



MARISSA ELEMENTARY SCHOOL

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.

MONITOR STUDENT PROGRESS.

PROVIDE A SAFE, ORDERLY ENVIRONMENT FOR LEARNING.

DEVELOP AND PROVIDE INSTRUCTIONAL LEADERSHIP.

ENSURE PARENT PARTICIPATION AND ASSISTANCE.

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.

BE RESPONSIBLE, BE RESPECTFUL, BE SAFE

School Calendar 2018 — 2019

August 15 - 16	Teachers Institute
August 17	First Day of Student Attendance - Early Dismissal @ 1:40
September 3	No School (Labor Day)
September 14	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
September 14	First Quarter Midterms Calculated
September 21	First Quarter Midterms Issued
September 28	Early Dismissal @ 1:40
October 5	No School (County Teachers' Institute)
October 8	No School (Columbus Day Holiday)
October 18	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
October 19	End of 1 st Q; Report Cards Issued at Parent/Teacher Conferences
October 23	Full Day Student Attendance - Parent/Teacher Conferences 3:30-7:00
October 25	Early Dismissal @ 1:40 - Parent/Teacher Conferences 2:00-7:00
October 26	No School
November 12	No School (Veterans' Day Holiday)
November 16	Second Quarter Midterms Calculated
November 20	Second Quarter Midterms Issued
November 21- 23	No School (Thanksgiving Holiday)
December 21	Early Dismissal @ 1:40/End of 2 nd Quarter
December 24 -January 4	No School (Winter Break)
January 4	No School (Teachers Institute)
January 7	Student's Return
January 11	Second Quarter Report Cards Issued
January 18	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
January 21	No School (Martin Luther King Jr. Holiday)
February 8	Third Quarter Midterms Calculated
February 12	Full Day Student Attendance - Parent/Teacher Conferences 3:00-7:00
February 14	Early Dismissal @ 1:40 - Parent/Teacher Conferences 2:00-7:00
February 15	No School
February 18	No School (Presidents' Day Holiday)
March 1	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
March 15	Early Dismissal @ 1:40
March 15	End of 3 rd Quarter
March 22	Third Quarter Report Cards Issued
March 29	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
April 17	Fourth Quarter Midterms Calculated
April 18-April 22	No School
April 26	Fourth Quarter Midterms issued to Students
May 20	Early Dismissal @ 1:40- final exams
May 21	Early Dismissal @ 11:35 - School Improvement 12:30-3:30
May 21	Last Day of Student Attendance with 0 Emergency Days Used; (11:35 dismissal)
May 22	Last Day of Student Attendance with 1 Emergency Day Used; (11:35 dismissal)
May 23	Last Day of Student Attendance with 2 Emergency Days Used; (11:35 dismissal)
May 24	Last Day of Student Attendance with 3 Emergency Days Used; (11:35 dismissal)
May 27	No School (Memorial Day Holiday)
May 28	Last Day of Student Attendance with 4 Emergency Days Used; (11:35 dismissal)
May 29	Last Day of Student Attendance with 5 Emergency Days Used; (11:35 dismissal)



Home of the Comets

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

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

Dr. Kevin Cogdill, Superintendent

Mrs. Lacey Schmersahl, Principal

Dear Parents and Students,

On behalf of the faculty and staff, I would like to welcome you to the 2018-2019 school year at Marissa Elementary School. We hope you had a wonderful summer break, filled with opportunities to learn and grow.

At Marissa Elementary, we pride ourselves on providing academic opportunities which are challenging, interesting, and effective. Our kindergarten through first grade students participate in the Orange Crush program which provides all students with an additional thirty minutes of direct instruction in reading and math at each student's instructional level. We feel that it is important to provide additional instruction in these grades to provide our students a solid foundation in reading and math upon which to build. We also provide intervention services for those students in kindergarten through sixth grades who require additional assistance in reading and math in order to be successful.

We urge students and parents to become active members of our school community by participating in the Parents and Teachers Together organization, attending family fun nights, conferences, and extracurricular events, and keeping in contact with teachers.

Please read this handbook and become well acquainted with the policies contained within. The information will be of great value in helping you adjust to our school and become an integral part of it. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at Marissa Elementary that all students are well prepared to be productive citizens in our community.

Should you have any questions about this handbook, student progress, or any other concerns do not hesitate to contact us. Communication is essential to establishing a positive partnership between our school and community.

Sincerely,

Lacey Schmersahl
 Principal

SCHOOL-PARENT COMPACT

Marissa Elementary and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2018-2019 school year.

SCHOOL RESPONSIBILITIES

Marissa Elementary will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
All educators are highly qualified under the ESEA standards. Educators will use multiple and differentiated strategies to reach all levels and styles of student learning.
2. **Hold parent-teacher conferences (at least annually in Elementary School) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
Two conferences will be held each year. The first one being held by mid-term of first semester and the second by mid-term of second semester. Parents are encouraged to contact teachers at any time concerning their child's achievement.
3. **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
Grade reports will be sent home mid-term of each quarter and at the end of each quarter. Teachers will make a parental contact any time that a student is failing a course.
4. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
Two parent teacher conferences will be held each year. Parents may contact teachers for an appointment any time there is a concern.
5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**
All parents are welcome to join the volunteer program for the school!

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways: Describe the ways in which parents will support their children's learning, such as:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

BOARD OF EDUCATION

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 Mr. Jim Brazinski-Vice-President
 Mrs. Mary Thomas Rehmer, Secretary
 Mr. Jeremy Wiley • Mr. Kevin Leemon
 Mrs. Nanette Campbell • Ms. Pamela Hall

ADMINISTRATIVE STAFF

Dr. Kevin Cogdill, Superintendent • Mrs. Lacey Schmersahl, Principal

OFFICE STAFF

Mrs. Susie Stewart, Secretary • Mrs. Trish Baker, R.N.

FACULTY

Mrs. Kristine Wolf	Preschool
Ms. Angela Rukavina	Early Childhood
Mrs. Mindy Stork	Kindergarten
Mrs. Kim Haas	Kindergarten
Ms. Jaidra Boman	First Grade
Mrs. Jamie Miller	First Grade
Mrs. Jana Fett	Second Grade
Mrs. Jenna Schneider	Second Grade
Mr. David Leidner	Third Grade
Mrs. Carrie Maynard	Third Grade
Mr. Danny Beck	Fourth Grade
	Fourth Grade
Ms. Amberlyn Phelps	Fifth Grade
Ms. Melissa Diekemper	Fifth Grade
Mr. David Lerch	Sixth Grade
Mrs. Melinda Morgan	Sixth Grade
Mrs. Susan Schaefer	Special Education
Mrs. Robyn Schnoeker	Special Education
Mrs. Shelly Smith	Special Education
Ms. Sarah Bennett	Rtl
Mr. Matt Espenschied	Physical Education
Mr. Eric Richter	Band/Instrument
Mrs. Dawn Menke	Music
Mrs. Angela Birch	School Counselor
Mrs. Brittany Segelhorst	Speech-Language Pathologist
Mrs. Gabriella Showmaker	Title Reading Teacher
Mrs. Christi Daughtery	Para Professional
Mrs. Lori Weis	Para Professional
Mrs. Jenna Schmidt	Para Professional
Mrs. Irene Tabor	Para Professional
Mrs. Cindy Wallace	Para Professional
Mrs. Laura Wegrzyn	Para Professional
Mrs. Stephanie Sabo	Para Professional

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ANNOUNCEMENTS

Most announcements will be made over the intercom. As much as possible, we will try to make them at a time when the least disturbance is caused. All daily announcements should be turned into the office in writing prior to 8:00 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.

ADMITTANCE TO BUILDING

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

All auxiliary outside doors are locked and remain locked throughout the school day. Our auxiliary doors allow the students and faculty to easily exit the building in case of emergencies. If you need to enter the building, you are requested to use the main double doors in front of the building where you will be buzzed in. Then, please proceed to the office to sign in. These precautions are prudent measures in keeping our school as safe as possible.

ARRIVAL AT SCHOOL

Pupils should not arrive at school prior to 7:35 am. Students arriving before this time will be unsupervised and must wait outside. The school will not be responsible for any accidents that occur before 7:35 am. Breakfast begins at 7:35 am for those students that are interested. Students arriving after 8:10 will be counted as tardy.

ASSAULT POLICY

Due to the escalation of potential assaults committed on teachers, staff, and administration, the Marissa Unit 40 District 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.

ASSEMBLIES

Assemblies are scheduled periodically to provide 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 time. 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 their best to please you. If a student misbehaves during an assembly, disciplinary action will be taken. Students may be charged a nominal fee for assemblies.

ATHLETIC ACADEMIC CRITERIA

For students in fifth and sixth grade - 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 the 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.

ATTENDANCE/ABSENCES

Attendance is considered to be a student's punctuality and presence at school or class and his/her participation in school work and activities. As such, 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 should **call the office (618) 295-2339 by 9:00 a.m.** to report the reason for the absence. When the use of a phone is not possible, a note from the parent on the morning following the absence will be accepted. Failure to provide the school with notification of an absence will result in an unexcused absence and the absence will be considered truancy.

If the school has not been contacted after 3 consecutive absences, these days will be unexcused unless a doctor's excuse is presented upon your child's return to school. If the absence is excused the student will be allowed to make up the work missed. Valid reasons for excused absences include personal illness, serious illness of a family member, death in the family, observance of a religious holiday, and family emergencies. Examples of unexcused absences include, but are not limited to, oversleeping, hunting, fishing, shopping, missing the bus, car trouble, or extending a holiday or weekend.

If you would like to pick up your child'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 if possible. Students absent from school because of illness will be expected to be at home recuperating. No child will be allowed to make up work missed if school personnel see them outside of their home during the absences. The child will receive zeros for missed work. 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.

A pupil, who arrives in his homeroom after the 8:10 bell rings, is counted tardy and must report to the office for a tardy pass. Repeated tardiness will be treated as a disciplinary infraction. For a K-1 student to receive a full day of attendance, that child 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 that are present at least 150 classroom minutes will be counted as present half day.

Letters will be sent home notifying parents of student absences at the five and ten day accumulative absence count. **When a student exceeds ten days, all absences must be verified by either a doctor's note or written verification from any other agency that can verify the reason for the absence.** All absences that are not verified through a physician, dentist, or other health professional 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.

BAND

Band is offered to students beginning in the fifth grade and is continued through sixth grade. Students select their instruments at the end of fourth grade and music instruction begins the summer prior to the beginning of fifth grade and continues through sixth grade. Students enrolled in band are required to attend band class.

BASAL TEXT

Texts in all subject areas are reviewed every five to seven 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 employed.

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

- English Language Arts** — JOURNEYS, Houghton Mifflin Harcourt (2014)
- Mathematics — Grades K-5** — MY MATH, Glencoe McGraw-Hill (2013)
- Mathematics — Grade 6** — MATH CONNECTS, Glencoe McGraw-Hill (2011)
- Science - SCIENCE**, Scott Foresman (2003)
- Social Studies - SOCIAL STUDIES**, Scott Foresman (2003)
- Handwriting - HANDWRITING WITHOUT TEARS**

BICYCLES

1. Bicycles must be parked on 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 motor vehicles.
6. Bicycles should be locked when brought to school.

BIRTHDAY TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All snacks and/or birthday treats must be store bought, and pre-packaged snacks with nutritional information listed and a clearly printed list of ingredients on the packaging. No homemade treats or snacks are allowed for distribution at school. We encourage you to select a treat or snack with nutritional value.

BOOK RENTAL AND FEES

One advantage of renting books lies in the fact that pupils can rent books at approximately one-fifth 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 held on August 7th. This event will be announced in the local papers. On this date parents will get a chance to come to the school and pay book rental and fees. Those people, who are unable to come on this date, will have a chance to pay their fees in the office on the first day of school.

All books (whether hard back 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 where a parent is unable to pay book rental at the requested time, arrangements can be made in the office to defer said payment until a time more convenient. If it is impossible for you to pay book rental or other fees at once, please inform the office so that a payment schedule can be arranged.

BUSES

The Board of Education is required to furnish transportation only to pupils who live more than one and one-half (1 1/2) 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. **Students will not be able to ride any other bus but their own in order to ensure the safety of all students.**

CAFETERIA ACCOUNTS

Our cafeteria serves good, wholesome meals. Students are encouraged to eat there. Pupils are denied the right to eat "downtown".

Every student at Marissa Elementary receives free **breakfast and lunch**. When students bring lunch from home and purchase milk from the cafeteria, a charge TO BE DETERMINED will be charged to their account. Students may purchase additional items ala carte. 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 either eats breakfast or lunch, the card is swiped through the reader and the reader reads the information into the program. If a child purchases extra milk or an item ala carte, the card will debit the child's account. At the end of each week, students with low or negative balance will receive a printout with the current account balance. If it is a negative balance, please keep in mind the child must not only have money for the following week but also money to pay off the debt.

The year-ending balance, whether a debit or credit, is carried over into the following school year. Therefore, at the beginning of the year, it is possible for children to owe for milk purchases or unpaid meals from past years. If you have questions concerning your child's lunch account, please call the school and ask for the cafeteria. These ladies will have a detailed record of your child's lunch and breakfast participation and charges.

Breakfast is available to all students beginning at 7:35 A.M. No one will be served before that time.

Occasionally, a parent would like to have breakfast or lunch with their child. We can accommodate this request provided that the parent submits their request to the principal and that the request be submitted at least one day in advance.

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.

SCHOOL DRESS CODE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. To determine the appropriate length, please use the child's finger tips as a guide while standing straight. All tops should have at least a 3 in. wide strap.
- Appropriate footwear must be worn at all times. No flip-flops or shoes with more than a two inch heel.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

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 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 children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, 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 to and including suspension/expulsion for 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 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 they and their parents/guardians have signed. Students will not give their name, address, or telephone number to anyone via the Internet.

The school is using Cyber Patrol to restrict access to negative or obscene web sites; however, we ask parents to please discuss this issue with their children. Failure to return a signed permission slip results in computer access denial.

CROSSING GUARDS

Crossing guards are provided between the times of 7:30 and 8:05 a.m. and 2:55 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. Remember that the speed limit through these crossings is 20 miles per hour.

Crossing guards are delegated, by the Principal, the authority to enforce their actions for the care and well-being of the children. Please be considerate of the crossing guards and our students. Any disrespect or failure to obey them will result in disciplinary action.

DISMISSAL

Dismissal will begin on normal school days at 2:55. Students not riding a bus will be dismissed first. Students riding the bus will be dismissed at 3:00. If a parent is not present to receive a child by 3:15, the child will be taken to latchkey and a drop-in fee of \$10 will be charged.

DISCIPLINE

The development of discipline is a major element of the maturation process. As a child matures he 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.

DISCIPLINE POINTS

Students who have excess violations of the discipline code may be denied the right to attend or participate at school-sponsored activities. Students will be assigned one discipline point for each detention and three points for each day of suspension.

The following guidelines will be used when participation or attendance at activities is denied:

- 10 points — may be denied assemblies, and class trips within the school district
- 15 points — may be denied assemblies, dances, class trips within the school district, and field trips
- 20 points - may be denied assemblies, dances, class trips within the school district, field trips, and participation in athletics
- 25 points — may be denied assemblies, dances, class trips within the school district, field trips, participation in athletics, and all extra-curricular activities (including, but not limited to, attendance at sporting events and family nights)
Students may eliminate four points for each month without a discipline referral.

DEFINITIONS OF DISCIPLINARY MEASURES

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 work missed.

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 still expected to make up any missed work. Failure to make up work will result in a zero.

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

DETENTIONS AT NOON HOUR — A time when the student is assigned to serve during lunch recess and lunch. Students will be supervised by an adult and be required to sit quietly through the 30 minutes. Students will also eat during this time. Detentions will be served the day after receiving the notice.

AFTER SCHOOL DETENTION- Students whose discipline does not improve after noon detentions, or whose discipline actions are more severe, will be issued an after-school detention. Parents will be required to provide transportation home for their student. After-school detention will be from 3:00-4:00pm.

CLASS REMOVAL FOR DISRUPTIVE BEHAVIOR

Behavior, which interferes with the normal function of the educational process, will be cause for removal from class. Please refer to Disciplinary Infractions and Consequences below.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School

Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the

regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an

educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

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

DISCIPLINARY MEASURES

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

CORPORAL PUNISHMENT

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

WEAPONS PROHIBITION

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANQ & GANQ ACTIVITY PROHIBITED

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

FEDERAL LAW REQUIRES EXPULSION OF STUDENTS FOR UP TO 2 YEARS FOR BRINGING WEAPONS TO SCHOOL.

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 and an opportunity to present his 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 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

parents or 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 school board or hearing officer appointed by the Board to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board 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 may take such action as it finds appropriate.

EQUIPMENT

GENERAL - Each student is expected to have a reasonable amount of notebook paper, pencils, and erasers. Any other supplies, which must be provided by the student, will be requested at pre-registration.

PHYSICAL EDUCATION - Students do not "dress out for P.E., and therefore, do not need shorts and shirts. All students should have gym shoes for times when play in the gym is necessary. It is dangerous to play on the gym floor in stocking feet. Running shoes, etc. may not be used in the gym, because they mark the gym floor.

FEES & COLLECTIONS

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 children who qualify. Forms are provided in the office. Free lunch does not include milk at milk break.

CONSEQUENCES FOR NONPAYMENT OF STUDENT FEES

Students who have not been found 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. Withholding of the student's official transcript; and/or
4. The exclusion from extracurricular activities

Extracurricular activities are voluntary and are not part of an educational course, program, or used for educational purposes. For the purpose of this policy extracurricular activities that are related to the District's curriculum such as 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 dances, class trips, promotion 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.

Book fees for current school year are \$80.

FIELD TRIPS

Field trips and excursions are occasionally employed to further educational experiences begun in the classroom. They are rarely used as parties or rewards. Some teachers make liberal use of field trips, others do not. Field trips will be limited due to the State's failure to adequately support transportation of students. Local field trips will be encouraged. Occasionally, parents are used as chaperones on field trips. This is not always the case. All field trips are paid for from outside sources. The school does not finance field trips. Students must ride the bus to and from the field trip. Due to limited space on our buses, siblings are not allowed on field trips. Parents are not to purchase souvenirs on field trips; those in violation of this policy may not be selected to chaperone future field trips. Parents serving as chaperones are also asked to refrain from smoking for the duration of the field trip. Chaperones are not to post photos of students or staff on social media as some students do not have parent permission to have their photo published in the newspaper, on the website, or in the yearbook. Parents may post photos of their individual children, but the photo(s) should not include other children or staff. Teachers may set policy for purchases of food and/or beverage items.

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. They should remain calm at all times. They should move in single file. Students should remain in a state of alarm until the all clear is sounded.

GRADE REPORTING

A report card is given to the student four times each year at the end of the nine-week period. Traditional A, B, C, D, F grades will be given at all grade levels, except Kindergarten, first, and second grade. Kindergarten through second grades reports are standards-based. Music and physical education classes will be graded on a satisfactory/unsatisfactory grading scale.

A+ = 100-98	B+ = 91-89	C+ = 82-80	D+ = 73-71
A = 97-95	B = 88-86	C = 79-77	D = 70-68
A- = 94-92	B- = 85-83	C- = 76-74	D- = 67-65

In addition to report cards, parent conferences will be scheduled at the end of the first nine-week grading period and at the midterm of the third nine-week period. 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 in each nine-week grading period, midterm grades will be sent home with all students.

GUM CHEWING

Gum chewing is not allowed at school at any time unless permitted by the teacher. Gum should be disposed of in a wastepaper basket prior to leaving the classroom. This rule has been established for the sake of good manners, building cleanliness, and general appearance.

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. Walk facing forwards.

HEALTH RECORDS

The state requires all students to have a school physical in their health records. Failure to provide this examination will result in medical suspension from school. Students entering Kindergarten or Sixth Grade will have until September 15th to provide this physical. Students entering Pre School must show proof of the completed school exam before beginning Pre-K. When students transfer from another district or state, we will call the former school to check as to whether the student had met this requirement. If their records were incomplete in any way the student will not be allowed to begin school in Marissa until these records are complete. Students entering from another state will have 30 days to complete this requirement. Students entering 2nd and 6th grade will be required to have a dental exam by May 15th.

IF YOUR CHILD HAS A MEDICAL PRESCRIPTION THAT MUST BE TAKEN AT SCHOOL PLEASE FOLLOW THE FOLLOWING GUIDELINES.

1. Prescription medicine for a child must be in its original prescription bottle with the child's name and doctor clearly identified on the bottle.
2. Parents are required to complete a "Consent to Administer Medication" form. This form asks information such as dosage, time that medication needs to be given, doctor, and emergency numbers.
3. If you have any questions concerning medications, please contact the school's nurse.

FIRST AID

First Aid will be administered in case of an emergency. We do not keep aspirin on hand and are not permitted to dispense it.

FEVER

If your child has been running a fever, your child should not attend school. Your child should be fever-free for at least 24-hours before returning to school.

HEAD LICE

The presence of a child at school, which is infested with head lice or nits, jeopardizes the health and welfare of the other children. Children who are infested with head lice can be excluded from attendance.

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

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

Those children on whom lice have been observed can be sent home after notification of parents. Those sent home for head lice would be considered as absent due to illness for up to three days if necessary. To return and be readmitted, the parent or child must conform to one of the following:

- a) Present a signed statement from a licensed physician that no head lice are present,
or
- b) Submit to reexamination by the building administrator or her designee.

ACCESS TO EPINEPHRINE IN SCHOOL

Under Public Act 97-0361 schools *may* maintain a supply of *emergency* epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known food allergy. A *school nurse* may administer an EpiPen to *any* student who he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

This Act permits physicians to issue a standing protocol and to prescribe EpiPens to a school district or non-public school to be used, as necessary, by a school nurse. Without this emergency supply, dialing 911 is the only option school personnel have if a student forgets their EpiPen and has an anaphylactic reaction or has a first-time reaction. Any delay in administering epinephrine can be fatal.

Common side effects of using an EpiPen include increased heart rate, sweating, nausea, dizziness, headaches, nervousness, and anxiety. However, these side effects pale in comparison to the potentially life-saving benefits of epinephrine in counteracting anaphylaxis until emergency medical help arrives.

The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. Physicians should still prescribe epinephrine as appropriate and encourage parents whose children are suffering from a severe allergy to put in place an Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan with their child's school.

Under Public Act 97-0361, a physician who Provides a standing protocol or prescribes a supply of emergency epinephrine to a school is to incur *no liability*, except for willful and wanton conduct, for any injury arising out of the use of an epinephrine auto-injector.

Therefore, if a student is injured or harmed due to the administration of epinephrine that a physician has prescribed to a school under this Act, the physician will not be held responsible for the injury unless he or she issued the prescription with a conscious disregard for safety.

For parents/guardians of all students, 105 ILCS 5/22-30(c) requires parents/guardians to be informed that: (1) the District maintains a supply of epinephrine, and (2) the District and the prescribing physician are protected from liability when the school nurse administers epinephrine from the supply to any student when the school nurse in good faith professionally believes the student is having an anaphylactic reaction.

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 weeks. If your doctor can assure that your child will be out of school for at least this time, instruction can start immediately. This service is at no cost to the parents. Parents should call the school office for details concerning this service.

HOMEROOMS

Each student will be assigned a homeroom and homeroom teacher at the beginning of the school year. All students should be in their seats in their assigned homerooms by 8:10 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 the student does not understand should be discussed with the homeroom teacher at a time convenient to 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 children.

HOMEWORK POLICY

Homework is defined as the time students spend outside the classroom in assigned learning activities. It is the intention of the Marissa Elementary School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

As homework serves as an important formative assessment, we believe that homework completion is essential. Therefore, students who have incomplete or missing assignments receive homework lunch assignment forms on Friday that outline their missing assignments. Students have the opportunity to complete these assignments over the weekend and turn them in when they return to school after the weekend. Students who did not complete their homework will be assigned a homework lunch where they will complete their missing work. Once work is completed, students may go to recess. Students will serve homework lunches until all work is completed. Students who are chronic in not completing homework may be referred for further disciplinary action.

Students who do not turn their homework in on time will receive a late penalty. This penalty is 10% for each day the assignment is late with a maximum penalty of 30%.

HONOR ROLL

An Honor Roll will be made to recognize students in the 4th through 6th grades who have excelled academically. In addition to quarterly honor rolls, a year end honor roll will be determined.

Three categories will be used to distinguish the academic achievement of our students. These categories are: Straight A (4.0), High Honors (3.99 to 3.5) and Honors (3.49 to 3.0). To calculate this average an A is 4 pts., B is 3 pts., C is 2 pts., D is 1 pt., and F is 0 pts. Each subject grade is assigned points and then divided by the number of subjects.

INSURANCE

Insurance is offered each year. This insurance is optional. It covers accidents occurring in school, directly on the way to or from school, and in all school-sponsored activities. This includes 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.

LOST AND FOUND

Students' possessions, which are found about the building and grounds, on buses, and other places frequented by students, should be turned into the school office. In case of clothing they 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 good will in the school.

When you lose an article, call the office and describe what it is and what it looks like. Please be prompt in claiming lost articles. They are held in the lost and found for one month and 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.

McKINNEY-VENTO ACT

Marissa Elementary considers the school enrollment, attendance and success of homeless children and youth throughout the school district as a high priority. It is the policy of the district that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), 42 U.S.C. § 11431 *et seq.*, that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and be handled sensitively and in a child and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA), 105 ILCS 45/1-1 *et seq.* This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education as well as providing social supports during a period of housing in stability. Further questions regarding homeless children should be directed to the building principal.

MUSIC

Music for enrichment and enjoyment will be offered to students in grades K-6. A Christmas musical will be performed by students in grades K-6 under the direction of the music teacher during the first part of December.

NEW STUDENTS

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

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.

PARTIES

Three parties will be allowed during school hours. They are Halloween, Christmas, and Valentine's Day. Parties awarded for incentives must have prior office approval.

PARTY INVITATIONS

Party invitations may be distributed at school only by teachers provided that students are not excluded. For example, a female student can invite all the females from her class, a male student can invite all males from his class, or any student can invite all classmates from their homeroom(s).

PETS/LIVE ANIMALS

Pets or living animals of any kind are not to be brought to school. Even the most docile animal/pet may become agitated or excited in a new environment; therefore, we will not allow any animals/pets to be brought into the school.

PLAYGROUND RULES

The following rules will be enforced at all recesses for the safety of our students.

1. Share basketballs and playground balls or leave them at home.
2. No footballs of any kind, tennis balls, hard rubber balls, super balls, or Frisbees.
3. Swings — Sitting only, going forward and back. No jumping out of swings, twisting swings, standing in swings, or hooking arms and/or legs and swinging.
4. Slide — Sitting position only, facing forward, and one at a time. No head first sliding, no running up or down slides, no crawling up slides, and no backwards sliding.
5. Monkey Bars — One direction only from the ladder to the platform. No cherry drops from the bars and two (2) hands on the bars.
6. Trees — No climbing, touching or hanging on the trees.
7. No throwing or picking up rocks.
8. No throwing balls at the front playground walls or where there are windows.
9. No toys, handheld games, or electronics on the playground.
10. Do not walk on the railroad ties.
11. Climbing — Only fire poles and the poles with the red disks may be climbed upon.
12. No gunplay, neither toys nor hand gestures.
13. Four Square and Tetherball — Students should follow the four square and tetherball rules posted by the cafeteria and front door entrances.

Failure to abide by these rules may result in a loss of recess privileges and/or an office referral.

RETENTIONS

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 successful completion of the curriculum, attendance, performance based on Illinois Standards Assessment Tests, academic screeners, 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 ongoing 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 children do not fail intentionally, it is our responsibility to establish that retention is indeed the proper step to take to correct deficiency. Any child who does not prove mastery of the objectives for a given grade level will be a candidate for retention. Teachers should have a good idea for retention by the end of the first semester. 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 the parents, teachers, and administrators should take place to discuss the deficiencies.
3. General Education Intervention strategies should be developed during the second semester to try and 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 teachers 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 children. 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 which:

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.

SAFETY PRECAUTIONS

It is difficult to make a list of "do's 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.

SCHEDULES

The schedule is changed annually; however, some things remain fairly constant. 8:00 a.m. Students enter building 8:10 a.m. Announcements 2:55 p.m. Dismissal

SCREENINGS

All students in kindergarten through sixth grades at Marissa Elementary are administered academic screenings for programming purposes. These assessments are given three times per year (fall, winter, and spring). In addition, all students in grades kindergarten through second grade will be administered a speech and language screening from the school's speech-language pathologist. Students in grades 3-6 may be screened per a teacher's request. Additional screenings that may be requested by all teachers include vision, hearing, and/or speech and language.

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 and items, which are prohibited by law, board policy, or school regulations may be removed and impounded. If the student is not present during the search, he shall be informed as soon as possible of the action taken.

SEXUAL HARASSMENT POLICY

It is the policy of Marissa 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 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 or 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 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 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 sex equity policy.

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

TITLE IX: EQUAL EDUCATION OPPORTUNITIES
EQUAL EMPLOYEE OPPORTUNITIES
SEX 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
 1 East Marissa
 Marissa, IL 62257
 Telephone: 618-295-2313

SEX 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.

- a. The student or employee shall present his/her complaint in writing to the grievance officer.
- b. The grievance officer shall investigate within five (5) working days the complaint and arrange for a hearing.
- c. 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.
- d. The hearing officer shall render his opinion to the grievance officer and the student within five (5) working days from the time of the hearing.
- e. Failing a resolution at Statement D, 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.

- f. Failing a resolution at Statement E, the grievant may file a complaint with the Circuit Court.

SEVERITY CLAUSE

The principal reserves the right to use alternative disciplinary actions whenever it is deemed appropriate, depending upon the behavior infraction and child.

SIGNING STUDENTS OUT

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

SMOKING

There **will** be no smoking by students or parents anywhere in the building or on the school grounds. Students caught smoking will result in a suspension and parent notification.

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

SOCIAL MEDIA

Students and parents attending school functions including, but not limited to, class parties, concerts, performances, field trips, field day, assemblies, and sporting events are not to post photos of students or staff on social media as some students do not have parent permission to have their photo published in the newspaper, on the website, or in the yearbook. Parents may post photos of their individual children, but the photo(s) should not include other children or staff.

SPECIAL SERVICES

GUIDANCE - The program of guidance service includes testing and helping students with their particular questions and problems.

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. Students are allowed to leave the gym at half time and between games only.
4. The gym floor is to be kept clean.
5. The referee's decisions are final and must be accepted with courtesy.
6. Once you enter the gym area you must not leave without permission. If for any reason you do, you must pay to reenter. Failure to observe the above rules will result in the student being barred from future games.

STAYING IN AT RECESS

Supervision is provided at recesses. However, we do not have enough supervisors to provide them both outside and inside. **All** students are expected to go outside when the class does. If your child is too ill to go out and play in decent weather, chances are he/she is too **ill** to come to school. Recess privileges may be revoked for a period of time as

determined by the teacher for behavior infractions. If your child is afflicted with illness, please provide a doctor's note to the teacher requesting permission to stay in. Also, if a student does not participate in PE, then he/she may not participate in recess. If a student is out of PE or recess due to an injury or illness then a note from a doctor is required to resume play.

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 record, 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 5 years or upon a student's change in attendance center, whichever occurs first. The temporary record will be destroyed entirely within 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 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 or her school student permanent record. The school charges 15 cents 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 presence 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.
 - i. 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.

- ii. An informal conference will be held within 15 school days of receipt of the request for the hearing
- iii. If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
- iv. 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 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 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, or (b) removal of the challenged contents of the student record, or (c) change of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

- v. Appeal: Notice of the appeal must be presented to the Regional Superintendent of Schools within 20 days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional School Superintendent. Upon receipt of such documents the (RSS) shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the document. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the (RSS) should seek advice for appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the (RSS). Such decision shall be final and may be appealed to the Circuit Court of the County in which the school is located.

- 4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
 - a. To a parent or student or person specifically designated as a representative by a parent.
 - b. To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student in furtherance of such interest.
 - c. To the official records custodian of another school in which the student has

enrolled or intends to enroll, provided that the parent themselves receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive and 10 school days after such service, if the parents make no objection the records may be transferred to the requesting school.

- d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person requesting the use of such information has signed an affidavit agreeing to comply with all the rules and statutes regarding records.
 - e. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy, and challenge the contents of the school student records.
 - f. To any person as specially required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information is related to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
 - g. Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible for the information released, the date of release, the person, agency, or organization receiving the information, and purpose of the release.
 - h. To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy, challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records.
5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.
 6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted there from and an opportunity to copy the record or information proposed to be destroyed or deleted.
 7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent

may permit any other person to have access to such information without prior consent of a parent obtained in accordance with ISSRA.

8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of the request, the date of the request, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.
9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.
10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information cannot be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees, and honors. Information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.
11. No person may condition the granting or withholding of any right, privilege or benefit or make a condition of employment, credit, or insurance the securing by individual of any information from a student's temporary record which such individual may obtain through the exercise of any right from a student's temporary record, which such individual may obtain through the exercise of any right, secured under the Illinois School Records Act.
12. Upon graduation or permanent withdrawal of a handicapped student psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance of the student may after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluation, special education files and other information contained in the student temporary record.
13. Copies of the Illinois School Student Record Act, 23 Illinois Administrative Code 75 (Student Records) and district and school policies relating to school student which are not included in the Act or the Rules are available for review in the office of the school record custodian and district superintendent.

STUDENT TEACHER NOTIFICATION

Illinois now requires a performance assessment to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment (edTPA), pre-service teachers must video their performances and the impact their instruction is having on

TELEPHONES

If an emergency should occur, the student should ask the classroom teacher for a pass to the office to use the office phone. Students will not be allowed to use the phone for personal calls. Personal cell phones may be brought to school but must remain in the student's locker or backpack in the OFF position.

Failure to abide by this rule will result in:

1st Offense — Phone is confiscated and must be retrieved by the parent

2nd & Repeated Offenses — Detention, Phone will be held in the office for a two (2) week period and must be picked up by parent.

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. Suspensions or expulsion may occur.

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 and pay existing bills. Parents should also sign a release of records form at their child's new school enabling the school to release school records to the new school.

VISITORS

We are proud to have people visit our school and become acquainted with our school's programs. Students can be gracious hosts by greeting visitors in a warm, friendly, and polite manner and by assisting them in every way possible. You are required to formally check in at the elementary office and receive a "Visitor's Pass". Without a pass, staff members will question your presence in the building. This is to insure the safety of all students. Visitation by pupils from other schools is not permitted. Students are not to bring young children to visit.