

**CARBONDALE NEW SCHOOL  
PARENT & STUDENT HANDBOOK 2016-2017**

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

**(618)457-4765**

**[www.carbondaleneschool.com](http://www.carbondaleneschool.com)**



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

**Be kind.  
Be creative.  
Be respectful.  
Be responsible.  
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 Associate Directors*

Dear Parents:

Welcome to the Carbondale New School 2016 – 2017 school year. We are excited to be the first teacher led and child centered school in Carbondale. We anticipate a wonderful school year!

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, music, and choir for our students. In addition to these special classes, we have an outstanding group of teachers and an amazing playground for our students to explore.

You will see many new faces around 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 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 8<sup>th</sup>.

Please keep your handbook easily accessible, 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! 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

Kathy Compton

Melissa Camasta

Associate Directors, 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. These emphases on individual need and developmental appropriateness help nurture creativity and excitement about learning.

*Carbondale New School* provides basic 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.

### **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 the 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 11:45 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 all 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.

Half-day students begin at 8:30 a.m. and are dismissed at 11:45 p.m. Other part-time/half-day options may be discussed with the Pre-K classroom teacher.

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 tables on the playground until 8:30 a.m. Students

in 1st-3rd grades can leave their lunch in the lunchroom prior to checking in on the playground. Students in 4th-8th grades may place their personal belongings and lunches in the classroom and must be in their

seats 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.

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 and 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 am to 8:15 am, parents are billed for supervision at a rate of \$5.00 per hour for the 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 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 12:00 p.m. and will be charged \$1.00 for every minute after 1:00 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. Milk will be available for purchase after school.

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

### **Early Dismissal**

Sometimes classes end at 12:00 p.m. Childcare is sometimes available on those days with afterschool 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, there will be no lunch served on the days when childcare is not offered.

### **Attendance/Tardiness/Absences**

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 (without medication) from vomiting, diarrhea, and/or fever before returning to school.

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 11:00 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.

If student absence and/or tardiness become excessive, they may 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 lead teacher will be held to determine if the student is progressing enough to be promoted onto 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 week 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 CNS classroom teachers.

### **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 the school office and classroom teacher.

Please inform the office if the child will be returning or will miss the remainder of the day.

### **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 a time for students to show their progress. Attendance at their conference will count as one full day of attendance. Conferences for students in the Early Childhood building will be scheduled by the PreK 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.intellicast.com](http://www.intellicast.com), [www.weather.com](http://www.weather.com), or [www.weatherbug.com](http://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.\*\*

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-Kindergarten to dress weather appropriately. Students in 1st-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 Lead Teacher, and/or Second Lead Teacher and/or Third 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 should 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. Of the deposit, \$200 is credited towards the first month of tuition if the child attends CNS. The credit will be applied on the first 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 should 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 that are 5 years old by September

1, unless special permission is granted by the Kindergarten teacher on an individual basis. Please refer to

Illinois Public Act 096-0864 for further information.

Children that transfer into grade levels other than Pre-K or Kindergarten 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 this trial period both a formal and informal assessment of the following areas may be made.

- I. Intellectual
  - a. Math Readiness
  - b. Reading Readiness
  - c. Verbal Skills
  - d. Problem Solving
- II. Social/Behavioral
  - a. Relating to Children
  - b. Relating to Adults
  - c. Relating to a Group
- III. Psycho-motor 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 may be 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.

	<b>Social Studies</b>	<b>Science</b>
2016-2017	U.S. History	Life Science
2017-2018	Ancient History	Earth Science
2018-2019	Medieval History	Physical 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\*

### 1<sup>st</sup>-3<sup>rd</sup>

- Language Arts
- Mathematics
- Science
- Social Studies

### 4<sup>th</sup> - 8<sup>th</sup>

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

Co-curricular subjects (for all grades) include:

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

## **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 Director. Parents will be notified in advance if either of these actions is necessary:

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

## **Grading and 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 are aligned with the Common Core Standards as of July 2012.

Academic progress reports are completed in November and March, distributed to parents and then reviewed in student-led parent conferences with the teacher in December and April. Every student (as appropriate for their level) and parent is required to participate in this conference. This is a chance 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.

### **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 and the Director 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 severe 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 the student in the best way for that 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 itself 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.

Additional information on Love and Logic is available through literature parents may borrow from CNS and from the staff. Checkout is available in the teacher's lounge.

### **Parent Concerns**

CNS offers a unique opportunity for parents to take a large role in the education of their child. Any parent should feel free make an appointment to speak to their child's teacher regarding any concern they have, particularly if the concern is classroom-related. Additionally, concerns can be expressed over email, but this avenue should only be used to initially express the concern. Parents are also encouraged to make an appointment to speak with the teachers about any concerns. Parents should avoid "just stopping by" to express a concern to the classroom teacher or other teachers. They are unlikely to have sufficient time to devote to your issue without an appointment. This could lead to frustration on both parts. 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 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, excepting 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. Health and emergency forms will be distributed to staff on a need to know basis.
7. Photographs of children should not be used without parents/caregivers permission especially in the press and 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, excepting those who work as Spanish, Music, Art, or P.E. teachers, 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 web sites, and CNS on-line 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 on-line 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 web site, and the CNS on-line 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 the Director or classroom teacher 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 teachers 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 web site without authorization of the Director.

#### D. Web sites

Any web site 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 web site created by a student using the system must first receive prior approval by the classroom teacher. All contents of a web site 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 a teacher, the Director 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 and 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, 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 2<sup>nd</sup>. 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 and Emergency Form for your child is completely filled out. If you have any changes in your contact information, please submit a new Health and 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, then the Lead Teacher, Second Lead Teacher, 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**

Anyone 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.

### **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, tuition levels 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 40 hours of service to the school by May 31st. There are many opportunities for a parent 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 Log Book located outside the office in the teacher's lounge. If families have not completed the required 40 service hours by May 31st (or made arrangements with the Director to complete the hours), they will be billed \$10/hour up to \$400.

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 and Emergency, 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 and Emergency Form- due by **first day of attendance**<sup>st</sup>

Physical/Immunization Form- due by **October 1**<sup>nd</sup>

Dental and Eye Examination Forms- due by **May 2**<sup>st</sup>

Signed contract and all other forms and required documents- due by **September 1**

#### **Student Supplies**

Families are required to purchase school supplies. A list of student supplies is sent to each family two to four weeks before school begins and is posted on the school's website. Please contact the school office if

you did not receive the list. If school supplies aren't purchased by September 1st, the teacher will purchase the supplies and the family will be billed on their invoice.

### **Lunch**

Most classes have recess/lunch from 11:45 p.m. to 12:50 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, lunchtime, and after school. The cost per carton 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 3<sup>rd</sup> 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 name [no last names]), grade level, teacher, school, honor roll, awards, art work, 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 also 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 on the 1st business day of the month (rebate emailed by the 7th day of the month). Payment is due within 30 days or interest charges apply.

### **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 40 service hours per family.

### **Pizza Day**

Every Wednesday (including half-days), 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 and 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 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 Lead Teacher 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 fund raising 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 written complaint 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 Lead Teacher of CNS. This can be done as an informal or a formal complaint.

3. Persons with complaints or concerns about the Lead Teacher are encouraged, but not required, to attempt to resolve the concern directly with the Lead Teacher 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 Lead Teacher 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 two days' 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 the 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 Lead Teacher to Follow*

1. It is at the discretion of the Lead Teacher whether informal complaints are brought to the attention of the Board. The Lead Teacher will also advise the complainant within 48 hours of receiving the complaint of the actions taken within the limits of confidentiality.
2. The Lead Teacher 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 Lead Teacher's request or at the request of any Board member.

#### *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 Lead Teacher.
3. A Board member approached by an employee or parent describing unresolved matters from (1) involving the Lead Teacher 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 Lead Teacher 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 Lead Teacher will interview the employee or student as soon as possible after an allegation of sexual harassment has been made against an employee. The Lead Teacher 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 Lead Teacher'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 Lead Teacher, the Board President or his/her designee will be responsible for the investigation process.
2. Complaint Managers  
The Lead Teacher 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 Lead Teacher.

## *III. Student Complaint Process*

Students can report an incident to a classroom teacher, the Lead Teacher, 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 Lead Teacher.
2. Within one business day following the student's announcement of a complaint, the individual who receives the report will notify the Lead Teacher. The Lead Teacher 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 Lead Teacher 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 Lead Teacher, the President of the Board will fulfill the role assigned to the Lead Teacher in the process.

3. The Lead Teacher, upon receipt of the student's allegation, will commence the investigation into the allegation. If the complaint is against the Lead Teacher, 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 Lead Teacher.
5. The Lead Teacher will keep the student's parent(s)/guardian(s) informed of the progress of the investigation.
6. If the classroom teacher, Lead Teacher 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 Lead Teacher will assist the family in locating such services.
7. The Lead Teacher, upon receipt of a student's allegation from the Complaint Manager, will commence the investigation into the allegation.

#### *IV. Investigation Process*

Once the Lead Teacher has received an allegation, the Lead Teacher will immediately commence the investigation. During the investigation, the Lead Teacher 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 Lead Teacher 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 Lead Teacher will conduct a formal hearing with the accused employee or student. If, at the conclusion of the investigation no reasonable suspicion exists, the Lead Teacher will notify all concerned parties and close the case. If the Lead Teacher substantiates the allegation, the Lead Teacher 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 Lead Teacher will notify all parties in writing, as to the outcome of the investigation. The Lead Teacher 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 Lead Teacher'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 Associate Directors 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: [associatedirectors@carbondalenewschool.com](mailto:associatedirectors@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 Associate Directors 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 Associate Directors or designee will be responsible for conducting an investigation into the alleged bullying incident. The Associate Directors or designee will make reasonable effort to complete the investigation within ten (10) days after the initial report of the incident.

The Associate Directors 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 Associate Directors 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 Associate Directors 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 Associate Directors or designee is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The Associate Directors 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 Associate Directors or designee shall annually disseminate this policy to all parents within the school corporation. The Associate Directors or designee shall post a link to the policy on the school corporation's website.

The Associate Directors 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 data 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**

**Tuition and Fees for 2016-2017 School Year**

***Tuition Pre-K/K:***

<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>Any Other Child</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>
<b>Full Time</b>	<b>Full Time</b>	<b>Full Time</b>	<b>Half Time</b>	<b>Half Time</b>
<b>\$5620</b>	<b>\$4175</b>	<b>\$3420</b>	<b>\$3036</b>	<b>\$2169</b>

***Tuition 1<sup>st</sup>-8<sup>th</sup> grades:***

<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>Any Other Child</b>
<b>Full Time</b>	<b>Full Time</b>	<b>Full Time</b>
<b>\$4560</b>	<b>\$4104</b>	<b>\$3534</b>

***Description of fees (Pre-K through 8th grade):***

**Curriculum and Book Fee:                   \$350/student**

**Fine Arts/P.E. Fee:                               \$50/student**

**Student Accident Insurance Fee:       \$15/student**

**Liability Insurance:                           \$100/student**

**Building & Maintenance Fee:** \$100/student

**Spanish Fees: (required)** \$150/student

**Safety Fee:** \$25/student

**Music Fee:** \$50/student

**Payment Options**

***Payment Options- Full Time Pre-K/K***

	1st Child	2nd Child	Any Other Child
<b>Lump Sum</b>	<b>\$6460.00</b>	<b>\$5015.00</b>	<b>\$4260.00</b>
<b>10 month plan, per mon</b>	<b>\$646.00</b>	<b>\$501.50</b>	<b>\$426.00</b>
<b>12 month plan, per mon</b>	<b>\$538.33</b>	<b>\$417.92</b>	<b>\$355.00</b>

***Payment Options- Half Time Pre-K/K***

	1st Child	2nd Child	Any Other Child
<b>Lump Sum</b>	<b>\$3876.00</b>	<b>\$3009.00</b>	<b>\$2556.00</b>

10 month plan, per mon	\$387.60	\$300.90	\$255.60
12 month plan, per mon	\$323.00	\$250.75	\$213.00

**Payment Options- Full Time 1<sup>st</sup>-8<sup>th</sup>**

	1st Child	2nd Child	Any Other Child
Lump Sum	\$5400.00	\$4944.00	\$4374.00
10 month plan, per mon	\$540.00	\$494.40	\$437.40
12 month plan, per mon	\$450.00	\$412.00	\$364.50

**2016-2017 Calendar**

**August 15: Teachers start and Student Orientation**

**August 16: Student Orientation**

**August 17: First day -Noon Dismissal-No Childcare, Ice Cream Social**

**September 2: Noon Dismissal- with Childcare**

**September 5: Holiday-No School-No Childcare**

**September 8: Corporation Mtg. (potluck 5:30, mtg. 6:00)**

**October 7: Noon Dismissal- with Childcare**

**October 10: Holiday-No School-No Childcare**

**October 31: Oktoberfest**

**November 11: Holiday-No School-No Childcare**

**November 14: Institute Day-No School -No Childcare (end of 1<sup>st</sup> GP)**

**November 22: Thanksgiving Feast-Noon Dismissal-No Childcare**

**November 23-25: Holiday Break-No School-No Childcare**

**December 1-3: SIU Holiday Craft Fair**

**December 15-16: Student-led Conferences-No School-No Childcare**

**December 15: Winter Program, SIU**

**December 17-January 1: Holiday Break-No School-No Childcare**

**January 2: School Resumes**

**January 13: Noon Dismissal- with Childcare**

**January 16: Holiday-No School-No Childcare**

**February 17: Noon dismissal- with Childcare, Valentine's Dance**

**February 20: Holiday-No School-No Childcare**

**February 24: Institute Day-No School-No Childcare (end of 2<sup>nd</sup> GP) March 6-10: Spirit Week**

**March 10: Talent Show, Lunch with Loved Ones**

**March 13-17: Spring Break-No School-No Childcare**

**March 20: School Resumes**

**April 6: Corporation Mtg. (potluck 5:30, mtg. 6:00)**

**April 6-7: Student-led Conferences-No School-No Childcare**

**April 13: Noon Dismissal-No Childcare, Sci/Hist Fair & Open House**

**April 14: Holiday- No School- No Childcare April**

**17: No School- No Childcare**

**May 19: Institute Day-No School-No Childcare (end of 3<sup>rd</sup> GP)**

**May 23\*: Dismissal at 10:30- Last Day of School-Graduation**

**\*Emergency days might change last day of school**