

2008-2009

Elementary School

Student Handbook

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Marissa Elementary
206 East Fulton
Marissa, IL 62257
Phone: 618-295-2339 FAX: 618-295-3673

Dear Marissa Elementary Parents/Guardians,

The staff and I would like to welcome you back to another exciting school year. You will most likely notice the presence of some new faces including: Dave Deets -- Principal, Ms. Weilbacher -- 1st Grade, Ms. Toedte -- 5th Grade, Mrs. Schaefer -- Special Education, and Ms. Helregel -- Speech Pathologist. In addition to the new faces, we are going to have some new programs and resources this year for the students including a new Title I Reading Program that will be led by former 5th grade teacher Mrs. Schneider.

This handbook will help new and returning students to understand and apply school rules. There are some new rules, so please make sure to read it carefully so that we can put the majority of our efforts into academic excellence.

The staff here at Marissa Elementary has been working hard over the summer, and we are looking forward to a fantastic year. I believe that with the cooperation of parents, students, and staff we can make this school year a rewarding and successful experience for all students.

School will be starting at 8:00 a.m. Students arriving after 8:05 a.m. will be considered tardy.

We hope that everyone had a great summer and that everyone is looking forward to coming back.

If you have any questions or concerns about the handbook, please feel free to contact me.

Sincerely,

Dave Deets
Principal



Marissa C.U.S.D. #40
Marissa Elementary

206 East Fulton
Marissa, IL 62257
(618) 295-2339
(618) 295-3673 FAX

Mr. Kevin Cogdill, Superintendent

Mr. Dave Deets, Principal

SCHOOL CALENDAR

- August 15 First Day Teachers
- August 18 First Day Students: Early Dismissal @ 11:35 a.m.
- August 19 First Full Day Students (8:00 a.m.-2:50 p.m.)
- September 1 Labor Day Holiday
- September 18 Half Day: Early Dismissal @ 11:35 a.m.
School Improvement 12:30 p.m.-3:30 p.m.
Parent/Teacher Conferences 4:00 p.m.-8:00 p.m.
- September 19 No School (Parent/Teacher Conferences 8:00 a.m.-11:30 a.m.)
- October 10 No School (Teacher’s Institute)
- October 13 No School (Columbus Holiday)
- October 31 School Improvement Day: Dismissal @ 11:35 a.m.
- November 11 No School (Veterans' Day Holiday)
- November 21 School Improvement Day: Dismissal @ 11:35 a.m.
- November 26..... Early Dismissal @ 1:50 p.m.
- November 27-28 No School (Thanksgiving Holiday)
- December 19 Early Dismissal @ 1:50 p.m.
- December 22-January 2 No School (Winter Break)
- January 2 Teacher’s Institute
- January 16 School Improvement Day: Dismissal @ 11:35 a.m.
- January 19 No School (Martin Luther King Holiday)
- February 12 Half Day: Early Dismissal @ 11:35 a.m.
School Improvement 12:30 p.m.-3:30 p.m.
Parent/Teacher Conferences 4:00 p.m.-7:30 p.m.
- February 13 No School (Parent/Teacher Conferences 8:00 a.m. – 11:30 a.m.)
- February 16 No School (President’s Day Holiday)
- March 2 No School (Casimir Pulaski Holiday)
- March 27 School Improvement Day: Dismissal @ 11:35 a.m.
- April 8 Early Dismissal @ 1:50 p.m.
- April 9-13 No School (Easter Holiday - Spring Break)
- April 24 School Improvement Day: Dismissal @ 11:35 a.m.
- May 15 School Improvement Day: Dismissal @ 11:35 a.m.
- May 20 Proposed Last Day of Student Attendance
- May 21 Teachers' Institute
- May 25 No School (Memorial Day Holiday)*if needed

STUDENT RECORDS

The building principal is the official custodian of all student records in this school.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985). These rules may be located in the Illinois State Board of Education, 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports and health records, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluation. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every five (5) years or upon a student's change in attendance center, whichever occurs first. The temporary record will be destroyed entirely within one (1) year after graduation or permanent withdrawal.
3. Parents or any person specifically designated as a representative by the parent have the right to:
 - A. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than fifteen (15) days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 15¢ per page for copies. No parent or student shall be denied a copy of student records due to inability to bear the cost of such copying.
 - B. Have present at the option of either the parent or the school a qualified professional, he/she may be a psychologist, counselor, or other advisor, and who may be an employee of the school interpret the information contained in the temporary student record. If the school requires that a professional be present, the school shall secure and bear any cost of the present of a professional employed by the school.
 - C. Challenge the accuracy, relevancy, or propriety of any entry in school student records, exclusive of grades, by requesting a hearing with the school.
 - (1) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - (2) An informal conference will be held within fifteen (15) school days of receipt of the request for the hearing.
 - (3) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
 - (4) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and conduct a hearing within a reasonable time but no later than fifteen (15) days after the informal conference, unless an extension of time is agreed upon by the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A hearing officer shall be rendered no later than ten (10) days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record, of (b) removal of the challenged contents of the student.

MARISSA ELEMENTARY STAFF

Administration

Kevin Cogdill -- Superintendent
Dave Deets -- Principal

Office Staff

Roxie Edmonds -- Secretary
Bobbi Duffie -- School Nurse
Susie Stewart -- Birth to 5
Melanie Rahlfs -- Clerical Aide

Teachers

Danny Beck..... Fourth Grade
Melinda Black..... Kindergarten
Jaidra Boman..... First Grade
Marsha Curry..... Cultural Enrichment
Matt Espenschied..... Physical Education
Jana Fett..... Bee School
Kim Haas..... Kindergarten
Laura Helregel..... Speech Pathologist
Josh Johnson..... Second Grade
Debi Klausung..... Early Childhood
Dan Lehman..... Social Worker
David Leidner..... Third Grade
Carrie Maynard..... Kindergarten
Justin Maynard..... Fifth Grade

Lori Murphy..... Sixth Grade
Cathy Norton..... Fourth Grade
Stefanie Pitchford..... Reading Enrichment
Mellanie Portz..... Third Grade
Eric Richter..... Band
Denise Rushing..... RTI/Reading Improvement
Susan Schaefer..... REI/Reading
Jenna Schneider..... Reading Specialist/Title I
Robyn Schnoeker..... REI
Gabriella Showmaker..... First Grade
Shelly Smith..... Cross Categorical
Melissa Toedte..... Fifth Grade
Nancy Wagner..... Sixth Grade
Monica Weilbacher..... First Grade
Dorothy Weiser..... Second Grade

Special Services

Staff Support

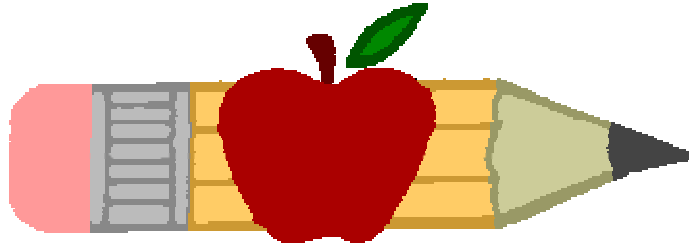
Jean Macke..... Para Professional
Susan Oyler..... Para Professional
Jeana Schmidt..... Para Professional
Irene Tabor..... Para Professional
Cindy Wallace..... Para Professional
Laura Wegrzyn..... Para Professional

Building Support

Chris Shaw..... Head Maintenance
Rick Bumann..... Janitor
Ronald Gilley..... Janitor
Don Tadlock..... Janitor

Cafeteria Staff

Joan Galle..... Cook
Deanna Gilley..... Food Service Director
Tara Gilley..... Cook
Stephanie Voytas..... Cook



MARISSA UNIT DISTRICT 40 MISSION

It is the mission of the Marissa Unit #40 School system to foster and develop a desire to learn, provide and establish tools to know how to learn, and build and instill confidence to know that the student can learn. To accomplish this mission, the following are our objectives.

ESTABLISH A CLEAR SCHOOL MISSION.

PROVIDE EACH STUDENT THE OPPORTUNITY TO LEARN.

BASE EACH SUBJECT'S INSTRUCTIONAL PROGRAM UPON A TIGHTLY COUPLED CURRICULUM.

HAVE HIGH EXPECTATIONS AND STANDARDS FOR STUDENT ACHIEVEMENT.

CAREFULLY MONITOR STUDENT PROGRESS.

PROVIDE A SAFE, ORDERLY ENVIRONMENT FOR LEARNING.

DEVELOP AND PROVIDE INSTRUCTIONAL LEADERSHIP.

ENSURE PARENT PARTICIPATION AND ASSISTANCE.

HAVE EACH SCHOOL PERIODICALLY REPORTS ITS "EFFECTIVE SCHOOL" PROGRESS TO THE BOARD OF EDUCATION.

To support this process the Board of Education hereby commits itself, its policies, and the district's resources.

GENERAL INFORMATION

Office and School Hours

Pupils should not arrive at school prior to 7:30 a.m. Students arriving before this time will be **unsupervised and must wait outside. The school will not be responsible for any accidents that occur before the stated time. No students are to walk down the alley as it is too dangerous.** Students should go to their classrooms at the 7:55 a.m. bell. The tardy bell will ring at 8:05 a.m.

The breakfast program starts at 7:40 a.m.

Promptly after students are admitted to the building, all auxiliary outside doors will be locked (at approximately 8:00 a.m.) and will remain locked until 3:00 p.m. Our auxiliary doors will allow the students and faculty to exit the building easily in case of emergencies. If you need to enter the building, you are requested to use the security entry system at the front doors of the building.

Visitors

All visitors must report to the office before proceeding to their destinations. In the office you will be asked to sign in, and you will receive a visitor's badge. If you are going to a classroom, the teacher will ask to see your visitor's badge. **PARENTS: IT IS OF UTMOST IMPORTANCE THAT IF A NON-CUSTODIAL PARENT IS NOT ALLOWED BY THE COURT TO HAVE ANY CONTACT OR PHYSICAL CUSTODY OF THE STUDENT, A COPY OF THE DECREE MUST BE IN THE STUDENT'S FILES. THIS WILL PROVIDE THE OFFICE PERSONNEL AND TEACHERS THE INFORMATION TO PROTECT YOUR STUDENT. THE SCHOOL CANNOT REFUSE A NON-CUSTODIAL PARENT PERMISSION TO PICK UP THE STUDENT UNLESS WE HAVE DOCUMENTATION.** Upon leaving the building, we request each parent to sign out in the visitor's log.

All visitors (this includes parents and grandparents) must enter the building through the main double doors in the front and **must** report to the office for a visitor's pass.

Classroom visitations will be allowed on an appointment basis. Please stop by the office to fill out a visitation request.

Signing Students Out

Realizing that it is sometimes necessary for the parent to pick up his/her student early from school, we ask that all parents please report to the office and sign your student out of school. This is to protect your student.

Attendance

Students are expected to be punctual and regular in attendance. Illinois School Code mandates student attendance. This mandate requires the parent to make every effort in meeting the attendance policy.

If a student finds it necessary to be absent from school, a parent/guardian should call the office prior to 9:30 a.m. to report the reason for the absence. The office will attempt to contact the parent if no call has been made for the student. If no phone is available to call the school, a note must be sent on the day the student returns to school. It is not enough to have a sibling notify the teacher of an illness. A note must be sent.

If the school has not be contacted after three (3) consecutive absences, these days will be unexcused unless a doctor's excuse is presented upon your student's return to school. If the absence is excused, the student will be allowed to make up the work missed. If you would like to pick up your student's work that is missed during an illness, please contact the office, and that work will be available to pick up at the end of the day. Teachers are not required to send work ahead of time for planned absences (such as vacations or trips out of town). Absences due to vacations or out-of-town trips are highly discouraged.

Students absence from school because of illness will be expected to be at home recuperating. No student will be allowed to make up work missed if school personnel see him/her outside of his/her home during the absences. The student will receive zeros for missed work.

A pupil who arrives in his/her homeroom after the 8:05 a.m. bell rings is counted tardy and must report to the office for a tardy pass. Repeated tardiness will be treated as a disciplinary infraction.

In order for a K-1 student to receive a full day of attendance, that student must be present for at least 240 classroom minutes. A student must be in attendance at least 120 classroom minutes to receive half-day attendance. Students in grades 2-

6 must be present at least 300 classroom minutes to be counted present all day. Students who are present at least 150 classroom minutes will be counted as present for one half day.

Letters will be sent home notifying parents of student absences at the five (5) and ten (10) day accumulative absence count. When a student exceeds ten (10) days, all absences must be verified either by a doctor or dentist excuse. All absences that are not verified through physicians and dentists will be counted as unexcused; and if the number of absences equal or exceed 10 percent of the possible days in attendance, the At Risk Officer will be contacted and possible court involvement may occur.

A student who is absent is required to make up missed work. Students are allowed two (2) days to make up work for each excused absence. There will be a maximum of ten (10) days allowed for make-up work. If a student has an extended illness, please contact the school to pick up his/her assignments as there will be a ten-day maximum to make up work!

Homeroms

Each student will be assigned a homeroom and a homeroom teacher at the beginning of the school year. All students should be in their seats in their assigned homerooms by 8:05 a.m. each morning. The homeroom is the place where attendance is taken, announcements are made, and other routine matters attended to.

The homeroom teacher will aid the student in making his/her year in school profitable and enjoyable. Anything that the student does not understand should be discussed with the homeroom teacher at a time that is convenient for both of them.

The principal, upon the recommendation of the teachers, makes homeroom assignments. It is not practical or fair to honor parent's requests for special homeroom placement for their students.

School Closing

It may be necessary to dismiss school because of bad weather or other emergency situations. If this happens, an announcement will be made through KMOV (Channel 4) and KSDK (Channel 5). We will also announce closings through the NTI telephone system.

There may be times when it is necessary to dismiss school after students have arrived. If this happens, the office will attempt to contact parents of students in grades Kindergarten through 3. The information will also be announced on local radio and the NTI system. If it is necessary to dismiss students early from school, we will follow the same procedures as on a regular dismissal day. Please pick up students at the designated areas. Bus students will follow the same procedures as normal.

Weather Conditions

It is expected that students will go outside when weather permits. During the winter months, students will go outside for recess unless the Accu-Weather Real Temperature is below 30°. Please make sure students are dressed appropriately.

Change of Address or Telephone

Students or parents should report changes of address or telephone number to the office immediately. We must have a way to get in touch with all parents in case of any emergency.

New Students

Every student is requested to assist new pupils in becoming acquainted. Students should establish a friendly and pleasant relationship with all newcomers. Our reputation for friendliness will grow if we greet new students in a warm and friendly manner. Apply the Golden Rule.

Student Transfers

When it is necessary that a student be withdrawn from school for the purpose of transferring, we ask that the parents come to the office to notify the school, pay existing bills, and sign a form enabling the school to release school records to the new school.

Riding Bicycles to School

Students are encouraged to ride their bicycles to school safely and to follow the rules below:

1. Bicycles must be parked in the space provided.
2. Students must walk their bicycles on and off the school grounds.
3. Students should not play around the bicycles.
4. No student shall borrow another student's bicycle, even if permission is given.
5. Students are not permitted to drive motorized vehicles.
6. Bicycles should be locked when brought to school.

Skates and Skateboards

Students may bring skates and skateboards to school, but they are not allowed to use them on the playground. Due to lack of storage space in student lockers, skates and skateboards must be checked into the office in the morning for storage. It will be the student's responsibility to pick up their items at the end of the school day.

Students who wear skate shoes to school may not have the rollers out at any time. Students who have the rollers out will have to remove them. The rollers will be kept in the office until a parent picks them up.

Buses

The Board of Education is required to furnish transportation only to pupils who live more than one and one-half (1½) miles from school.

A short course in bus safety and regulations will be taught to all students early in the school year. Students are then instructed in proper bus behavior and safety.

Riding the bus is a privilege, not a right. This privilege may be suspended at any time.

Crossing Guards

Crossing guards are provided between the times of 7:30 a.m. and 8:00 a.m. and 3:00 p.m. and 3:15 p.m. daily. These guards are at the crossings at Main St. and Lyons St. Students are to cross at these crossings only.

Crossing guards are delegated by the principal, the authority to enforce their actions for the care and well being of the students. Any disrespect or failure to obey them will result in disciplinary action.

Student Pick-up Areas

Bus pick up is in alley on the north side of the school building. Walkers will leave the building from the main front doors after the buses have left. **Any changes to student pick-up schedule should be made no later than 2:30 p.m. Emergency situations will be taken into consideration. A note must be sent with the student if there will be a change to the normal after-school routine. We cannot take the student's word about changes. We must hear from a parent/guardian.**

If it is necessary to take your student out of school before the end of the school day, an adult from the student's emergency card must sign out the student.

Insurance

Insurance is offered each year. This insurance is optional. The insurance covers accidents occurring in school, directly on the way to or from school, and in all school-sponsored activities that include all athletics. It is important that each student report an accident or injury immediately to the teacher in charge of the class or activity so that an accident report can be made. An accident report must be on file in the office before a claim can be filed or paid.

Lockers

Fifth- and sixth-grade students are issued lockers. Lockers are not available for grades K-4. There will be no locks placed on the lockers.

Fees

Fees will be charged for book rental, workbooks, insurance, locks, lunch, and milk break. Because these fees change, a notice will be provided at the time of registration. Free lunch is available to those students who qualify. Forms are provided in the office. Free lunch does not include milk at milk break.

Book Rental and Fees

One advantage of renting books is the fact that pupils can rent books at approximately 1/5 of their list price. This means a real savings to all pupils and their parents.

The pupil is responsible for the proper care of rental books. Failure to take proper care of the rental books will result in the pupil having to pay the entire replacement cost of the book.

A pre-registration day will be arranged during August. This date will be announced in the local papers. On that date parents will have the opportunity to come to the school to pay book rental and fees. Anyone who is unable to come on these dates will be expected to pay the teacher on the first day of school. Fees for the 2008-2009 school year are as follow:

Kindergarten	\$ 60.00	4th Grade	\$ 50.00
1st Grade	\$108.00	5th Grade	\$ 50.00
2nd Grade	\$ 85.00	6th Grade	\$ 58.00
3rd Grade	\$ 55.00		

All books (whether hardback or consumable) remain the property of the school and may be collected at any time. If a student loses a consumable book, it will be the responsibility of the parent to replace it.

In cases when a parent is unable to pay book rental at the requested time, it will be necessary to make arrangements with the office to set up a monthly payment plan.

Lunch Accounts

Students are to prepay for lunch and breakfast. We ask parents to send a check or cash either on a weekly or monthly basis to be deposited into their student's account. Students will be able to charge a maximum of **three (3) times**. Payment must be made when these three (3) charged lunches have been used. If payment is not received on the fourth day, a USDA approved alternative lunch will be provided for the student.

This may seem severe; however, the number of unpaid lunches has reached a point where action needs to be taken. Free and reduced lunch forms are available and will be sent home with your student. If you feel that your family is eligible, please complete and return the form to your student's teacher as soon as possible. Balances that are incurred before forms have been returned to the school must be paid.

When a student moves or transfer out of Marissa Elementary School, the lunch bill must be paid before leaving along with any other fees of the school that he/she owes.

Lunch Cards

Each student will be assigned a Lunch Debit Card. This card works in the same manner as an ATM card. Each day that the student eats either breakfast or lunch, the card is swiped through the reader. Lunch cards are the property of Marissa Elementary School. If a student loses or destroys his/her lunch card, the cost of the replacement card is the parent's responsibility. The cost of replacing a card is \$5.00.

If the student is on free or reduced lunch, the reader reads the information into the program. If a student is "full paid," the card will debit the student's account. At the end of each week each student will receive a printout identifying if the student has a positive or negative balance. If it is a negative balance, the student must have money not only for the following week but also to pay off the debt.

The year-ending balance, whether negative or positive, is carried over into the following school year. Therefore, at the beginning of the year, it is possible for students to owe for lunches or breakfasts that were eaten the previous school year. If you have questions concerning your student's lunch account, please call the school and ask for the cafeteria. These ladies will have a detailed record of your student's lunch and breakfast participation and charges.

Cafeteria Rules

All food will be eaten in the cafeteria except in the event of an occasional homeroom party.

Our cafeteria serves good wholesome meals at nominal prices. Students are encouraged to eat here. Breakfast is available to all students beginning at 7:40 a.m. No one will be served before that time.

Pupils are denied the right to eat "downtown." Students who eat lunch at home are to go directly to and from home. Failure to do so will result in the loss of this privilege. No crossing guards are provided during the lunch period. Students must bring a note from home before they will be allowed to go home for lunch.

A student must sign up for lunch by 10:30 a.m. each morning. If a student is late for school, the student is still expected to sign up for lunch. If he/she fails to sign up, an alternative lunch will be served.

Occasionally, if a parent would like to have breakfast or lunch with his/her student, you must make this request to the principal.

Collection of Unpaid Student Fees

Consequences for Nonpayment of Student Fees

Students who have been found not to be eligible for a fee waiver and who have delinquent fees may be subject to one or more of the following consequences:

1. Turn-over of the past-due account to a debt collection agency.
2. A court judgment of liability for the amount of the fees and statutory prejudgment interest.
3. The exclusion from extracurricular activities.

Extracurricular activities are voluntary and are not part of an educational course or program or used for educational purposes. For the purpose of this policy, extracurricular activities that are related to the district's curriculum such as Future Farmers of America, Future Homemakers of America, or band are excluded from the extracurricular activities definition.

For the purpose of this paragraph "extracurricular activities" includes activities organized and sponsored by the district including, but not limited to, the following special events: occasions such as homecoming, prom, class trips, graduation ceremony, athletic teams, cheerleading, athletic events, club activities, etc., or other extracurricular activities. It would not include graded course classes or activities for which academic credit is received.

Waiver of School Fees

Students who qualify for free and reduced lunches under the school lunch program are eligible for book fee waivers.

Those families who qualify for the free and reduced lunches may request a Book Fee Waiver Form. This form must be picked up at the school office, filled out, and returned to the office with the first thirty (30) days of student enrollment.

Homebound Instruction

Homebound instruction is available to those students who, because of illness or physical disability, will be out of school for a minimum of two (2) weeks. This service is at no cost to the parents. Parents should call the school office for details concerning this service.

Health

The state requires all students to have medical and dental examinations in their health records. Failure to provide these examinations will result in medical suspension. A vision exam is required to enter kindergarten. No student entering kindergarten or sixth grade will be allowed to start school without these requirements being met. Students entering kindergarten, second and sixth grades are required to have a dental exam by May 15th. When students transfer from another district or state, the former school will be called to ensure that the students had met these requirements there. If the records were incomplete in any way, the students will not be allowed to begin school in Marissa until these records are complete.

We are not permitted to provide medicine of any kind. **IF YOUR STUDENT HAS A MEDICAL PRESCRIPTION THAT MUST BE TAKEN AT SCHOOL, PLEASE FOLLOW THE FOLLOWING GUIDELINES:**

1. **Prescription medicine for the student must be in its original prescription bottle with the student's name and doctor clearly identified on the bottle.**
2. **The parent is required to complete a School Medication Authorization Form. This form asks information such as dosage, time that medication needs to be administered, name of doctor, and emergency numbers.**
3. **If you have any questions concerning medications, please contact the school nurse.**

The presence at school of a student who is infested with head lice or nits jeopardizes the health and welfare of the other students. Students who are infested with head lice or nits are to be excluded from attendance.

The principal or his designee is responsible for inspecting the scalps of those students who are suspected of being infested. If, in the judgment of the principal, an infestation of head lice is widespread, he may direct the entire class or all of the students be inspected for infestation.

A parent or guardian who objects to his/her student being inspected by school personnel may provide a written request, valid for one (1) school year stating his/her objections. In the event an objection is filed and the student is a member of the population to be inspected, the student shall be removed from school until such time that the parent/guardian submits a written report from a licensed physician stating that the student is lice and nit free.

Those students on whom lice or nits have been observed will be sent home after notification of parents. Those sent home for head lice or nits would be considered absent due to illness for up to three (3) days if necessary. To return and be re-admitted, the parent or student must conform to one of the following:

1. Present a signed statement from a licensed physician that no head lice or nits are present, or
2. Submit to re-examination by the building administrator or designee.

Classroom Parties

Three (3) parties will be allowed during school hours. They are Halloween, Christmas, and Valentine's Day. Parties awarded for incentives must have prior office approval. **ALL FOOD ITEMS MUST BE STORE PURCHASED. Parents are not to initiate any parties in addition to those parties listed.**

Birthday Treats/Parties

Students may bring birthday invitations to school only if the entire class is to be invited. Please mail invitations from home when not inviting the entire class.

Parents must make prior arrangements with the classroom teacher before bringing in birthday treats. **All food items must be store bought. No homemade items will be allowed.**

Lost and Found

Students' possessions that are found in the building and on the grounds, on buses, and at other places frequented by the students should be turned in to the school office. In case of clothing, the items should be placed in the clothing "lost and found" in the lower hallway. Prompt return of items that have been lost will do much to build goodwill in the school.

When an article is lost, please call the office and describe the item.

Please be prompt in claiming lost items. They are held in the "lost and found" for **one (1) month** and are then disposed of if not claimed.

In most cases when personal items are missing, the owner has misplaced them. Every effort is made to limit theft; however, a certain amount will always occur.

SCHOOL-RELATED INFORMATION

Title IX: Equal Education Opportunities, Equal Employment Opportunities, Gender Equity Statement

The Marissa Community Unit District #40 follows an Educational Opportunity and Equal Employee Opportunity Policy.

No person of lawful age shall be refused admission to or be excluded from enrollment in District #40 schools or be excluded from any course of instruction or segregation in any course of instruction offered in the schools of District #40 by reason of sex, race, nationality, religion, or religious affiliation.

The Marissa Community Unit #40 Title IX and Section 505 Coordinator and Grievance Officer is Kevin Cogdill, Superintendent of Schools. You may contact him at:

Marissa Unit District #40
215 North Street
Marissa, IL 62257
Telephone: (618) 295-2313

Gender Equity/Title IX Grievance Procedure

The following grievance procedure is to be used by a student or employee who wishes to submit a Title IX grievance.

The student or employee shall present his/her complaint in writing to the Grievance Officer.

1. The Grievance Officer shall investigate within five (5) working days the complaint and arrange for a hearing.
2. Within five (5) working days, a hearing shall be held before a Hearing Officer. The complainant has due process rights and the right to representation.
3. The Hearing Officer shall render his/her opinion to the Grievance Officer and the student within five (5) working days from the time of the hearing.
4. Failing a resolution at Step 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter or a statement of an impartial arbitrator who shall determine the matter.
5. Failing a resolution at Step 4, the grievant may file a complaint with the Circuit Court.

Safety Precautions

It is difficult to make a list of "dos and don'ts" regarding safety. The most important thing that can be said is "be conscious of where you are and what you are doing at all times."

1. Keep your hands and materials to yourself.
2. Never run in the halls or push anyone at any time.
3. Watch your step.
4. Do not throw it--hand it or place it.
5. Play only in play areas.

Hall Traffic

We can have a much more orderly school if students follow these simple rules in the halls and corridors:

1. Keep moving, but do not hurry or run.
2. Be courteous and considerate of each other.
3. Line up and take your turn at the drinking fountains.
4. Always keep to the right.
5. Wear shoes that are appropriate for stairs.

Special Services

Guidance

The program of Guidance Service includes testing and helping students with their particular questions and problems.

Scheduling

The schedule is changed annually; however, some times remain fairly constant.

8:00 a.m. **Students enter building**
8:05 a.m. **Tardy bell**
2:55 p.m. **Dismissal**

Announcements

Most announcements will be made over the intercom. There will be morning (8:05 a.m.) and afternoon (2:45 p.m.) announcements. Unless there is an emergency, announcements will not be made at other times. Do whatever you can to aid everyone in hearing what is being said. All daily announcements should be turned in to the office in writing prior to 7:50 a.m. Each morning prior to the announcements, the National Anthem will be played and the Pledge of Allegiance will be recited in each room.

Recess Time

Supervision is provided at recess. However, we do not have enough supervisors to provide for both outside and inside. All students, therefore, are expected to go outside when the class does. If your student is afflicted with illness, please send a note to the teacher requesting permission to stay inside.

Students should try to limit staying in from recess. If this becomes abusive, recess privileges may be revoked.

Accelerated Reading Program

We use a computerized reading management program call the "Accelerated Reader" which allows each student to move at his/her own pace and level of ability. We explain how the program works to the students, and we need your help to make it successful.

The goal of the program is to have our students to read more and to select better books as their reading ability improves. The books are available in the school library. Each book has been evaluated as to reading level and length. Based on those two factors, each book is assigned a point value (5 points, 8 points, etc.). After reading the book, the student goes to the computer here at school to take a test. The test measures comprehension of the book. The student will receive a given number of points for reading the book. Points are based on the point value of the book and the student's score on the test. Reading points are the most objective way to measure a student's reading practice. Students must practice reading in order to improve his/her reading ability. The student's records are computerized, and weekly reports are given to his/her classroom teacher. The student's progress is also posted in the hall outside of the Reading Center.

To help maintain the atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged solely according to his/her own merits, students must follow the following honor code: No student will unfairly advance his/her own performance on the accelerated reader. The scope of actions that would fall under such a code is very broad--giving or receiving questions for an accelerated reader test or in any way cheating on an accelerated reader test. The following is a list of actions that the school will consider to be cheating:

1. Using cliff notes, classic comic books, movies, videos, or shortened abridged versions of the books on the accelerated reader book list to try to pass the test.
2. Using any means besides reading the full, unabridged version of the book to pass an accelerated reader test.

An academic honor system secures the students' freedoms, conveniences, and privileges, which would not otherwise be possible. It engenders an atmosphere for learning without the constant surveillance, which would otherwise be necessary. The system requires all students to accept the responsibility of maintaining the standards of the community. Thus, each student must accept the responsibilities of the honor system.

Special incentives are used to encourage and motivate each student to read. However, parents are also key motivators. Parents are essential for the success of this reading program. Please encourage your student to read and please watch for their reading progress.

Library Books

Nothing is to leave the library unless it is charged or signed out to an individual. This includes the materials for teachers as well as for students.

Books may be kept for three (3) weeks and renewed one (1) time for an additional three (2) weeks in grades 2-6. Kindergarten-1 may check out books one week at a time. A fine of 5¢ per day will be charged for overdue books.

The student will replace damaged or lost books after the librarian is assured that the book cannot be found or that a repair is necessary.

Reference books are to be used only in the building. If one is taken from the Reading Center, it must be returned prior to 2:30 p.m. the same day.

Professional books are intended for teachers' use only.

Music/Cultural Enrichment

Music for enrichment and enjoyment will be offered to students grades K-6. Band begins in Grade 5 and continues through Grade 6.

During the first part of December a Christmas musical will be performed by students in Grades K-6 under the direction of the music teacher.

Computer Lab

Marissa Elementary School is pleased to be able to offer access to the school computer network for electronic mail and the Internet. To gain access to classroom e-mail and the Internet, all students must obtain parental permission. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their students should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephone, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that students and parents/guardians read and understand the following guidelines from Marissa Elementary School.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up and including suspension/expulsion of students. When applicable, law enforcement agencies may be involved.

Student Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and reasonable manner. A parent/guardian signature granting permission is required. Access is a privilege, not a right, and it entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreement that they and their parents/guardians have signed. A student will not give his/her name, address, or telephone number to anyone via the Internet.

The school is using Cyber Patrol to restrict access to negative or obscene websites; however, we ask parents to please discuss this issue with their students. Failure to return a signed permission slip results in computer access denial. Please read and sign the "Acceptable Use Policy."

Basal Test

Texts in all subject areas are reviewed every 5-7 years. When a new basal text is chosen, it is done so by a committee consisting of all teachers involved, lay people, and the principal. Your suggestions regarding text selection are welcomed. In addition to a basal text, a wide variety of supplemental materials are used.

The following is a list of textbooks and/or programs used in the Marissa Elementary:

English.....	2006 SCOTT FORESMANN
Mathematics	1999 SCOTT FORESMANN
Reading.....	2006 SCOTT FORESMANN
Science.....	DISCOVER SCIENCE, Scott Foresmann
Social Studies	PEOPLE IN TIME AND PLACE, Silver, Burdett, and Ginn
Spelling.....	2006 SCOTT FORESMANN
Writing.....	CREATIVE GROWTH WITH HANDWRITING, Zaner Bloser Co.

Testing

In addition to teacher-made and textbook tests, certain standardized tests may be given annually. They are as follow:

ISAT	Grades 3-6 - given in February or March
DIBLES	Grades K-6 - given in fall and spring

Assemblies

Assemblies are scheduled periodically to provide educational enjoyment and information. Programs will not be equally interesting and enjoyable to all pupils. It will be necessary, however, for pupils to practice good audience manners at all times. Fair play requires your assistance in allowing the program to proceed with a minimum of noise and confusion. Please remember that those performing are doing best to please you. If a student misbehaves during an assembly, disciplinary action will be taken. Students will be charged a nominal fee for assemblies.

Field Trips

Field trips and excursions are occasionally used to further educational experiences that have been initiated in the classroom. Each class may take one (1) district-sponsored field trip each year. The 4th and 6th grades may take one (1) additional educational field trip pending PTT funding. All other field trips will require permission of the building principal.

Occasionally parents are used as chaperones on field trips. This is not always the case. **Parents who chaperone a field trip must ride the bus with the students.**

All students must ride to and from field trips in school-provided transportation.

Telephones/Cell Phones

Students will not be allowed to use the office phone for personal calls. Only 5th and 6th grade students may bring cell phones to school. Cell phones may be used only after school for school-related issues **i.e., sport schedule changes**. During school hours cells phones must be turned off and out of sight. If cell phone use is abused, cell phones will be taken to the office and may be picked up only by a parent/guardian.

Athletic events are considered school time, and cell phone may not be in view during this time. Students may use their cell phones after an event is over to make arrangements for transportation. If it is necessary to use a cell phone during an evening event, student must get permission from the supervisor on duty. **Students may use cell phones only in designated areas.**

Fire and Disaster Drills

The classroom teacher will give detailed instructions concerning fire and disaster procedures to the students. Generally, students should walk--not run, listen, and not talk. The students should remain calm at all times and should move in a single file. Students should remain in a state of alarm until the all-clear signal is sounded.

GRADE REPORTING INFORMATION

Grade Scale

A report card is given to the student four (4) times each year. The cards will be issued at the end of each nine-week period. Traditional A, B, C, D, F grades will be given at all grade levels except kindergarten.

A+ = 100-98	C+ = 82-80	D+ = 73-71
A = 97-95	C = 79-77	D = 70-68
A- = 94-92	C- = 76-74	D- = 67-65

In addition to report cards, a parent conference will be scheduled at the midterms of the first and third quarters. Parents who wish to confer with the teacher at times other than this should make arrangements through the office so that the teacher will not be called away from the class.

About midway through each nine-week grading period, notices will be sent to the parents of students who are making a "D" or lower.

Kindergarten grade reports are unique and are self-explanatory.

Honor Roll

An Honor Roll will be made to recognize students in the 4th through 6th grades who have excelled academically.

Three categories will be used to distinguish the academic achievements of our students. These categories are:

Straight A	(5.0)
High Honors	(4.99-4.5)
Honors	(4.49-4.0)

To calculate this average, an A = 5 pts., B = 4 pts., C = 3 pts., D = 2 pts., and F = 1 pt. Each subject grade is assigned points and is then divided by the number of subjects.

Retention

The school shall determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on the successful completion of the curriculum, attendance, performance based on the Illinois Standards Assessments Test (ISAT), or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Retention is the logical consequence of consistent and on-going performance below grade level. This condition, as related to readiness and/or attitude toward learning may or may not be within the control of the student or his parents. Believing as we do that students do not fail intentionally, it is our responsibility to establish that retention is indeed the proper step to take to correct deficiency. Any student who does not prove mastery of the objectives for a given grade level will be a candidate for retention. In order to assure that retention is the best decision, the following steps should be taken before a final decision is made:

1. All available data should be collected and recorded on an appropriate summary sheet. This shall be accomplished through the documentation used in the Professional Staff Conference concerning student deficiencies.
2. Conferences with parents, teachers, and administrators should take place to discuss deficiencies.
3. General Education Intervention strategies should be developed during the second semester to try to meet the needs of the individual student's deficiencies.
4. A thorough testing program should be considered to determine specific skills and needs. The initial testing procedures used by the teacher shall be used for this purpose. If additional testing is needed, then that data will be used in addition to the teacher's normal testing data.
5. The student and parent should be counseled to understand and accept the concepts of the second chance to master the skills and tools necessary to succeed at the next level.

Parental input is considered in the placement of students. However, in accordance with Illinois law, the school administration reserves the right to make the final determination on passing or failing a student.

The administration shall use the following guidelines for promotion, placement, and retention of students who:

1. Require the recommendation of the professional staff for any promotion, placement or retention.

2. Require that parents be informed in advance of the possibility of retention of a student at a grade level.
3. Assume that reasonable efforts be made to remediate the student's difficulties before being retained.
4. Assign to the building principal the final responsibility for determining the promotion placement, or retention of the student.

Athletic Academic Criteria

For students in kindergarten through grade six (6), selection of members or participants is at the discretion of the teachers, sponsors, or coaches provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and Student Conduct Code. Coaches will be provided and schedules for tryouts will be announced at the proper time. It will be necessary that students participating in these activities have health and accident insurance and annual physical examinations.

No Pass--No Play Information

Any students desiring to participate in extracurricular activities including athletics must meet the follow criteria:

1. A student cannot fail more than two (2) classes in a quarter.
2. Behavior judged to be in the best interest of the school.
3. Regular school attendance. "Regular" is defined as not to exceed five (5) absences in a quarter --a doctor's excuse is an exception.
4. Must have had a physical examination within the past twelve (12) months and have the form on file before practice begins.
5. Have school insurance or proof of insurance before practice begins.
6. A student must be in attendance for the entire school day in order to participate in a district extracurricular activity. Emergency situations shall be given due consideration.
7. Permission must be given by the parent/guardian for student's participation, giving the District full waiver of responsibility of risk involved.
8. Money owed from a previous activity will keep the student from participating in any extracurricular activity until past debts have been paid.
9. Students are banned from attending extracurricular events if they are absent from school unless as a result of special circumstances.

Academic eligibility of all student athletes and cheerleaders in grades 5-6 will be checked on a weekly basis. Those who are failing two (2) or more classes will be declared ineligible to participate in or be at games for a period of one (1) week. Students who are academically eligible for more than three (3) weeks during a given sport season will be dropped from the roster of that sport for the remainder of that sport season. Additionally, all IJHSA rules and regulations will be enforced.

Sportsmanship

The following rules should be observed at all athletic events.

1. Absolutely NO BOOING!! NO WHISTLING!!
2. All yells for the team should be under the leadership of the cheerleaders.
3. No one other than the Pep Club should stand in the bleachers at anytime--especially while the game is in progress.
4. Students are allowed to leave the gym at half time and between games only.
5. The gym floor is to be kept clean.
6. The referee's decisions are final and must be accepted with courtesy.
7. Once you enter the gym area, you must not leave without permission. If for any reason you do, you must pay to re-enter.

Failure to observe the above rules will result in the student's being barred from future games.

STUDENT BEHAVIOR/DISCIPLINE INFORMATION

General

Playground Rules

The following rules will be enforced during all recesses.

1. Share or leave your basketballs and playground balls at home.
2. **No playing football.**
3. No footballs of any kind, tennis balls, hard rubber balls, super balls, or Frisbees.
4. Swings -- **No jumping out of swings, standing in swings, hooking arms or legs on swings, laying on belly on swings, or side-to-side swinging.**
5. Slide -- No head-first sliding, no running up or down slide, no backwards sliding.
6. No hanging upside down on bars. Two (2) hands on bars.
7. Trees -- No climbing, touching, or hanging on the trees.
8. No throwing of rocks or picking up of rocks.
9. No throwing balls at the front playground walls or where there are windows.
10. No virtual reality games.
11. Do not walk on the railroad ties or bike racks.
12. Gym type shoes must be worn on the playground (blacktop, rocked area, and grass). Students wearing other types of shoes will be asked to sit during playground time.

Discipline

Severity Clause

The principal reserves the right to use alternative disciplinary actions whenever it is deemed appropriate, depending upon the behavior infraction and student. If the situation warrants, a child may be suspended and referred for expulsion on any offense, at any grade level.

Assault Policy

Due to the escalation of potential assaults committed on teachers, staff, and administration, the Marissa Unit District #40 will stand firm in the prosecution of individuals committing assaults on employees of the district. If an assault occurs, the administration will immediately inform the local police. Charges will be filed in accordance of the law. If committed by a student, the student will be immediately suspended and referred to the Board of Education for possible expulsion. In a case that involves someone other than a student, the district may seek a restraining order.

Threats to Personnel

Verbal or written threats of bodily harm or abusive treatment to any/all school personnel will be taken seriously. We are required to report such incidents to the local police. School personnel must feel safe in the environment in which they work, and all necessary steps to protect their well-being will be taken. If necessary, legal steps will be taken. If a student makes a threat, the student will be referred immediately to the Social Worker, which may result in further referrals. Suspension or expulsion may occur.

Para Professionals

Para professionals and playground supervisors are provided to help in the care and safety of the students. They are delegated the same authority as the teacher. We, therefore, insist that they be paid the same respect afforded certified school personnel.

Class Removal for Disruptive Behavior

Behavior that interferes with the normal function of the educational process will be cause for removal from class. Please refer to Infractions and Consequences #6.

Sexual Harassment Policy

It is the policy of Marissa Community Unit District #40 to provide for its employees and students an educational and employment environment free of sexual harassment as defined and otherwise prohibited by state and federal law. Following is a summary of the Marissa Community Unit School District #40 Sexual Harassment Policy:

1. **PURPOSE:** To establish the school district's position on the subject of sexual harassment and to provide the mechanism to investigate charges and to provide remedies when the complaint is justified.
2. **POLICY:** It is the policy of the school district that sexual harassment by employees or students in the workplace is unacceptable conduct and will not be tolerated or condoned.
3. **PROCEDURE:**
 - A. All complaints of sexual harassment will be promptly and thoroughly reported.
 - B. A student who believes he/she has been the subject of a violation of said policy shall immediately report the alleged violation to the superintendent or principal.
 - C. The superintendent or principal and a tenured member of the faculty shall thoroughly investigate the complaint, notify the person who has been accused and permit the response to the allegation, and arrange an informal meeting to discuss the complaint with all concerned parties within five (5) working days after receipt of the complaint. The Board of Education will give a written answer to the complainant within three (3) working days following completion of the hearing. A working day shall be any day that the Office of the Superintendent of Schools is open for business.
 - D. If the complainant is not satisfied with the response, a complaint with the Board of Education may be filed within five (5) working days after receipt of the response. The Board of Education will within ten (10) days conduct a formal hearing at which the complainant will be given an opportunity to present the complaint. The Board of Education will give a written answer to the complainant within three (3) working days following the completion of the hearing.
 - E. All parents and students will be notified at registration time each year of Marissa Community Unit District #40's Gender Equity Policy.

The complete Sexual Harassment Policy is available upon request at each building office.

Searches

Desks and lockers are public property. School authorities may make reasonable regulations regarding their use. School officials may inspect desks and lockers when there is reasonable cause to believe that the contents threaten the safety, health, or welfare of others or include stolen property or contraband. Stolen items that are prohibited by law, board policy, or school regulations may be removed and impounded. If the student is not present during the search, he/she shall be informed as soon as possible of the action taken.

Student Discipline

The development of discipline is a major element of the maturation process. As a student matures, he/she must progress from the need of external control to internalized self-discipline in order to become an effective, responsible adult. The goals of a disciplinary policy are to develop self-control, orderliness, and efficiency. The elements of a disciplinary policy must focus on these goals for the individual and the institution in its corrective, behavioral modification.

An individual has the right to the opportunity of a public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure, and orderly manner. The rights of an individual and the institution must be balanced.

Definition of Disciplinary Measures

DETENTION -- A time when the student is assigned to stay after school hours for an infraction of acceptable behavior. Detention hall is held on Tuesdays and Thursdays from 3:00 p.m.-4:00 p.m. A special bus will run on Tuesdays and Thursdays to transport students who would ordinarily ride the bus home. At least 24 hours notice will be given for a detention. Extensions of time may be granted in the case of a valid emergency. Students are required to bring homework to detention. If the student has no homework, homework will be provided. Students who fail to serve detentions will receive additional detentions including Saturday detentions. Failure to serve these detentions will result in a suspension.

DENIAL OF PRIVILEGE -- Students guilty of discipline code violations may be denied the rights of attendance or participation at school-sponsored activities.

IN-SCHOOL SUSPENSIONS -- In-school suspensions will be given for failing to serve detentions and/or excessive disciplinary referrals per nine (9) weeks. The student will be assigned a one-day in-school suspension after receiving three (3) detentions in the nine-week period. During the suspension the student will be placed in a quiet room with an aide. The student will not be allowed to do anything except sit. All work that a student misses for the day will be given to him/her at the conclusion of the day. It will be expected that all work will be finished and returned to the teacher the following morning. Each nine (9) weeks the disciplinary referral begins at zero (0) for each student.

SUSPENSION FROM SCHOOL -- A disciplinary action taken by the principal to separate the student from school for a period of ten (10) days or less. Students who are suspended are not permitted to be on campus, to use school transportation, or attend school-sponsored activities. Students suspended from school are not permitted to make up their missed work.

EXPULSION -- A disciplinary measure separating a student from school attendance for the remainder of the school year or a shorter period as determined by the Board of Education. Students expelled are not permitted to be on campus, to use school transportation, or to attend school-sponsored activities. Students expelled from school are not permitted to make up missed work.

Suspension Due Process

The superintendent or principal are authorized to suspend students guilty of disobedience or misconduct from school and all school functions for a period not to exceed ten (10) days. The student and/or parents are due the following procedural protection:

1. Prior to suspension the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a continuing danger to persons or property or is an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as possible.
3. Any suspension shall be reported to the parents or guardian of the students. Such report shall contain a statement of the reasons for suspension and a notice to the parent/guardian of their right to review. If the parent cannot be reached by telephone, a copy of the suspension letter will be given to the student to "hand carry" home. A letter mailed to the home will follow this.
4. Upon request of the parent or guardian a hearing shall be conducted by the Board of Education or hearing officer, appointed by the Board, to review the suspension. At the hearing, the parent/guardian of the student may appear and discuss the suspension with the Board of Education or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board of Education may take such action as it finds appropriate.

Detentions

Students will serve after-school detentions on Tuesdays or Thursdays. The detention will go from 3:00 p.m. to 4:00 p.m. Transportation will be provided for all students serving detention. Home arrival times will vary based on the number of students in detention.

Students with excessive detentions -- more than five (5) -- will not be permitted to participate in field trips or after-school activities (i.e. attending ballgames). Each quarter the detention count will start over.

Saturday Detentions

There will be times when students are to serve a Saturday detention. These detentions will be held at the Jr.-Sr. High School and will run from 8:00 a.m. to 11:00 a.m. Transportation will not be provided for Saturday detention.

Infractions and Consequences

The following are specific infractions and consequences of various offenses. **Note that they are numbered and will be referred to by the number on detention slips.** Suspension notices will spell out the particular offense.

1. (a) **ACTS OF AGGRESSION -- WILL NOT BE TOLERATED.** These acts include but are not limited to bodily threats, bullying, pushing, scratching, kicking, and rough play.
(b) **RUDENESS -- WILL NOT BE TOLERATED.** These acts include but are not limited to name calling, obscene gestures, spitting, etc.
 - 1st Offense - Detention and notification of parents
 - 2nd Offense - 1-Day Suspension
 - 3rd Offense - 3-Day Suspension

2. **ASSEMBLY DISRUPTION --** Unacceptable conduct that may embarrass the participants or distract from the performance such as inappropriate comments, whistling, rowdiness, or uncalled for clapping.

3. **ASSAULT ON SCHOOL PERSONNEL --** The act involving hostile bodily contact by a student on a school employee on campus, on school buses, or at school-sponsored activities including school-sponsored activities at other locations where the school is a participant. The local police will be contacted immediately.
 - Kindergarten through 2nd Grade:
 - 1st Offense - Detention
 - 2nd Offense - 1-Day Suspension
 - 3rd Offense - 5-Day Suspension

 - 3rd Grade through 6th Grade:
 - 1st Offense - 1-Day Suspension
 - 2nd Offense - 5-Day Suspension
 - 3rd Offense - Referral to the Board of Education for Expulsion

4. **BITING --** Any act that involves the actual touching of mouth and/or teeth to another person. HIV and Hepatitis can be transmitted.
 - Kindergarten through 2nd Grade:
 - 1st Offense - Detention
 - 2nd Offense - 3-Day Suspension

 - 3rd Grade through 6th Grade:
 - 1st Offense - 3-Day Suspension

5. **BULLYING --** Any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical that are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner. This will include the encouragement of other students to engage in such type of aggressive behavior.

CYBER-BULLYING -- The Illinois Legislature defines "cyber-bullying" as creating or maintaining a Web page with third-party access that contains harassing statements made for the purpose of alarming, tormenting or terrorizing a specific person or group. This may be done through (but not limited to) online websites, blogs, e-mail, or text messaging. Cyber-bullying is subject to disciplinary action by the school and may also lead to police involvement.
 - 1st Offense - Minimum of detention and conference with parents
 - 2nd Offense - Minimum of 1-day suspension
 - 3rd Offense - Minimum of 3-day suspension

6. **CHEATING** -- The use of unauthorized material or assistance on tests or assignments.
 - 1st Offense - **F** grade for work; teacher sends note home that must be returned.
 - 2nd Offense - Parents called, detention, and **F** grade for work.
 - 3rd Offense - 1-Day Suspension plus **F** grade for work.

7. **CLASS DISRUPTION** -- Repeated involvement in behavior that disrupts the educational process in the classroom; sent to office. If sent to the office:
 - 1st Offense - Detention
 - 2nd Offense - 1-Day Suspension
 - 3rd Offense - 3-Day Suspension

8. **DESTRUCTION OF PROPERTY** -- Any willful attempt to destroy, mar, disfigure, or deface school or personal property will result in:
 - 1st Offense - Pay for replacement and Detention
 - 2nd Offense - Pay for replacement and 1-Day Suspension
 - 3rd Offense - Pay for replacement and 3-Day Suspension

9. **DISRESPECT** -- To insult, call derogatory names, question the authority of, dishonor or in other manner abuse verbally or in writing any member of the school staff during school or at school-sponsored activity.
 - 1st Offense - 1-Day Suspension
 - 2nd Offense - 2-Day Suspension
 - Repeated Offenses - Parent conference; 3-Day Suspension

10. **DRUGS** -- The illicit use, possession without a medical prescription, or distribution of drugs on campus, school buses, or at school-sponsored activities is prohibited. Look-a-like drugs may be treated as drugs. Being under the influence of drugs or smelling of alcohol or marijuana on campus, on school buses, or at school-sponsored activities is prohibited. The student may be suspended ten (10) days, referred to the Board of Education for an expulsion hearing, and reported to the police. Students may be readmitted to school prior to the end of the 10-day suspension if:
 1. They submit to a blood screening at no cost to District #40 within six (6) hours of the suspension.
 2. Upon the school's receipt of a negative toxicology report from a licensed laboratory.

11. **EXCESSIVE DISCIPLINARY INFRACTIONS** -- To repeatedly violate the school's disciplinary policies. Infractions are accumulated for the entire school year. Offense = Office Referral.

12. **EXTORTION** -- Forcing other students to give you things of value or money is not tolerated.
 - 1st Offense - Return property or money and serve detention
 - 2nd Offense - 1-Day Suspension
 - 3rd Offense - 2-Day Suspension.

13. **EXTRACURRICULAR OFFENSES** -- Students violating the discipline code at school-sponsored activities will be suspended from all extracurricular activities. Violations include poor sportsmanship such as yelling at officials. Regular discipline code punishments will apply.

14. **FAILURE TO RETURN NOTES, DEFICIENCY REPORTS, GRADE CARDS, ETC., IN PRESCRIBED TIME LIMIT.**
 - 1st Offense - Warning
 - 2nd Offense - Detention and notify parents
 - 3rd Offense - Detention and notify parents

15. **FIGHTING** -- An act involving hostile bodily contact. Due to the difficulty in determining who started a fight, both parties are likely to be punished if observed by adult school personnel.
- Kindergarten through 2nd Grade:
 1st Offense - Detention
 2nd Offense - 1-Day Suspension
- 3rd Grade through 6th Grade:
 1st Offense - 1-Day Suspension
 2nd Offense - 3-Day Suspension
 3rd Offense - 5-Day Suspension
 4th Offense - 10-Day Suspension and refer to Board of Education for expulsion
16. **FIREWORKS** -- The possession or use of any exploding, smoke, or stink device on school property is prohibited.
 1st Offense - Detention for possession. Five-day Suspension for use.
17. **GUM CHEWING** -- Gum is not allowed in the building with the exception of during ISAT testing. (Gum is to be administered by faculty and staff only.)
 1st Offense - Warning
 2nd Offense - Detention and notify parents
 3rd Offense - Detention and notify parents
18. **HARASSMENT** -- By word or act to provoke another student to the point of being emotionally upset or leading to a possible fight is prohibited. This includes making threats or intimidating other students.
 1st Offense - Detention and notify parents
 2nd Offense - 1-Day Suspension
 3rd Offense - 3-Day Suspension
19. **HITTING** -- Slapping or smacking another student in a manner that is not determined to be fighting.
 1st Offense - Detention and notify parents
 2nd Offense - 1-Day Suspension
 3rd Offense - 3-Day Suspension
20. **INAPPROPRIATE DRESS** -- Clothing that is distracting, indecent, or has obscene or improper insignias on it should not be worn to school. This includes clothing advertising alcohol or cigarettes, or clothing containing offensive wording. **No mid-drifts, halter tops, or loose tank shirts may be worn.** Sleeveless tops may be worn if the shoulders are covered. **Skirts, shorts, or skorts must be no more than 2 inches above the knee. Pants must sit at the waist. Students may NOT wear pants that show undergarments.**
 1st Offense - Remove or change clothing
 2nd Offense - Detention and remove or change clothing
 3rd Offense - 1-Day Suspension and remove or change clothing
21. **INSUBORDINATION** -- The willful failure to respond to or carry out a reasonable request made by school personnel is not allowed. Refer to DISRESPECT.
22. **LAST DAY OFFENSES** -- Students violating the discipline code on the last day(s) of school will serve the appropriate suspension or detention in school after the school year is over.
23. **LITTERING** -- Willfully littering on school property--including on the school bus.
 1st Offense - Clean up litter
 2nd Offense - Clean up litter and detention
24. **LUNCHROOM DISTURBANCES** -- No activity in the lunchroom such as throwing food, leaving trays, inappropriate table manners, or cutting in line will be allowed.
 For all offenses -- Loss of recess for one (1) week and assist cafeteria personnel.

25. **LYING**

- 1st Offense - Detention
- 2nd Offense - 1-Day Suspension and notify parents
- 3rd Offense - 3-Day Suspension and notify parents

26. **MULTIPLE OFFENSES** -- If a student is guilty of more than one offense during any one incident, each offense will carry its own punishment.

27. **OTHER DISCIPLINARY INFRACTIONS** -- Any student action not specifically mentioned in this code but which disrupts the educational process or is harmful to the well being of another will be handled according to the discretion of the principal.

28. **SMOKING** -- There will be no smoking by students or parents anywhere in the building or on the school grounds. Discipline for students caught smoking will be a suspension and parent notification. (When parents are volunteering at any school function, there will be NO smoking.) March 1, 1995, all Public Schools became Smoke Free. (No smoking will be allowed in the school or on the school grounds.) Possession of cigarettes or tobacco products by students will result in:

- 1st Offense - Confiscation and Detention
- 2nd Offense - 1-Day Suspension
- 3rd Offense - 3-Day Suspension

29. **STEALING** -- Stealing is not only against school rules, but it is also against the law. It is taken seriously.

- 1st Offense - Return item, Detention, and notify parents
- 2nd Offense - Return item and 1-Day Suspension
- 3rd Offense - Return item, 1-Day Suspension, and notify authorities

30. **TARDINESS** -- Students are to be in their seats by 8:05 a.m. Any student not in his/her seat on time will be considered tardy.

- 1st Offense - Warning
- 2nd Offense - Detention and notify parents
- 3rd Offense - Detention and notify parents

It may be necessary for students to give up some recess time to make up school work missed while tardy.

31. **THREATS** -- Either to write or verbally threaten another's life or threat of violence. The building principal will determine each case by severity. Most cases will be resolved as follow:

Kindergarten through 2nd Grade:

- 1st Offense - Detention
- 2nd Offense - 2 Detentions
- 3rd Offense - 1-Day Suspension

3rd Grade through 6th Grade:

- 1st Offense - 1-Day Suspension
- 2nd Offense - 5-Days Suspension
- 3rd Offense - 10 Days Suspension and referral to Board of Education

32. **TOYS** -- Students are not to bring toys to school. If toys are brought from home, they will be taken to the office for a parent to pick up. One item may be sent on "Show and Tell" day.

33. **UNAUTHORIZED PRESENCE ON SCHOOL GROUNDS** -- Students who have been suspended or expelled are prohibited from being on school property or from using school transportation. Such presence will be referred to the police.

34. **VULGARITY** -- Students who verbally or physically express themselves in unacceptable manner as deemed by reasonable adult/school personnel. This is to include innuendos (meaning related words). This offense will fall under the severity clause and the principal will determine the extent of punishment. For general purposes, consequences are as follow:

Kindergarten through 6th Grade:

- 1st Offense - Warning and apology to offended party
- 2nd Offense - Detention and letter sent home

3rd Offense - Detention and written sentences during detention

35. **WEAPONS** -- Weapons are not limited to guns and knives. Weapons are defined as any object that can be used to harm or threaten another. Weapons of any kind are strictly prohibited on school grounds and/or at school events.
- A. Knives/Guns: Results in automatic 10-day suspension and referral to Board of Education for expulsion. Police will be notified.
- B. Other weapons: Maximum of 10 days suspension and possible recommendation to Board of Education for expulsion. Police may be notified.
- FEDERAL LAW REQUIRES EXPULSION OF STUDENTS FOR UP TO TWO (2) YEARS FOR BRINGING WEAPONS TO SCHOOL. ILLINOIS SCHOOL LAW REQUIRES A MINIMUM OF ONE (1) YEAR.**
36. **TOY/FAKE WEAPONS** -- Fake/toy weapons are strictly prohibited on school grounds and/or at school events.
- 1st Offense - May lead to disciplinary action, including possible suspension
- 2nd Offense - May lead to suspension of 1-10 days
- 3rd Offense - May lead to maximum of 10 days suspension and possible recommendation to Board of Education for expulsion
37. **THREATS TO STUDENT/SCHOOL SAFETY** -- Bomb threats, shooting threats, or any threats to the safety of the school will not be tolerated. The district takes all threats to the safety of the student body seriously. Any student found making such threats may be subject to the maximum 10-day suspension, and police will be notified. In addition, the student may return to school only after a trained mental health expert verifies that the student is not a threat to himself/herself or to others.

Bus/Transportation Policy

Bus Rules and Regulations -- Misconduct Point System

School bus riders, while on the school bus, are under the jurisdiction of the school bus driver and any other adult designated by the Unit #40 Board of Education to supervise the students riding the bus. Parents and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. His/her relationship with students should be on the same plane as that expected of a teacher. Students must obey the driver carefully and promptly. The right of all students to ride on the bus is conditioned on his/her continued good behavior and observance of the rules and regulations. The bus driver must devote 100% of his/her attention to driving the school bus and, therefore, should not be distracted by the improper conduct of students riding the bus. Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the principal. Appropriate disciplinary action will be taken for violation of bus regulations.

The bus misconduct point system was approved by the Board of Education as a program designed to ensure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Kindergarten-Grade 12. Points serve as a notice of some type of misconduct and/or violation of a school rule. The three main components of the misconduct point system are as follow:

1. Points are issued upon violation(s) of transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in time off the bus and/or removal from the bus for the remainder of the school year.

When in the opinion of the principal a student has been given sufficient opportunity to correct behavior including, but not limited to, gross disobedience or misconduct, the principal will notify the student in person and present a written report to the Superintendent of Schools. The ensuing conferences may include the bus driver and the parents, but the minimal response to the initial report will be a principal-student conference and a copy of each misconduct notice will be mailed to the parent(s)/guardian(s) of the student. The letter will state the cause of the referral and the points assessed with accumulative points to date.

<u>Accumulated Points</u>	<u>Discipline/Consequences</u>
10	Loss of privileges/detention
20	Off bus (1-3 days)
30	Off bus (5 days)
40	Off bus (10 days)
50	Off bus (20 days) IL School Code 5/10-22.7
60	Removal from bus for remainder of school year

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and their parents what is expected of students and their conduct and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While points are used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose LESS severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

NOTE: In addition to the penalties mentioned above, the administration reserves the right to file charges against a student for any criminal act or to otherwise include law enforcement personnel in situations which warrant their involvement.

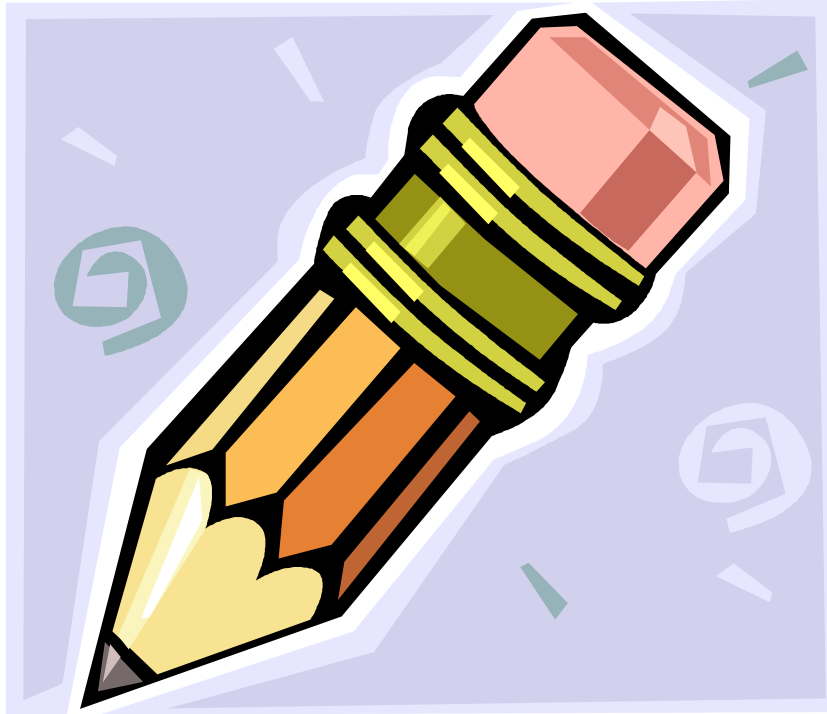
Conduct Guidelines for School Buses, Vans, Cars, Etc.

1. The driver is in full charge of the bus and students. Obey the driver promptly.
2. The students must not get into the bus or off the bus while it is moving.
3. Students must not crowd to get on or off the bus.
4. No moving about in the bus while it is moving.
5. No fussing or scuffling for seats.
6. Students must be on time.
7. No sticking head or arms out of the windows, and no yelling at people along the roadside.
8. Students must refrain from unnecessary conversation with the bus driver.
9. Students are to sit facing the front of the bus and are not to put their feet in the aisle or on seats.
10. Loading--when students must cross the road to be picked up, the driver, after looking for approaching cars, will beckon them to cross. Wait for the proper signal and then cross promptly.
11. Unloading--at the discharge points where it is necessary for the student to cross the highway, they should stand on the shoulder of the highway until the bus driver motions them to cross.
12. No profanity.
13. No "over-friendliness" between students.
14. No use of tobacco in any form.
15. Students must not throw wastepaper, gum, or rubbish anywhere in the bus.
16. No soda on the bus anytime.
17. Students should report any damage to the bus at once to the driver.
18. Students are not to use the emergency door except in emergency situations.
19. Bus drivers are authorized to assign seats to one or all students.
20. Students may not change buses or change their place of loading and unloading from the bus without permission from the administration.

Board Policy 1:190 Student Discipline, Policy 7:220 -- Bus Conduct, and all school rules contained in the school's handbook are to be followed while waiting and/or riding on a school bus, van, car, or other transportation provided by the district.

APPENDIX

Sign-Off Forms



- **Handbook Sign Off**
- **Student Photo Sign Off**
- **Field Trip Sign Off**
- **Acceptable Use Policy Sign Off**
- **Emergency Dismissal Information Sheet**