

STUDENT DRESS

The responsibility for determining what is appropriate wearing apparel lies with parents, not the school. However, the school will take action if your attire endangers the health or safety of you or your classmates or is obviously upsetting to the educational climate.

In general, all clothing is expected to be kept clean, to be worn in good taste, and not to be offensive to others.

STUDENT PRIVACY PROTECTIONS

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent/guardian. 2) Mental or psychological problems of the student or the student's family. 3) Sexual behaviors or attitudes. 4) Illegal, anti-social, self-incriminating, or demeaning behavior. 5) Critical appraisals of other individuals with whom students have close family relationships. 6) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian. 8) Income (other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program).

For surveys that contain questions from one or more of the eight protected areas parents will be notified of the approximate date(s) of the survey. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT RECORDS – Family Educational Rights and Privacy Act (FERPA)

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the district receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.25 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, **except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs. Academic awards, degrees, and honors. Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Student educational records are forwarded to other schools that have requested the records in which a student seeks or intends to enroll.

STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

STUDENTS WITH FOOD ALLERGIES/CHRONIC ILLNESSES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the superintendent's office.

TARDINESS

If for some reason you arrive at school late in the morning, *please report to the office* before proceeding to your classroom. If you bring a note from your parent or guardian or can otherwise justify your tardiness, the secretary will remove your name from the absence roll. Therefore you will be considered present, but tardy.

If you are late to a class during the school day, your teacher will send you to the office for a late slip and permit to return to class. If you receive 3 or more unexcused late slips during the school year you will be subject to disciplinary action.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including: Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived; Whether the teacher is teaching in a field of discipline of the teacher's certification; and Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications. If you would like to receive any of this information, please contact the superintendent.

TELEPHONE USE

The telephones in the school offices are used for *school business*. Before using the phone, however, *you must present a signed pass from a teacher to the office personnel*. You are asked to keep phone conversations brief and to the point.

Cellular Devices

Students are not allowed to use or have turned on, any electronic signaling or cellular-telecommunication device while at school during the regular school day. If a student needs to make a call during the school day they need to use the office phone. Students are not allowed to call or text during the school day. If a student is found using their cell phone during school hours the following consequences will be administered: For the first offense the phone will be taken and the student will be able to pick it up at the office at the end of the day. For the second offense the phone will be taken and the student will need to meet with administration and pick it up at the end of the day. For the third offense the phone will be taken, parents will be called, and a parent must pick up the phone from school.

VIDEO CAMERAS

Unit 4 reserves the right to use video cameras throughout its buildings and property to monitor the activities of individuals. Information recorded on the videotapes is considered for security and safety reasons or purposes. Members of the Board of Education, the administration, and other appropriate personnel designated by the administration are authorized to view the videotapes. The administration may show relevant portions of the videotapes to students and their parents (or guardians). The administration may also show these tapes to law enforcement officials.

You may expect disciplinary action for violations during those times.

VISITORS TO SCHOOL

Please do not ask to bring your friends or relatives to visit at school. Such visits are difficult to monitor and may result in confusion or disruption of classroom work. Exceptions to this must be cleared by the office.

Parents are always welcome at school but we would ask that if they wish to visit your classes or meet with your teachers that they make arrangements to do so in advance and *always check in with the office before proceeding to the classroom*. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a visitor's pass identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave.

As much as we like visitors at our school, we must ask that anyone entering the building, enter through the front door, report to the office and sign-in, in order to receive a visitor's pass.

WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. An application for waiver of student fees is available in the school office and on the school webpage.

WEBSITE INFORMATION – www.crestwood.k12.il.us

Crestwood will attempt to keep their website as current as possible. Some of the information that is available will include: the school calendar, lunch menu, athletic event directions, sport schedules, staff email addresses, staff web pages, and any recent information regarding the school.

SCHOOL SONG

Oh fight for Crestwood Eagles; fight for gold and blue
Oh fight for Crestwood Eagles, coach and teachers too.
For loyalty's our motto, victory's our aim
Good sportsmanship our honor, win or lose this game.

Oh loyal to dear Crestwood, to the gold and blue
For we are with the team that fight for me and you
We're out to look for victory, out to win this game
For gold and blue's our color, Crestwood is our name.

Other policy relating to students/parents is contained in the board policy and is available upon request. The handbook may be amended during the year without notice.

Eagle Expectations

	Hallway	Classroom	Lunchroom	Bus	Playground	Assembly	Restroom	Special Activities
E agles...								
A ct R esponsibly	Walk at all times Keep your locker organized Stay in a single file line Use trashcans	Come to class prepared Be prompt	Keep your area clean Sit four people to one table and stay in your seat Raise your hand for help	Stay in your seat Face forward at all times Remain seated while the bus is in motion	Line up promptly when directed Dress appropriately	Enter and leave in an orderly manner	Keep bathroom clean Walk in and out slowly and quietly Treat school property with care	Follow all Crestwood School rules
G ive Respect	Keep hands, feet, and all items to self Stay to the right Use appropriate voice Walk and use handrails on the stairway Remove hats	Be considerate of the ideas and opinions of others	Keep hands, feet, and all items to self Use quiet voices Stay in order in line Be quiet when the lights are turned off	Use quiet voices for safety	Stay in assigned areas Take turns Share equipment	Keep hands, feet, and all items to self	Quietly wait your turn Give privacy to others	Be polite and use good manners
L isten A ttentively	Follow directions of all staff	Follow teacher instructions	Follow directions of cafeteria workers	Follow directions of the bus driver	Follow directions of all staff	Pay attention to the speaker	Follow directions of all staff	Follow directions of all staff and other supervisors
E ncourage O thers	Set a good example Be a role model	Use kind words and actions	Be polite and use good manners	Use good manners Help keep the bus clean	Play fairly and include everyone	Respond appropriately to the presentation Be a role model of courteous behavior	Use sanitary habits	Display good sportsmanship Remember Rule 121
S tand Tall, B e Proud	Stop, Walk, Talk							

Multiplication Chart

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Prime Numbers to 100

2, 3, 5, 7, 11, 13, 17,
19, 23, 29, 31, 37, 41,
43, 47, 53, 59, 61, 67,
71, 73, 79, 83, 89, 97

