

CARBONDALE NEW SCHOOL

PARENT & STUDENT HANDBOOK

2018-2019

**1302 E. Pleasant Hill Road
Carbondale, IL 62902**

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www.carbondalenewschool.com

At Carbondale New School, we expect you to . . .

**Be kind.
Be creative.
Be respectful.
Be responsible.
Be cooperative.
Be an individual.**

Disclaimers

Although we try to make our handbook as comprehensive as possible, by its very nature as a dynamic, growing, source of information, we cannot make sure that it contains every detail or procedure for every circumstance.

Please feel free to let us know how this handbook can be improved for next year to better serve you.

These policies are subject to change at any point by the Board of Directors. Everyone is expected to follow current policy.

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About Carbondale New School

Letter from the Director

Dear Parents:

Welcome to the Carbondale New School 2018–2019 school year. I am very excited to start this year with our wonderful group of children and parents. You have chosen to enroll your child in what I feel is the best school in our area. Together we will make this a wonderful school year for everyone at CNS.

At Carbondale New School we believe in educating the whole child. You will find a solid curriculum and a friendly atmosphere at CNS. We are founded on the principles of Love and Logic. We offer art, Spanish, physical education, and a marvelous outdoor classroom for our students. In addition to these special classes, we have an outstanding group of teachers and an amazing playground staff to ensure our students benefit the most from all their experiences here at CNS.

If you are a returning family, please reach out to new families and help them feel welcome at our school. New families, we encourage you to get involved and ask questions as you familiarize yourself with CNS. As a school dedicated to community building, we have several service and volunteer opportunities available. Feel free to speak with teachers, board members, fellow parents, and the office when you are looking for ways to get involved. One way to integrate your family into the school is to attend the CNS Corporation Meeting on September 6th.

Please refer to your handbook whenever you may have a question, as it is a great reference throughout the year. We encourage you to read through the handbook with your child.

We know we will have a wonderful year thanks to all of you! Input from students, teachers, parents, school staff, and the community are vital for our success. Please feel free to contact us if you have any questions or concerns throughout the year.

Sincerely,

**Carla Watts
Director, Carbondale New School**

Mission Statement

Carbondale New School promotes strong academic competence while recognizing each student's individuality and personal interest. Classes are small in order to meet the academic and emotional needs of each student. Emphasis on individual need and developmental appropriateness help nurture creativity and excitement about learning.

Carbondale New School provides education through an integrated curriculum. The curriculum utilizes a variety of community resources in addition to innovative classroom materials. Both classrooms and curricula are organized to foster intellectual curiosity, caring peer relationships, and positive student-adult interaction.

Carbondale New School parents actively participate in the development of school policies and in decision-making. Parents are also encouraged to participate in the day-to-day life of the school and are an important part of the school community.

Carbondale New School maintains a tradition of providing quality education to students of different racial, religious, ethnic, and economic backgrounds. *Carbondale New School* recognizes that families come in a variety of configurations and welcomes all family groups no matter their structure.

School Organization

Carbondale New School is a private school in Jackson County, Illinois and is not affiliated with any organization or religious denomination. The school operates as a corporation of which all parents with a child currently attending are members. The corporation is led by a Board of Directors elected by the corporation. The Board of Directors is responsible for hiring the staff of the school. Currently, Carbondale New School has three classrooms although this may vary based on enrollment.

History of Carbondale New School

Carbondale New School is a progressive, independent, not-for-profit private school for students from Pre-K through eighth grade. We are not a new school; we have been here since 1974 when a small group of dedicated, determined, and visionary parents founded CNS. At New School, we understand that students have a variety of learning styles and children's individual personalities are cultivated and respected. Children are allowed to develop at their own pace. Education is not a one-size-fits-all process.

Attendance

Half-day students begin at 8:30 a.m. and are dismissed at 12:00 p.m. Other part-time/half-day options may be discussed with the Pre-K classroom teacher.

School Hours

School begins at 8:30 a.m. for students in Pre-K through 3rd grade, and at 8:00 a.m. for students in 4th through 8th grades. Students in Pre-K through 3rd grades are dismissed at 3:00 p.m., and 4th through 8th grade students are dismissed at 3:30 p.m. See "Before and After School Program" for hours and charges for supervised care outside of school hours.

Drop-Off/Pick-Up

Upon arrival, the parent or adult accompanying the student, should park and walk the student to the playground (or the playroom in the event of inclement weather). The playground staff must acknowledge the presence of the student and adult before the adult leaves. Any student not checked out with staff will have a departure time of 5:15 p.m. recorded and be assessed the appropriate after school care charges. Please note that when a parent or guardian arrives on the playground to pick up his/her child, the parent assumes responsibility for their child(ren) even if the family continues to play on the playground.

If students in Pre-K and K arrive prior to 8:30 a.m., they may place their personal items and lunchbox in their cubby in the Early Childhood Building and then proceed to the playground for supervised play. Students in 1st through 3rd grade should leave personal items on the hooks attached to the outside of the Early Childhood Building until 8:30 a.m. Students in 1st-3rd grades, accompanied by their parent, can leave their lunch in the lunchroom prior to checking in on the playground. Students in the 4th-8th grades may place their personal belongings and lunches in the classroom upon arrival and must be seated and ready to work at 8:00 a.m. If the student is arriving after students have left the playground at 8:30 a.m., the adult MUST check the student in at the school office. Students can only exit the building through the front door when accompanied by an adult.

When picking up a student at the end of the school day, the adult should proceed to the playground (or playroom in the event of inclement weather) and MUST check out the student with the playground staff. If the accompanying adult is not the student's parent or guardian, the adult must be approved to pick up the student, as evidenced by either a written approval in the student's file or by prior notification by the parent (written preferred). The playground staff may require the adult to furnish ID.

Before School & After School Program

Supervised play is available before and after school. Students at the school may be dropped off any time **AFTER** 7:45 a.m. From 7:45 a.m. to 8:15 a.m., parents are billed for supervision at a rate of \$5.00 per hour for each child. Due to the early start of the school day, students in grades 4-8 and their siblings will not be charged for before school care.

Parents are billed at the same rate as above for after school care. Families are allowed a 15-minute grace period prior to their child(ren)'s class start time and 15 minutes after their class ending time when they will not be billed. For families with multiple children attending CNS, after school charges begin 15 minutes after the oldest child's school day has ended. The after school program ends at 5:15 p.m. A late fee is charged for students picked up after 5:15 p.m. of \$1.00 for every minute after 5:15 p.m.

Half-Day students will be charged at the above rate after 12:15 p.m. and will be charged \$1.00 for every minute after 12:30 p.m.

The scheduled snack time during the after school program is 3:45 p.m. Students should bring additional food with their lunch for the snack.

Any child consistently exhibiting poor behavior in the before or after school program will be asked not to participate.

Early Dismissal

Occasionally classes end at 12:00 p.m. Childcare is sometimes available on those days with after-school charges beginning at 12:15 p.m. Please check the school calendar for early dismissal dates and whether or not childcare is available. On early dismissal days when childcare *is* provided, parents should send a lunch if their child will stay past 12:30 p.m. On early dismissal days when childcare is *not* offered, there will be no designated lunch time.

Attendance/Tardiness/Absences

Illinois State Law requires all school age children to be in attendance during school hours. Regular student attendance is directly related to student academic success; therefore, student participation and attendance may be considered when determining eligibility for promotion to the next level. Parents/Guardians are legally responsible for their child's absence. If your child will not be attending school for any reason, please call, text, or email the child's teacher prior to 8:00 a.m. You may also phone the office before 8:30 a.m.

If your child has been absent due to illness, please make sure your child is at least 24 hours free from vomiting, diarrhea, and/or fever (without medication) before returning to school. If your child leaves school with an illness or fever, they may not return the next day due to the 24-hour wellness requirement.

On-time arrival at school is important. Students arriving after 8:30 a.m. **MUST** report to the office. Late arrivals are disruptive to classes and teachers. "Tardy" is interpreted as a student arriving in the classroom any time after 8:30 a.m. for grades PreK-3rd, and after 8:00 a.m. for grades 4th-8th. Arrival after 10:00 a.m. will be considered a half-day absence. Arrival any time after 1:00 p.m. will be considered a full day absence. Students who arrive late **MUST** be checked in at the office by a parent or guardian.

At times, it is necessary that students leave school early due to sickness, medical appointments, or other emergent reasons. Leaving school early will affect a student's attendance. Leaving school before 10:00 a.m. will be considered a full-day absence. Leaving school between 10:00 a.m. and 1:00 p.m. will be considered a half-day absence. Any student who leaves after 1:00 p.m. will be counted as present for a full day. Students who arrive late **MUST** be checked in at the office by a parent or guardian.

If student absence and/or tardiness become excessive, they may lose financial aid benefits or not be allowed to return to school. After 10 days of (excused or unexcused) absence during the school year, a meeting with the classroom teacher, the student's parents and the Director will be held to determine if the student is progressing enough to be promoted to the next grade. A letter will be sent to parents and placed in a student's file when absences or tardies reach increments of 10. Any tardy arrival or absence from school without proper authorization from or notification to school authorities within one day of the tardy arrival or absence will be considered unexcused. Any student who is absent or tardy from school will not be allowed to attend any extracurricular or special activities during school, after school, or in the evening of that day, unless approved by the CNS classroom teachers. Students absent for three or more consecutive days must provide a doctor's note.

Medical Appointments

Parents are strongly discouraged from taking students out of school for any reason. A school calendar is provided so that doctor/dentist appointments can be made outside of the school day. Occasionally, parents will have no alternative but to schedule these appointments during the school day. If so, first consult with the

student's teacher to determine the best time for the student to be absent (both day of the week and time of day). If it is necessary to take the student out during the day, the parent should check them out with both the school office and classroom teacher.

Please inform the teacher and office if the child will be returning or will miss the remainder of the day. Students must provide a note from the doctor, dentist, etc. upon their return from any appointments.

Make-Up Work

Students with excused absences and tardies will be expected to make up all work missed within the same time frame that the student was absent and will receive a grade for all work completed within this time frame. It is the responsibility of the parent and/or student to acquire all make-up work. Parents may request homework by calling the school when reporting the student's absence. Parents may pick up the requested work by the end of the school day.

Students with *unexcused* absences should make up all work missed; however, the student will not receive a grade for the work missed as a result of the unexcused absence.

Pre-Arranged Absences

A pre-arranged absence may be granted where the student has an authorized reason for not attending school, i.e. family trips. The following procedure must be followed for an excused, pre-arranged absence of three or more consecutive days:

1. A completed request for absence form must be submitted in writing to the office at least five days prior to the absence.
2. The form must be submitted to the student's teacher. The teacher will give the student the assignments that will be missed where possible to do so.
3. The form must be signed by the following:
 - a. The parent/guardian stating the purpose for the absence.
 - b. The teacher(s) verifying that the student is passing all academic subjects.
 - c. The director/administrative assistant verifying that the student has not been absent more than 10% of current accumulated school days.
4. Parents are responsible for making sure all assignments are completed upon return to school.

All assignments must be turned in within one day of the student's return to school to receive credit for the work.

Student-led Conferences

Student-led conferences are held twice a year for students in 1st-8th grades; we ask that parents schedule a conference with their child's teacher. Students are required to be in attendance at the conference, as this is a time for students to show their progress. Attendance at their conference will count as school attendance on those days. Conferences for students in the Early Childhood Building will be scheduled by the PreK/K teacher in a manner and time appropriate for these children.

Recess Weather Policy

CNS will generally adhere to the following recess weather policy. Children will be kept inside if the outside temperature feels colder than 25 degrees* (feels like or wind chill) or hotter than 95 degrees* (heat index). CNS staff will consult the “feels like, wind chill, and/or heat index” temperature for Carbondale, IL at www.weatherbug.com prior to each recess. Classroom teachers have the option of allowing students to take short breaks outside even during the above temperature conditions. Parents should notify classroom teachers if they do not want their student to go outside with wind chill below 25 degrees or heat index above 95 degrees.

Children will be kept inside when thunder or lightning are present or imminent, when there is heavy precipitation, and when a thunderstorm or tornado warning has been issued for Jackson County. Staff will wait at least 30 minutes until after the last flash of lightning or sound of thunder before letting students go outside.** CNS staff will consult the distance of the last lightning strike for Carbondale, IL at www.weatherbug.com and keep students inside when there is lightning within 20 miles.

Be sure your child is dressed appropriately for the weather. We do expect that children will go outside during recess periods, PE classes, and some class periods. Hats and/or sunscreen are encouraged for sunny days; rain boots and raincoats are good for rainy weather; a warm jacket or coat, hat, snow pants, gloves or mittens, and boots are a must in cold weather. Playground staff can require students in PreK-1st grade to dress weather appropriately. Students in 2nd-8th grades are given the choice of dressing weather appropriately. Students may utilize *Lost and Found* for appropriate clothes. Please send an extra set of shoes/clothes for your child. While it is against school rules to jump or roll in puddles, students do occasionally get wet on the playground and stay wet unless they have a change of shoes/clothes. Please note that our staff does its best to make sure students are adequately dressed for weather. However, our students are highly encouraged to get dirty and play hard at CNS, resulting in children that are sometimes wet and muddy.

NOTE: If weather conditions are questionable, playground staff may consult with the Director, Playground Supervisor, or Lead Teacher. Students and parents must follow the direction of the playground staff.

**Adapted from the Early Childhood Environment Ratings Scale (ECERS).*

***Adapted from the National Severe Storms Laboratory (NSSL).*

Inclement Weather

In the event of inclement weather, please listen to radio stations WINI, WQUL-FM, or WSIU or tune to Channels 3, 6, and 12 on television for any announcements concerning school closing or late openings. CNS does NOT follow the closing procedures for the surrounding areas' public school systems.

Academic Program

General Admission Policy

Carbondale New School considers all students, regardless of gender, race, color, religion, and country of origin. Prospective parents make arrangements to visit the appropriate classroom(s) and talk with the prospective teacher(s). Parents will be asked to complete a Request for Access/Release of School Student/Records form, which CNS will submit to collect a student's school record. If a student is interested in attending CNS, parents must complete a pre-registration form and include a non-refundable deposit of \$250

(\$150 for returning students). Of the deposit, \$200 (\$100 for returning students) is credited towards the last month of tuition if the child attends CNS. The credit will be applied on the last invoice of the academic school year.

Grade Level Admission Policy

The Carbondale New School Pre-Kindergarten program will accept children that are 3 years old by September 1, unless special permission is granted by the consensus of the teachers on an individual basis. Students must be potty-trained. Any child being considered for our Pre-K/K program will be given a two-week trial period. Parents are expected to pay for the trial period (non-refundable, applicable toward tuition), and CNS may dismiss the child at any time.

Carbondale New School will accept children in the Kindergarten program who are 5 years old by September 1, unless special permission is granted by the Kindergarten teacher on an individual basis. Please see Illinois Public Act 096-0864 for more information.

Children who transfer into grade levels 1-8 will need to submit their prior academic history. Parents will need to complete a Request for Access/Release of School Student/Records form, which will permit CNS to collect the student's school record. These students will also be given a trial period to ensure compatibility between students, parents, and the school (same guidelines as above).

During the trial period both a formal and informal assessment of the following areas may be made.

I. Intellectual

- a. Math Readiness/Abilities
- b. Reading Readiness/Abilities
- c. Verbal Skills
- d. Problem Solving

II. Social/Behavioral

- a. Relating to Children
- b. Relating to Adults
- c. Relating to a Group

III. Psychomotor Skills

- a. Gross Motor
- b. Fine Motor
- c. Sense of Self

Whenever feasible, the classroom assessment will be completed by more than one person. All assessment information will be reviewed by the teachers. Full admission to the school and appropriate placement will be determined after this review. Students are not necessarily placed by age but by academic and social readiness as determined by classroom teacher(s).

Dismissal

In recognition that all children or families may not be suited to this type of learning environment, the school reserves the right to dismiss students and/or families at any time. Parent/guardian access to school grounds can also be restricted if needed.

Withdrawal

In the event of a student withdrawing prior to the end of the academic year, CNS staff will provide documentation of the child's progress and submit records at the other school's request. Please note that according to the contract, families are obligated to pay the full year's tuition and fees.

Course of Study

CNS has developed a course of study that continues through all grades. Each year the entire school focuses on a social studies and science theme. These themes are on a three-year rotation.

	Social Studies	Science
2018-2019	Medieval History	Physical Science
2020-2021	U.S. History	Life Science
2021-2022	Ancient History	Earth Science

These themes are explored throughout the core subjects and used as the basis for activities, projects, field trips and other supplemental learning tools.

Core Subjects for each classroom:

Pre-K-K

- Language Arts
- Mathematics
- Science*
- Social Studies*

*does best to follow theme but may be limited.

1st-3rd

- Language Arts
- Mathematics
- Science
- Social Studies

4th-8th

- Language Arts
- Mathematics
- Science
- Social Studies
- Spanish

Co-curricular subjects (for all grades) include:

- Physical Education*
- Art
- Music
- Spanish (grades pre-K through 3)

***Physical Education:** All students are expected to wear lace-up or Velcro tennis shoes or pre-approved shoes for all physical education classes. Without proper footwear, the student will not only be at a disadvantage, but could be injured.

If a student has an impairment serious enough to be excused from participation in physical education, he/she should bring a note from a doctor. If there is some reason for a student to be excused from physical education for just one day, he/she should bring a note from his/her parents. Otherwise, the instructor will expect the student to participate in class activities.

Field Trips

A field trip is an organized off-campus activity that involves the entire class or multiple classes. Students absent or tardy on field trip days are not allowed to participate in a field trip for that day, unless approved by CNS classroom teachers. Costs for field trips are paid in advance or billed on invoices.

It is the policy of CNS that each field trip will be assessed as to safety, location, type of transportation needed and group dynamics by the teachers. Any professional transportation (including rental vehicles) must be contracted in the name of Carbondale New School. Any adult who drives for the field trip must provide the school office with a copy of their current driver's license and proof of insurance, and undergo a background check prior to the field trip.

Parents or guardians are asked to sign a universal field trip permission form at the beginning of the year. If a parent or guardian does not want their student to go on a field trip, they may refuse permission for that trip. Additionally, if a child is not participating on the field trip, childcare is not provided by the school.

Expected Behaviors on Field Trips

All-students are expected to:

- Stay with the assigned group.
- Listen to the adult in charge.
- Be considerate of others around them.
- Follow CNS rules.

Students who endanger themselves or disrupt the learning experience of others will:

- Be asked to correct inappropriate behaviors.
- Be removed from situation.
- Remain under direct supervision of the adult in charge.

If the above steps taken do not rectify the situation, the following consequences may occur. These consequences will be at the discretion of the teacher and/or chaperone in consultation with the other teachers. Parents will be notified in advance if either of these actions is necessary:

- Student's behavior may warrant that their parent(s) accompany student on future field trips.
- Students will not be allowed to attend future field trips.

Grading & Reporting

Student progress is reported three times during the academic year: November, March, and May. CNS uses checklists as evaluation tools for the lower grades, but percentage grades may be used in the middle and upper school. Goals are specified for each subject. Language arts, Spanish, art, PE, and mathematics are part of our pre-kindergarten through 8th grade curriculum. In addition, all of our students learn about science and social studies, but only students in grades 4th–8th are formally evaluated in science and social studies. P.E., art, and Spanish checklists will be conducted at all three evaluation times.

These academic progress reports give parents precise information on their child’s progress in social, academic, and developmental areas. Attitude, effort, study habits, and social skills are assessed or commented upon. The goals listed on the academic progress reports were aligned with the Common Core State Standards as of July 2012.

Academic progress reports are completed in November and March, distributed to parents and then reviewed in conferences with the teacher in December and April. Every student (as appropriate for grade level) and parent is required to participate in this conference. This is an opportunity for parents, teachers, and students to present and discuss their individual progress and accomplishments, areas in need of improvement, and goals that need to be set for the months ahead. Students in grades 1st-8th present information regarding their strengths, weaknesses, and goals moving forward. Student-led conferences give the students a greater sense of ownership and responsibility for their work, as well as insight into how they could work to improve their performance in the future. This is also an opportunity for students to hone their public speaking skills. At the second conference, parents’ and student’s plans for the next school year are discussed.

On the final reporting in May, parents and students are informed about promotion, although discussion about this may take place prior to that. Conferences may take place at other times as necessary and set up by the teachers and parents.

Individualized Education

While CNS is organized into classes (see “Multi-Grade Classes”) and follows a curriculum in line with the core standards and individual professional organizations in each discipline provided by Illinois State Board of Education, NSTA, NCSS, NCTE, NCTM, NMSA, and NAEYC, among others, we believe each child is an individual and should be treated as such. Teachers will assess a child’s knowledge and ability and determine the appropriate level for the student by subject. Parents are encouraged to schedule an appointment to discuss their child’s status with the teachers at any time.

Multi-Grade Classes

CNS is organized in multi-grade classes. The specific classes grouped together each year may vary according to the age and achievement of the students enrolled. This classroom arrangement encourages older students to mentor younger students, encourages multi-age interaction, and lessens the stigma of a student working at an academic level not traditionally associated with their age. Classroom teachers will work together to assess and assign the students to the appropriate class.

Students with Disabilities

Carbondale New School is not staffed to provide services for children with disabilities. However, we can and do provide an environment that promotes self-esteem and confidence for learners who may be at risk in a traditional classroom. Due to this, students with disabilities are handled on a case-by-case basis; the classroom teachers and parents must determine if the student's needs can be met by CNS. It is imperative that parents share as much information as possible with the teachers so that the student can be taught and can learn. Parents are encouraged to educate other parents, staff, and students about the disability. Speak with the teachers about setting up a time for this education to occur. As CNS is a private school, we are not required to follow an Individualized Education Plan (IEP), yet teachers are committed to working with each student in the best way for that individual student. Accommodations for standardized tests can be made, generally based upon discussion with the teachers and parents.

If a student consistently needs a one-to-one aide for significant periods, the parent will be asked to defray the cost. If it is determined in consultation with the teachers and parents that the student's needs cannot be met, the student may be refused admittance or asked to leave.

Behavior Expectations

When on the grounds of or representing Carbondale New School off campus, each child and adult is expected to follow the core tenets of the school. First and foremost, they should be kind. Whether on the playground or in the classroom, children and adults are expected to respect others and be responsible for their behavior.

Guidance Policy

Students, parents, teachers and staff can best achieve learning goals if there is an atmosphere of mutual understanding, respect, and cooperation. Carbondale New School, like other organizations in which many people work together, must have operational rules and regulations. To help the students grow and learn to be responsible for their own actions, CNS has adopted the guidelines of "Love and Logic" for behavior modification. The following passage from the book *School-wide Discipline Plan Without the Loopholes* by Jim Fay explains the principles that will be used in enforcement.

Core Beliefs that Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates themselves to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

The previous section is from *Schoolwide Discipline Plan Without the Loopholes*, p 44-45.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Our School

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

In accordance with these core beliefs we have implemented the following Behavior Management Plan:

Behavior Management Plan

If a student exhibits behaviors in the classroom that are not supportive of learning for themselves or others, the teacher will utilize Love and Logic techniques, and other emotional regulation strategies to help a student re-engage with the expected classroom activity. If the student cannot self-regulate or redirect, the teacher will call the office staff or the Director. The office staff or Director will escort the student downstairs to the office to give him/her a quiet space to calm down and think about his/her choices. Once the student calms down, he/she will be able to return to the classroom. The office staff will escort the student back to the class.

If the student refuses to leave the classroom with the office personnel (e.g. lies on the floor or refuses to leave his/her desk) the parents will be called immediately and asked to come to the school.

Any work missed will be made up by the student, so he/she remains up to date with his/her academics. It is the hope that making up work will also help the student understand and take responsibility for their schoolwork and behavior. The teacher will decide on a case-by-case basis if the school work will be completed in class or at home.

Additional information on Love and Logic is available through literature parents may borrow from CNS and from the staff. Materials to check out are available in the copy room.

Parent Concerns

CNS offers a unique opportunity for parents to take a large role in the education of their child. Parents are free to visit the classroom at any time, but must make an appointment to speak directly to their child’s teacher during school hours. Teachers are unlikely to have sufficient time to devote to your issue without an appointment. This could lead to frustration on both parts. Additionally, concerns can be expressed over email

or via text message. Finally, if their concerns are not addressed or if parents have concerns regarding the teachers, the parent is encouraged to follow the Complaint Resolution Policy in the General Information section of the handbook.

Guidelines for Maintaining Confidentiality

For Parents

1. All information about individual children is private and should only be shared with those staff members that have a need to know.
2. All social services, financial, medical and personal information about a child should be held in a safe and secure place that cannot be accessed by individuals other than school staff and the executive members of the Board of Directors.
3. Parents/caregivers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
4. The school will maintain good communication with parents and caregivers. Staff members are always available to talk to both children and parents/caregivers about issues that are causing concern. The school encourages children to talk to parents/caregivers about issues causing them concern and may in some cases support the children when talking with their parents.
5. Parents/caregivers and children should feel reassured that only in exceptional circumstances (harm to self or others) will confidentiality be broken. If it is necessary for information to be released parents/caregivers (and possibly children) will be informed (where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
6. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns, and special educational needs. Any data collected pertaining to these categories will not reveal the identity of individual children. Information collected for one purpose should not be used for another.
7. Confidentiality is a whole school issue. The school needs to be proactive so children feel supported and so that information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known, it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
8. Photographs of children should not be used without parents/caregivers permission especially in the press and on the internet. At no time should the child's last name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during the school's public events. See Public Relations Use of Student data, Photos, Video, and Audio. Parents should be respectful of privacy when posting to their own personal websites and social media sites.
9. Information about children will be shared with parents but only about their child. Parents, except for those who work as Spanish, Art, Music, or P.E. teachers, administrative assistants, substitute teachers or as a teacher's aide should not have access to any other child's progress reports, grades, or test scores at any time especially at conference time. However, parents should be aware that information about their child will be shared with the receiving school when they change schools. All personal information about children including social services and financial records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Logs of administration of medication to children should be kept secure.
10. In all other notes, briefing sheets etc., a student should not be able to be identified. Addresses and telephone numbers of parents and children will not be accessible outside of the school community and will only be included in the directory and the alumni list with permission.
11. A parent/caregiver who is an employee of Carbondale New School, or serves on the Board of Directors of Carbondale New School, must also follow the confidentiality guidelines for those positions.
12. Parents who do not follow the confidentiality guidelines may be asked to leave the school.

For Employees and Volunteers

1. All information about individual children is private and should only be shared with those staff members that have a need to know.
2. All social services, financial, medical and personal information about a child should be held in a safe and secure place that cannot be accessed by individuals other than school staff and the executive members of the Board of Directors.
3. Parents/caregivers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues. All employees of the school are mandatory reporters when it comes to issues of child abuse or neglect.
4. The school will maintain good communication with parents and caregivers. Staff members are always available to talk to both children and parents/caregivers about issues that are causing concern. The school encourages children to talk to parents/caregivers about issues causing them concern and may in some cases support the children when talking to their parents.
5. Confidentiality is a whole school issue. The school needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known, it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
6. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff members who need that information but not on general view to other parents/caregivers and children. Information (such as allergies) approved by parents can be posted in general view.
7. Photographs of children should not be used without parents/caregivers permission especially in the press and on the internet. At no time should the child's last name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during the school's public events. See Public Relations Use of Student data, Photos, Video, Audio and social media sites.
8. Information about children will be shared with parents but only about their child. Parents, except for those who work as Spanish, Music, Art, or P.E. teachers, administrative assistants, substitute teachers or as a teacher's aide, should not have access to any other child's progress reports, grades, or test scores at any time especially at conference time. However, parents should be aware that information about their child will be shared with the receiving school when they change schools. All personal information about children including social services and financial records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Logs of administration of medication to children should be kept secure.
9. In all other notes, briefing sheets etc., a student should not be able to be identified. Addresses and telephone numbers of parents and children will not be accessible outside of the school community and will only be included in the directory and on the alumni list with permission.
10. Employees who do not follow confidentiality guidelines may face disciplinary action.
11. Employees should speak with the teachers before the release of any confidential information.

For Board Members

1. All social services, financial, medical and personal information about a child should be held in a safe and secure place, which cannot be accessed by individuals other than school staff and the executive members of the Board of Directors.
2. Parents/caregivers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
3. Parents/caregivers and children should feel reassured that only in exceptional circumstances will confidentiality be broken. If it is necessary for information to be released, parents/caregivers (and possibly

children) will be informed (where appropriate) from the outset about why, what, how and with whom information will or could be shared, and staff members will seek their agreement, unless it is unsafe or inappropriate to do so.

4. Confidentiality is a whole school issue. The school needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known, it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

5. In all other notes, briefing sheets, etc., a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be accessible outside of the school community and will only be included in the directory and on the alumni list with permission.

6. Board members must observe complete confidentiality when the board deems it necessary, especially in relation to matters concerning individual staff, students, or parents. Discussions regarding personnel and financial delinquency should always be held in executive session. Although decisions reached at board meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Board members and the teachers should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

7. The teachers and Board need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any documents generated should be marked as confidential and destroyed once not needed.

8. Board Members who do not follow Confidentiality Guidelines may be asked to vacate their position on the board by the Members of the Carbondale New School Corporation.

Conclusion

Carbondale New School has a duty of care and responsibility towards students, parents/caregivers, and staff. It also needs to share information on a professional basis with a range of outside agencies. The care and safety of the individual is the key issue behind this document.

Seven Rules for Information Sharing

1. Remember that the Privacy Policy is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Health & Safety

Computer System Use & Internet Safety Policy

Introduction

The Board of Directors of Carbondale New School (CNS) hereby determines that it is in the best interests of the corporation to promote use of and familiarity with the CNS computer system and with the services which are available through that system to support learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the CNS system can facilitate access to information resources available on line, create innovative learning environments, and provide worldwide communication. For purposes of this policy, implementing rules and acceptable use guidelines, the term “CNS computer system” or “system” shall include all computer hardware and software owned or operated by Carbondale New School, CNS electronic mail, CNS websites, and CNS online and bulletin board services. Use of the CNS system shall include use of or obtaining access to the system from any computer terminal whether it is owned or operated by Carbondale New School.

The CNS computer system was established to comprise part of the school curriculum, and is intended by the Board to function in support of that curriculum and of students’ mastery of the curriculum through improved communication between the school and students’ parents or guardians. The CNS computer system does not constitute a public forum. Carbondale New School reserves and retains the right to regulate the content of and links to the CNS system. The school also has the right to and does monitor use of its computer system. Except as provided by federal and state statutes protecting the confidentiality of students’ educational records, no user of the CNS system has any expectation of privacy in connection with such use.

Access to Inappropriate Material or Network Usage

The Board of Directors of Carbondale New School recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials that may be illegal, obscene or indecent. The use of elements of the CNS computer system including the Internet shall be consistent with the CNS educational mission and the curriculum.

With respect to any of its computers with Internet access, CNS will use technology protection measures (or “Internet filters”) to: (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors; and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

Supervision and Monitoring

It shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling and otherwise modifying any technology protection measures shall be the responsibility of the teachers or designated representatives for bona fide research or other lawful purpose.

Guidelines for Acceptable Use of CNS Computer System

The Board of Directors of Carbondale New School further recognizes that the effective operation of the CNS computer system depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The staff is authorized to and shall adopt and enforce guidelines that limit the use of the system to educational purposes and to describe acceptable and ethical use of the system.

The guidelines shall, among other points, address compliance with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] to include: Access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication:

- Unauthorized access, including “hacking” and other unlawful activities by minors and other users online;
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Measures designed to restrict minors’ access to materials harmful to minors.

Such guidelines shall be distributed to CNS students, parents, and staff who are afforded access to the system. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of system use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

The Board of Directors of Carbondale New School adopted this Internet Safety Policy on July 20th, 2010.

I. Guidelines for Acceptable Use

Carbondale New School Computer System by Students, Staff and Other Corporation Members

A. Acceptable Use.

All users of the CNS computer system (system) must comply with the CNS Acceptable Use Guidelines, as amended from time to time. The “system” shall include all computer hardware and software owned and operated by CNS, the CNS electronic mail, the CNS website, and the CNS online services and bulletin board systems. “Use” of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by CNS. Students have no expectation of privacy in their use of the system. CNS has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the CNS electronic mail system. CNS has the right to determine access or use of the system by students and does monitor use, including students’ access to the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and CNS policies and guidelines.

To the extent practical, steps shall be taken to promote the safety and security of users of the system when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Student access to aforementioned systems is limited.

B. Privileges

Access to the system is provided as a privilege by CNS and may be revoked at any time. Inappropriate use may result in discipline, including loss of system use privileges.

The system, including all information and documentation contained therein is the property of CNS except as otherwise provided by law.

C. Prohibited Use

The uses of the system listed below are prohibited and may result in discipline:

1. Engage in activities, which are not related to CNS educational purposes or which are contrary to instructions of classroom teacher or other teachers as to the system’s use.
2. Access, retrieve, or view obscene, profane or indecent materials. “Indecent materials” are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. “Obscene materials” are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or CNS policy or rules. This includes, but is not limited to, plagiarism; improper use of copyrighted material; improper use of the system to commit fraud or with intent to commit fraud; improper use of passwords or

access codes; or disclosing the full name, home address, or phone number of any student or corporation member.

4. Disable or otherwise modify any technology protection measures. Such action shall be the responsibility of the Director or designated representatives for “bona fide research or other lawful purpose.”
5. Transfer any software to or from the system without authorization from the classroom teacher or employee’s supervisor.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the system.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the system or the computer system of any individual or organization.
11. Invade the privacy of any individual, including violation of federal or state laws regarding limitations on the disclosure of student records. Download, copy, print or otherwise store or possess data, which violates federal or state copyright laws or these guidelines.
12. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
13. Send mass electronic mail to multiple users without prior authorization by the classroom teacher or employee’s supervisor.
14. Conceal or misrepresent the user’s identity while using the system.
15. Post material on the CNS website without authorization of the teachers.

D. Web sites

Any website created by a student using the system must be part of a CNS sponsored activity, or otherwise authorized by the appropriate CNS classroom teacher. All content, including links, of any website created by a student using the system must first receive prior approval by the classroom teacher. All contents of a website created by a student using the system must conform to these acceptable use guidelines.

II. Disclaimer.

CNS makes no warranties of any kind whether express or implied for the computer system. CNS is not responsible for any damages incurred, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the system is at the user’s own risk. CNS is not responsible for accuracy or quality of information obtained through the system. CNS is not responsible for any user’s intentional or unintentional access to material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

III. Security and User Reporting Duties.

Security in the system is a high priority and must be a priority for all users. Students are prohibited from sharing their login IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the system must immediately notify the teacher or another staff member.

IV. Vandalism.

Vandalism or attempted vandalism to the system is prohibited and will result in discipline. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

V. Consequences for Violations.

A user who engages in any of the prohibited acts listed above shall be subject to consequences, which may include the denial or suspension or revocation of system privileges, and referral to law enforcement agencies is appropriate cases.

Visitors & Volunteers

CNS welcomes visitors and volunteers. Upon arrival, visitors and volunteers should check in with the office staff. Carbondale New School reserves the right to dismiss or ban anyone from the school campus at any time.

Background Checks

Anyone working and/or volunteering on school grounds when children are present should have a Child Abuse and Neglect Tracking System (CANTS) background check on file with the office. Classroom teachers, office staff, aides, special class teachers, before school and after school playground staff, and after school maintenance will be required to submit a fingerprint background check.

Flagged Background Check Policy

Carbondale New School encourages the use of resource persons and volunteers to: (1) increase students' educational experience, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The teachers shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registry Act, is prohibited from being a resource person or volunteer.

Health Examination/Immunizations

Illinois state law requires students entering Kindergarten or Grade 1, Grade 6, and students enrolling from out of state or in school for the first time to file their physical examination form before they begin classes. Every student in grades Pre-K through 8th grade must have proof of updated Illinois required immunizations. (See Illinois State Board of Education website at <http://www.isbe.state.il.us>). Students entering Kindergarten, Grade 2, and Grade 6 are also required to have a dental examination form on file. Students enrolling in Kindergarten or school for the first time in Grades 1-8 are also required to have an eye examination. Vision and Dental exam forms are due by May 2nd. Health Exam/Immunization forms must be on file with the school on or before October 1st. Students failing to file these forms by October 1st may be prevented from attending school until the forms are completed.

Medication

If a child requires administration of over-the-counter or prescription medication during the school day, a parent must bring the medication to the school office and provide written permission with instructions on storage, frequency of administration, and dosage of the medication. A doctor's notice may also be required.

Head Lice

Parents of students who have been identified as having head lice will be notified to pick up their children immediately. Students may return to school once they are free of all nits and lice.

Accidents

Children at CNS are encouraged to run, climb and play, particularly outdoors. While the children are always supervised, accidents will still occur. In the event of a minor injury, first aid will be rendered and a note describing the incident and treatment will be placed in the child's mailbox. If the injury is more serious, the parents will be contacted. If necessary, emergency personnel will be summoned.

Emergencies

CNS requires parents to provide at least two emergency contacts for each child. Please be sure that the Health & Emergency Form for your child is completely filled out. If you have any changes in your contact information, please submit a new Health & Emergency Form to the school office ASAP. It is crucial that we are able to reach you or your designee. If we are unable to reach you, the Director, Playground Supervisor, or President of the Board may make decisions on action to be taken.

Disaster Drills

Disaster drills for events such as fire, tornado, earthquake, and intruder are held twice a year. In addition, a campus evacuation is practiced yearly.

School Rules

Carbondale New School provides a unique learning environment, particularly on the playground. To allow each child to flourish in a safe manner, there are a set of school rules for behavior and use of school facilities that each child and parent are given at the beginning of the school year and are expected to follow. These rules will also be available on the playground and the website.

Corporation

CNS Corporation

Carbondale New School is run by the CNS Corporation. Every parent or legal guardian of an enrolled student of CNS is a voting member of the corporation. All employees who work ten or more hours per week in the New School and current members and officers of the Board of Directors are also members of the corporation. The corporation is run by a nine-member Board of Directors elected by the corporation.

Corporation Meetings

The CNS Corporation holds a minimum of two meetings a year at the beginning and end of the school year. All members should plan to attend. Childcare will be provided.

Board Meetings

The Board holds regular meetings once a month, and any corporation member is welcome to attend and provide input. The time and place of the meeting is announced to the corporation at least five days in advance.

Board Members

Any corporation member can serve as a CNS Corporation Board member. The term is two years with four or five members being elected every year at the spring corporation meeting. If a Board member resigns before the end of their term, the Board may elect to fill the position until the next corporation meeting when a vote on the Board member will be held. There is no limit to the number of terms a Board member may hold. Anyone interested in serving on the Board should let the teachers or member of the nominating committee know. Absentee ballots are located in the office with a sign-in sheet prior to the election when needed.

Parental Involvement

CNS was founded by a group of parents who wanted something more for their children and who all pitched in to make it happen. While CNS is mainly funded by tuition, these amounts are insufficient to cover operating expenses. To make up the difference and to continue to make CNS the unique place it is, families must give of their time.

Every family is expected to contribute 15 hours of service to the school by the end of each grading period for a total of 45 by May 31st. For those families who cannot meet the service requirement, they will be billed \$150.00 at the end of each trimester. If more than 15 hours are worked in a trimester they carry forward to the next trimester. Service hours will not carry over to the following school year.

There are many opportunities for parents to use their talents and skills: drive on field trips; work on active committees; repair and maintain the building, playground equipment, and gardens; work at a variety of fundraisers; volunteer during lunch, on early out days, and after school. Work days are scheduled throughout the year to clean, repair, and make upgrades to the building and grounds. Parents should look for announcements of these. If any parent has a particular skill they wish to offer to the school, they may let the teachers know. Parents are expected to document their service hours. The place to do this is the Service Hours Log Book located outside the office in the copy room.

The product of all work that is counted toward service hours, or is otherwise donated to CNS, becomes the property of CNS. This includes intellectual property, such as designs, artwork, etc.

Committees

At the first corporation meeting, structure and opportunities for work on committees will be presented.

General Information

Back to School Forms

At the beginning of the school year, each family is given a folder containing the following forms: Birth Certificate Requirement, CANTS Background Authorization, Dental Exam, Eye Exam, Directory, Field Trip Permission, Handbook Contract, Health & Emergency form, Medication Authorization, Media Consent, Health Examination (Physical/Immunization), Service Opportunity Survey, Student Information, and a Parent Contract. These forms must be completed and returned to the office by the due date listed below. If all forms are not completed and turned in by the dates below, the student may not return to school until all forms are in the office.

Health & Emergency Form- due by first day of attendance
Physical/Immunization Form- due by October 1
Dental & Eye Examination Forms- due by May 1
Signed contract and all other forms and required documents- due by August 31

Student Supplies

Families are required to purchase school supplies. A list of student supplies may be picked up in the CNS office and is available on the school's website. Please contact the school office if you have any questions about the supply list. If school supplies aren't purchased by August 31, the teacher will purchase the supplies and the family may be billed on their invoice.

Lunch

Most classes have recess/lunch from 12:00 p.m. to 1:00 p.m. Students are NOT allowed to bring soda, and parents are asked to limit the amount of sugary foods sent. Milk is available for purchase during lunch. A child may leave the school grounds for lunch if accompanied by a parent or guardian or accompanied by a non-parent if the parent or guardian grants explicit written permission. Students should be signed out and in at the office. Lunch immediately follows recess.

Milk

Milk (1/2 pint cartons) is available for purchase during snack time and lunchtime. The cost of milk is currently \$0.50 per carton. The price may be adjusted as needed. Milk charges for the preceding month will appear on the monthly invoice. Please let the office staff know if you would like limits placed on your child's milk consumption.

Snack

Students in Pre-K through 3rd grades have a snack break around 10:15 am every day. Food appropriate for a short snack should be sent with your child's lunch. No soda or candy is allowed, and please limit the amount of sugary foods. Microwaves are not available for use during snack time. Milk is available for purchase at that time.

Use of Student Data & Image

From time to time, student photos, video, audio, information (first names only--no last names), grade level, teacher, school, honor roll, awards, artwork, etc. are released for use in Carbondale New School publications, on the CNS website, in the media, on CNS-sanctioned social media websites, and on the Carbondale New School YouTube website to depict Carbondale New School activities. Every year, parents will be asked to sign a permission form allowing the school to use such media and information. Any media collected during that school year while parental permission has been given can be used by Carbondale New School at any time during that school year or in the future. If you wish to retract this permission during a school year, please submit a written request to the teachers.

School Notices

CNS conveys information to parents using multiple means. Notices and reminders are posted in the appropriate spots in the foyer and on the website. Finally, emails, Facebook messages and printed notices are often used to convey information. In addition, each teacher produces a newsletter for their class and will independently communicate with parents regarding classroom information in the manner of their own choosing.

Invoices

Invoices are emailed and due on the 1st business day of the month (rebate emailed by the 7th day of the month). Payment is late if not received by the 15th of the month the bill is sent in (or the first business day thereafter). A late charge of \$25.00 will be charged on late accounts.

Balances

Families accumulating a balance 60 or more days past due will be contacted by the office, and the Board will be notified. If a family is 90 or more days past due, their student(s) will not be allowed to return to school unless they pay the full amount from 90 days ago. Rebate counts as payment but families utilizing rebate should still keep accounts current. When carrying a balance with no payment besides rebate, the 60 and 90 day policies apply. Families are not allowed to return to school in August if they are carrying any balance. All accounts with no payment or rebate for 90 days or more will be sent out for collection.

Rebate Positions

Rebate positions are defined as a reduction in tuition in exchange for services provided to the school. Any family may apply for a work rebate. Rebates must be applied for prior to commencing work. Rebate positions do not negate the requirement for 45 service hours per family. Service hour requirements MUST be met before rebate hours are earned.

Pizza Day

Every Wednesday (including half-days when childcare is available), children have the option of having pizza for lunch. Pizzas are brought in from a local restaurant. Slices are \$1.75 and will be billed on the monthly invoice. The price may be adjusted as needed.

Lost & Found

Unlabeled items left in areas of the school other than the classrooms are kept in a Lost and Found box. The box is located underneath the mailbox table in the main building foyer. Parents and students are asked to periodically look through the Lost and Found box and claim their belongings. At the end of each semester (Winter and Summer breaks), the contents of the Lost and Found box will be donated to a local charity, Goodwill, or sold in the CNS Yard Sale.

Visiting Animals

Any visiting animals must be approved in advance by the teacher(s) whose classroom(s) will be visited. If the animal will be on the playground before or after school, then the Director and Playground Supervisor must approve the visit. Animals must be transported in a cage or on a leash and have up-to-date vaccinations.

Advertising at CNS Policy

School facilities, except as approved by the Carbondale New School Board of Directors, shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency; or individual organization; nor shall Carbondale New School employees or students be employed in such a manner. The following are exceptions:

1. School officials, with the teachers' approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide charity and/or social service agency; provided, that such cooperation does not restrict or interfere with the educational program of the school.
2. The school may use film or other educational materials that contain advertising after careful review of the teacher and approval of the Lead Teacher to determine if the film or material contains undesirable material.
3. The teachers may announce or authorize to be announced any lecture or community activity of particular educational merit.
4. Demonstrations of educational materials and equipment shall be permitted with the teachers' approval.
5. A school group(s) may be used for school activities, civic programs, and community benefit programs.
6. No advertisements or notices shall be placed in any school publication, on the bulletin boards, in mailboxes, etc. if the advertisement or notice contains
 - (a) Vulgar, derogatory, sexual or other inappropriate language or illustrations;
 - (b) Information on meetings or activities of a religious or political nature unless approved by the teachers.
7. Materials or products containing advertising or notices may be distributed if part of a fundraising effort for non-profit community-wide charity and/or social service agency, the school, or Carbondale New School corporation to help defray the cost of school projects such as yearbook, calendar, etc. provided such materials and all advertisements therein are approved in advance by the teachers.
8. Except as set forth above, all forms of canvassing or soliciting of teachers, students and employees of Carbondale New School is prohibited.
9. Carbondale New School and its students and employees may participate in radio and television programs under commercial sponsorship, when:
 - (a) Acceptable to the teachers.
 - (b) Such participation is supplementary or beneficial to the program of the school.

The Carbondale New School Board of Directors retains final editorial authority to accept or reject submitted advertisements in a manner consistent with this policy and the related rules and procedures. The inclusion of advertisements in school publications or on school property does not constitute approval or endorsement of any issue, product, organization, activity, or position referenced in the advertisement.

Communication & Complaint Resolution Policy

Overview

Any person or group having a legitimate interest in the Carbondale New School (CNS) shall be guided by the following procedures in presenting a complaint, concern, request, suggestion, or grievance. Complaints brought pursuant to these procedures shall be either informal or formal:

- **Informal complaints:** For purpose of this policy, informal complaints will imply important but casual sharing of information that is taken under advisement. Procedures detailed below may be followed but are not required. Such matters may or may not be shared with personnel.
- **Formal complaints:** For the purpose of this policy, any complaint designated as formal by the complainant will imply the initiation of a process of action toward formal investigation of a serious concern and resolution of concerns as detailed below. Any person will be so advised if a formal complaint is made against them.

NOTE: All complaints will be treated by CNS staff as confidential insofar as possible. All members of the corporation are asked to do so as well. It is the responsibility of the complainant to clarify whether he or she is making an informal or formal complaint, not the responsibility of CNS staff or Board members, although CNS staff or Board members who receive complaints and are unsure about the nature of the complaint should attempt to clarify with the complainant whether the complaint is intended to be informal or formal.

Parent and Employee Complaint Procedures

1. As a general proposition, persons with complaints or concerns are strongly encouraged to discuss and attempt to resolve the situation directly with the employee who handles this matter, or the other person or persons involved, if applicable. However, if the complaint involves sexual harassment, violence, threats of violence, or other serious matters of personal safety that preclude the complainant from discussing the matter directly with the other person or persons involved, there is no requirement that the complainant attempt to do so.
2. Unresolved matters from (1) above must be directed to the Director of CNS. This can be done as an informal or a formal complaint.
3. Persons with complaints or concerns about the Director are encouraged, but not required, to attempt to resolve the concern directly with the Director subject to the provisions of (1) above.
4. Unresolved matters from (2) or (3) above should be directed to the President of the Board unless the complaint involves the President of the Board at which point the complaint should be directed to another Board officer. The President or officer will confirm the Director is aware of the complaint and, if appropriate and subject to the provisions of (1) above, request the parties attempt to resolve the matter. If the matter remains unresolved, the President or officer will direct the matter to the Board's designated committee who will investigate the situation. The Board will consider the matter at the next published Board meeting. If necessary, a special meeting may be called to address the issue. At least a two-day notice must be given to the Corporation prior to any special meeting of the Board, in accordance with the By-Laws. All parties involved will be asked to submit a letter in writing to the Board of Directors no later than 24 hours prior to the Board meeting date.

Letters should:

- a) Describe the facts of the situation as the complainant sees it,
- b) Include the reason(s) previous attempts to resolve the matter were inadequate or were not attempted, and,
- c) Determine whether or not a formal audience with the Board is requested. It would be helpful to the Board if the letter also stated any desired outcome or resolution sought, if known. A copy of this letter will be forwarded to any employee involved and will be brought to the attention of the entire Board. The letter should be addressed to:

President, Board of Directors
Carbondale New School
1302 E. Pleasant Hill Rd
Carbondale, IL 62902

Any other person who would like to address the Board on the issue must contact the President of the Board in writing no later than twenty-four (24) hours before the meeting and must include their reason for wishing to address the issue. The Board may request their statement in writing. The person or group may be invited to appear before the Board (in non-public session if the matter may likely affect the reputation of an individual), at the sole discretion of the Board. At the sole discretion of the Board, any employee against whom a complaint is made may appear.

5. Complaints that are communicated at an inappropriate level will be redirected to the appropriate level prior to any corrective action being taken.
6. During the complaint resolution process described above, the Board may request a disinterested third party review a specific situation and provide feedback to the Board.
7. Complaints about individual members of the Board of Directors, or about the Board as a whole, shall be submitted in writing to the President of the Board and will be brought to the attention of the entire Board.

8. All Board decisions regarding the issue will be communicated in writing to the complainant and to the individual(s) against whom the complaint was made, if applicable. The Board decision will be final and non-appealable.

Procedure for the Director to Follow

1. It is at the discretion of the Director whether informal complaints are brought to the attention of the Board. The Director will also advise the complainant within 48 hours of receiving the complaint of the actions taken within the limits of confidentiality.
2. The Director will immediately inform the President of the Board if a formal complaint is filed and will bring all formal complaints to the Board at the next Board meeting describing any action being taken. This may happen during executive session, at the Director's request or at the request of any Board member. Communication will be maintained with the complainant to let them know the situation is being addressed.

Procedure for Board Members to Follow

1. Any Board member approached by an employee or parent expressing concerns about another employee or another Board member should strongly encourage the person to discuss and attempt to resolve the situation directly with the employee or Board member, unless the complaint involves sexual harassment, violence, threats of violence, or other serious matters involving personal safety that preclude such attempts at informal resolution of the complaint.
2. A Board member approached by an employee or parent describing unresolved matters from (1) must inform the Director.
3. A Board member approached by an employee or parent describing unresolved matters from (1) involving the Director or from (2) must inform the President of the Board. The President will meet with the employee or parent to confirm they wish to lodge a formal complaint and will meet with the Director to confirm they are aware of the complaint. If the matter is not resolved, the President will proceed as directed in (4) under Parent and Employee Complaint Procedures. Nothing in these procedures shall be construed to limit or otherwise undermine the inherent authority of the Board of Directors, pursuant to Article IV, Section 2 of the duly promulgated By-laws of CNS, to hire and dismiss all personnel of CNS, including the Lead Teacher or other teachers of CNS. If the Board, in its sole discretion, deems it necessary to act outside the confines of these procedures, the Board has the inherent authority to do so.

Amended from SmartStart: Charter Schools Board Governance, <http://www.nhschoolreform.org/PDFs%20and%20Docs/Governance%20Handbook.pdf>

Sexual Harassment Policy

It is the policy of the Carbondale New School (CNS) to provide its students and employees an education and environment free of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Therefore, The CNS Board of Directors (Board) will neither condone nor tolerate sexual harassment. The Board espouses the belief that students and employees have the right to be free from the harm perpetuated by antisocial acts while at school (student to student, teacher to student, student to teacher, and employee to employee).

1. Definition

For purposes of this policy, the term sexual harassment is defined as:

Any unwanted or unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education, (2) submission to or rejection of such conduct by an individual or student is used as a basis for employment or education decisions affecting such individual or student, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or student's educational performance or creating intimidating, hostile or offensive environment.

The Board interprets the definition of sexual harassment to include, but not be limited to, the following behavior:

1. Any unwanted or unwelcome sexual behavior such as:

touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking an individual's movement, pulling at clothes, etc., made either implicitly or employment/employment decisions or student's education/educational decisions affecting such individual or student,

2. Purposefully limiting or denying a student's access to educational opportunity or benefit or any education tools, such as

computers, or creating an intimidating, hostile or offensive environment, including any act of retaliation against any individual who reports or participates in the investigation of a sexual harassment complaint.

II. Procedure

1. Allegations made against employees:

The Director will interview the employee or student as soon as possible after an allegation of sexual harassment has been made against an employee. The Director is responsible for investigating all allegations of sexual harassment, to inform the President of the Board immediately of the allegations, and keep the Board apprised of all developments.

Investigation regarding employee sexual harassment is outlined in Section IV.

a. During the investigation of alleged sexual harassment against an employee, the employee may be suspended (without pay) at the Director's recommendation and with Board approval.

b. Should allegations of sexual harassment be substantiated against an employee, the employee will be subject to disciplinary action, including but not limited to suspension without pay or dismissal.

c. In the event that allegations of sexual harassment are brought against either a Complaint Manager or the Director, the Board President or his/her designee will be responsible for the investigation process.

2. Complaint Managers

The Director will appoint two (2) Complaint Managers, one male and one female. The Complaint Managers will be members of the staff or Board of Directors. The names of the Complaint Managers will be announced annually to staff, students, and parents, and will be posted in the office. The Complaint Managers will have the responsibility of reporting any and all allegations of sexual harassment to the Director.

III. Student Complaint Process

Students can report an incident to a classroom teacher, the Director, or a Complaint Manager.

1. The conversation between the student and the individual who receives the report will be confidential. The student will be advised that the Complaint Manager or the classroom teacher will only report their conversation to the Director.

2. Within one business day following the student's announcement of a complaint, the individual who receives the report will notify the Director. The Director will notify the student's parent(s)/guardian(s). The student's parent(s)/guardian(s) will be given notice of their right to attend an interview of their child in a non-intimidating environment in order to elicit truthful, full disclosure of the student's allegation. The meeting will be scheduled within five (5) school days from the initial meeting between the individual who received the report and the student. If the student's parent(s)/guardian(s) are unable to or decline to attend the interview, the Director and the student will mutually agree on an adult who will attend the interview and serve as the student's advocate. If the allegations are made against the Director, the President of the Board will fulfill the role assigned to the Director in the process.

3. The Director, upon receipt of the student's allegation, will commence the investigation into the allegation. If the complaint is against the Director, the President of the Board will commence the investigation.

4. Following the interview session, the student will be asked to sign a written statement. A copy of this statement will be given to the Director.

5. The Director will keep the student's parent(s)/guardian(s) informed of the progress of the investigation.

6. If the classroom teacher, Director or Complaint Manager judge that counseling for the student and/or the student's parent(s)/guardian(s) is appropriate, the Complaint Manager and/or Director will assist the family in

locating such services.

7. The Director, upon receipt of a student's allegation from the Complaint Manager, will commence the investigation into the allegation.

IV. Investigation Process

Once the Director has received an allegation, the Director will immediately commence the investigation. During the investigation, the Director will interview the accused employee or student and any and all witnesses to the alleged event(s). These interviews will occur as soon as possible upon notice of the allegation. The Director will also inform the Board President of the allegation, and keep the Board President and Complaint Manager apprised of the investigation.

At the conclusion of the investigation, if there is a reasonable suspicion of the allegation, the Director will conduct a formal hearing with the accused employee or student. If, at the conclusion of the investigation no reasonable suspicion exists, the Director will notify all concerned parties and close the case. If the Director substantiates the allegation, the Director will issue an appropriate disciplinary action against the accused employee or student. Appropriate disciplinary action may include but not be limited to suspension or expulsion of an accused student and suspension or dismissal of an accused employee.

The Director will notify all parties in writing, as to the outcome of the investigation. The Director will be responsible for keeping all information (notes, statements, interviews, etc.) regarding sexual harassment complaints.

V. Appeal Process

The accused student or employee may appeal the Director's decision and disciplinary action to the Board of Directors. The appeal must be in writing, and placed on the next available Board meeting agenda. The Board may accept or deny the appeal based on the merits of the appeal. The Board's decision will be final.

Bullying Policy

Policy Statement:

According to 105 ILCS 5/27-23.7, bullying is prohibited in all school districts, charter schools, and non-public, non-sectarian elementary and secondary schools.

The school board of Carbondale New School prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Definition:

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

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

Reporting:

All school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the Carbondale New School Director’s appointed designee (“designee”) as soon as possible after an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the Director or designee as soon as possible after the submission of the verbal report. Contact information for the school includes email address:

directors@carbondalenewschool.com and phone number: 618-457-4765.

Students, parents and visitors of the school are encouraged to submit a written report of alleged violations of this policy to the Director or designee as soon as possible after an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the behavior expectations of the CNS parent and student handbook may not be taken solely on the basis of an anonymous report.

Any school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Procedures:

The Director or designee shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying

incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

The Director or designee will be responsible for conducting an investigation into the alleged bullying incident. The Director or designee will make reasonable effort to complete the investigation within ten (10) days after the initial report of the incident.

The Director or designee shall proceed in accordance with the behavior expectations of the CNS parent and student handbook, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the Director or designee shall ensure the behavior expectations of the CNS parent and student handbook have been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the Director or designee should include follow up services to both the targeted student and the bully.

The Director or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Provisions:

The Director or designee is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The Director or designee is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying.

The Director or designee shall annually disseminate this policy to all parents within the school corporation. The Director or designee shall post a link to the policy on the school corporation's website.

The Director or designee shall ensure that notice of the corporation's policy appears in the parent and student handbooks each year. It is expected that anti-bullying information and behavior **expectations** will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research-based instruction for all students will be **delivered**. At the appropriate times, students will be able to discuss bullying and its harmful effects, as well as ways to show kindness.

The school board understands that the characteristics and resultant needs of the school will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data.

Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

Source: This document is partially modeled after Indiana’s model school corporation bullying policy, which can be found at <http://www.doe.in.gov/student-services/anti-bullying-school-policy>. It is also modeled after requirements from 105 ILCS 5/27-23.7, which can be found at <http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K27-23.7>.

Tuition and Fees for the 2018-2019 School Year

Tuition Pre-K/K through 8th Grade:

1st Child	Additional Child
Full Time	Full Time
\$6750	\$5297.50

Payment Options

Payment Options- Full Time Pre-K/K through 8th

	1st Child	Additional Child
Lump Sum	\$6750.00	\$5297.50
10 month plan, per mo	\$675.00	\$529.75

Payment Options- Half Time Pre-K

	1st Child	Additional Child
Lump Sum	\$3845.00	\$3118.75
10 month plan, per mo	\$384.50	\$311.88

2018-2019 School Year Calendar

***Please Note: Corporation Mtg. in April**

August 10: Teachers Begin

August 13: Student Orientation

August 14: Student Orientation

August 15: First Day of Instruction: Noon Dismissal/No Childcare (Ice Cream Social at Noon)

August 31: Noon Dismissal with Childcare

September 3: Labor Day: No School/No Childcare

September 6: Corporation Meeting (Potluck at 5:30 pm, Meeting at 6:00 pm)

September 23: CNS Golf Scramble

October 5: Noon Dismissal with Childcare

October 8: Indigenous Peoples Day: No School/No Childcare

November 1: Dia de los Muertos: Noon Dismissal with Childcare

November 2: Institute Day: No School/No Childcare (1st Grading Period Ends)

November 12: Veterans Day observed: No School/No Childcare

November 20: Thanksgiving Feast: Noon Dismissal/No Childcare

November 21-23: HOLIDAY BREAK: No School/No Childcare

November 26: School Resumes

December 13: Winter Program

December 19 & 20: Conferences: No School/No Childcare

December 21-January 3: HOLIDAY BREAK: No School/No Childcare

January 4: School Resumes

January 18: Noon Dismissal with Childcare

January 21: MLK Jr. Day: No School/No Childcare

February 14: Noon Dismissal with Childcare, Valentine's Dance

February 15: Institute Day: No School/No Childcare (2nd Grading Period Ends)

February 18: Presidents Day: No School/No Childcare

March 4-8: Spirit Week

March 8: Talent Show, Lunch with Loved Ones

March 11-15: SPRING BREAK: No School/No Childcare

March 18: School Resumes

April 4: Corporation Meeting (Potluck at 5:30 pm, Meeting at 6:00 pm)

April 11 & 12: Student-Led Conferences: No School/No Childcare

April 19: No School/No Childcare

April 22: No School/No Childcare

May 9: Noon Dismissal/No Childcare, Open House 5-7 pm

May 10: No School/No Childcare

May 17: Institute Day: No School/No Childcare (3rd Grading Period Ends)

May 20: Field Day Fun Day

May 21: Last Day of School: Noon Dismissal/No Childcare, Graduation*

***If No Emergency Days Taken**