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SUPERINTENDENT'S MESSAGE

Welcome to Marseilles Elementary School. It is my hope that this will prove to be our best year ever. Last year and all previous years are now history. We have a heritage of success to live up to. We are very proud of this success and look forward to many years of our school's security and even greater successes.

I consider our greatest success to be the achievements and accomplishments of our individual students. MES offers an environment for students to mature, grow and learn in a friendly atmosphere that is dedicated to meeting student needs. Our only reason to be here is for the benefits and the advancements of our students. We build character and require active participation so that each student can aspire to achieve the maximum of their ability.

Your cooperation and assistance is requested to make this year the best yet for all of our students.

JoEllen Fuller

PHILOSOPHY & GOALS

MES District #150
Mission Statement (revised 2005)

We recognize that all children can learn and achieve individual success in school.

Therefore, the mission of MES District 150 will be to develop and implement a comprehensive educational program for the academic, social, physical and cultural needs of all children, from early childhood and throughout their elementary education, to help students become lifelong learners.

2009-2010 SCHOOL CALENDAR

**Dates and times are subject to change.
Please refer to monthly newsletters for current information.**

August

17 **Teachers' Institute, NO SCHOOL**
 18 **Teachers' Institute, NOSCHOOL**
 19 First day of School- 3:00 Dismissal
 19 Lunch Programs Begin
 20 Preschool Begins
 24 Breakfast Programs Begin

September

3 **PTA Open House**
 7 **Labor Day, NO SCHOOL**
 8 Milk Program Begins
 15 School Improvement Day – 11:30 Dismissal

October

9 **Teachers' Institute, NO SCHOOL**
 12 **Columbus Day, NO SCHOOL**
 23 Parent/Teacher Conferences, NO SCHOOL
 27 School Improvement Day—11:30 Dismissal

November

11 **Veteran's Day, NO SCHOOL**
 17 School Improvement Day, 11:30 Dismissal
 26 **Thanksgiving Day- NO SCHOOL**
 27 **NO SCHOOL**

December 21 January-1

..... **Winter Vacation, NO SCHOOL**

January

4 School Resumes
 5 2nd Quarter Report Cards Sent Home
 15 School Improvement Day – 11:30 Dismissal
 18 **MLK Day/NO SCHOOL**

February

11 School Improvement Day—11:30 Dismissal
 12 **Lincoln's Birthday, NO SCHOOL**

March

1 **Casimir Pulaski Day, NO SCHOOL**
 16 3rd Quarter Report Cards Sent Home
 29 Spring Break Begins

April

6 School Resumes
 27 School Improvement Day – 11:30 Dismissal

May

31 **Memorial Day, NO SCHOOL**

IMPORTANT PHONE NUMBERS

School Numbers:

School Office	795-2428
Attendance Office	795-8795
Superintendent's Office	795-2162
Special Education Office	795-2930
School Fax Line	795-3415
School Nurse	795-2428
Ottawa Township High School	433-1323
Illinois Valley Community College	224-2720
Head Start Program	795-5532

LaSalle County Offices:

Easter Seals	434-0857
L.E.A.S.E. Office	433-6433
Regional Office of Education and Superintendent of Schools	434-0780
Truancy Officer	434-0780

Emergency Numbers:

Police Department	795-2131 or 911
Ambulance Service	795-5757 or 911
LaSalle County Sheriff	433-2161
Community Hospital of Ottawa	433-3100
Fire Department/Rescue Squad	795-2121 or 911

Mental Health/Counseling:

Choices Outpatient Mental Health Services	434-4382
North Central Behavioral Health Systems	434-4727
I.V.C.H. Passages Behavioral Health Services	223-8077
Catholic Social Service	223-4007

Child Welfare:

Department of Children & Family Services	433-4371
D.C.F.S. Child Abuse Hotline	800-252-2873
LaSalle County Youth Service Bureau	433-3953
LaSalle County Court System - Probation Department	434-0736

Health:

Marseilles Nursing Service	795-4332
LaSalle County Health Department	433-3366
Regional Poison Control Center	800-942-5969

ATTENDANCE

ABSENCES – When a child is absent a parent **must** call MES at **795-8795** before **8:30 a.m.** (**This is a 24 hour line**). **A reason for the absence must be stated or the absence will be recorded as unexcused.** All homework requests can be made at that time. Homework will be ready for pick up in the office at the **end** of the school day. *This number is for reporting absences, tardies and requesting homework ONLY.*

EXCUSED ABSENCES – Excused absences are those that include a doctor or dental appointment, illness, death of family member (relative/friend), or other unavoidable accidents and emergencies. For the first (3) consecutive absences, a written excuse from the parent or guardian with reason for the absence is necessary upon returning to school. Students absent (4) consecutive days or more, because of illness, must obtain a permission slip from doctor to return to school.

MAKE-UP WORK- All make-up work due to absence is expected to be completed in a timely manner. If the student is absent for one day, he/she will have one day to make up the work missed. For example, if the student is absent three days, the student will have three days to make up the work, and so on. If work is not turned in within the allotted time, a student will be required to seek additional help before or after school. Exceptions will be made under advisement of the teacher with approval by the Administration.

UNEXCUSED ABSENCES - Students will be marked “unexcused” for reasons that are not included in the “excused” absences section above. Absences due to disciplinary suspensions are to be considered “unexcused” and student will be allowed to make up work for 100% of the total credit.

TARDY - It is the student’s responsibility to be on time to both school and class. A student who is tardy to school at the beginning of the school day must report to the office before going to class. Any K-8 student will be tardy after 9:15 and considered 1/2day absence. If student has a written note from a parent then an excused tardy will be issued. Any student absent more than (4) hours is considered absent for a full day. *The school reserves the right to call or contact parents/guardians and express its concern over absences/tardies of a student.*

LEAVING SCHOOL EARLY - A parent or guardian must notify the office either in writing or by phone to request a student to leave early. Students are to report to the office before leaving and parent must sign him/her out. Upon returning to school, the parent/guardian is requested to sign the child back in at the front desk and should return with appointment card. *Under no circumstances will a student be permitted to leave the school with anyone who is not listed on the student enrollment form, unless written or verbal consent is given by the parent/guardian.*

CONTACTING CHILDREN WHILE THEY ARE IN CLASS- In case of emergency, a message will be delivered to the student. Parents may contact the school office in person, or by telephone, in such emergencies. All parents must sign in at the office and request permission to go to a student's classroom.

GIFT DELIVERIES- Gifts for students such as flowers, balloon bouquets, stuffed animals, etc., are not to be sent to school. The Administration and staff of MES appreciate the strict observance of this rule by all concerned.

VISITING SCHOOL- Parents are encouraged to visit the school and become familiar with the child's teacher and classroom. *All visitors to the school must use the main entrance. Parents should notify teachers ahead of time to make arrangements for visits, so as not to disturb ongoing classes.* A visitor's badge will be issued to guests wishing to visit classrooms.

CHAIN OF COMMAND

If parents have a concern, they should first go to the teacher. If not satisfied, they should then go to the principal. If not satisfied, then to the superintendent, and last to the Board of Education, if they so choose.

TRUANCY

A truant is a student absent without valid cause for a school day or portion thereof as defined in Section 26-2a of the Illinois School Code. The school may ask the County caseworker to make an informal contact with a student who has had one or more occurrences of unreasonable and/or invalid absences. A student with 10 or more occurrences will be referred to the LaSalle County Truancy Officer. The city of Marseilles has a Truancy Ordinance #1292, the Marseilles Elementary School works with the city to enforce this ordinance.

Guidelines for TRUANCY PROGRAM in LaSalle Co.

A written excuse or phone call from a parent/guardian is required for all absences, whether they be for a full day or a portion of a day. Valid cause for absences include illness, observance of a religious holiday, death in the immediate family, a family emergency, or such other circumstance, which causes reasonable concern to the parent for the safety or health of the student. If a parent/guardian has not notified the school about the absence, that absence shall be considered an unexcused absence. Upon the accumulation of 10 absences, the school may notify the LaSalle County Truancy Officer and may turn the matter over to that office. Thereafter, the school will be obligated to inform the truancy caseworker of further absences.

*The school may, at any time, **informally** contact and consult with the truancy caseworker in the development of the most effective services for the student.*

EMERGENCY SCHOOL CLOSINGS OR EARLY DISMISSALS

Should the school need to be closed due to weather conditions or emergencies, the following stations will be notified:

AM--WCMY-1430 **FM-WAJK-99.3** **FM--WRKX-95.3** **FM--WKOT-96.5**
www.EmergencyClosings.com **Alert Now System** **FM--WALS- 102.1**

EMERGENCY DRILLS - The plan for exiting the building and for taking safe positions in the building are posted in every room. Emergency drills (including tornado and fire drills) will be held periodically to instruct students through the necessary procedures. The tornado alarm is an intermittent tone, while the fire drill alarm is a solid tone.

PLAN FOR RADIOLOGICAL ACCIDENT - The following plan is formulated for the purpose of safeguarding the health and well being of the school population. Upon verified receipt of notification of an incident at the LaSalle Nuclear Power Station appropriate action will be taken as deemed suitable by the LaSalle County EOC. All plans are coordinated with and will be carried out in cooperation with city, county, state, and federal agencies. Public information will be announced on the following radio stations:

AM—WCMY—1430 **AM—WGN—720** **AM—WBBM—780** **AM—WMAQ—670**
FM—WRKX—95.3

Evacuation: If necessary to evacuate, students will be transported by school bus to the primary congregate care center at Illinois Valley Community College in Oglesby. Faculty and staff will remain with and supervise students until emergency care provisions are in place at the congregate care center. Students will return home via regular bus routes when re-entry is allowed.

This plan for a **Radiological Accident** has 3 major objectives:

- To protect the school population near nuclear power facilities, with specific concentration on a ten-mile radius;
- To organize and unite the actions taken by not only the schools, but all other federal, state, and local supportive groups into a comprehensive and effective response to a radiological accident;
- To allocate our resources and personnel into an effective team for the purpose of safeguarding the health and well being of our school population.

At any time during such an incident, students may be dismissed directly to the care of their parents, **only from the congregate care at IVCC**. Parents must sign students out at such time using the same procedure as signing out for appointments, illness, etc.

ASBESTOS - The MES district 150 has an Asbestos Management Plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos. The AHRA law requires

that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Superintendent's office. Should you wish to review the plan, please call to make an appointment between 8:00 a.m. and 4:00 p.m., Monday through Friday.

SEX OFFENDER REGISTRATION Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor

HEALTH POLICIES

Every child enrolled in Preschool through 8th grade must be in complete compliance with all health requirements **prior** to the first day of school in August. **If a student does not meet all health requirements---immunizations, exams and physicals---before the first day of school, he/she will not be allowed to start school until these requirements have been meet.**

New students to our school district coming from another state are required to have an **Illinois School Physical Exam** completed prior to starting school, or proof of an appointment from the doctor's office stating the student's name, and date and time of appointment. This can be in the form of an appointment card or a fax from the doctor's office. When the physical is complete, a copy of the physical form must be presented to the school. All new students to Illinois must also have an **Eye Exam** performed by a licensed optometrist and a copy of it given to the school. Since all states have different immunization requirements, new students to Illinois must be up to date and current with **Illinois Immunization Requirements.**

Preschool students are required to have a **Physical Exam, complete with Lead, and Diabetic Screenings** performed and dated within 12 months prior to entering Preschool. Preschool students must also be in compliance with **required immunizations.**

Kindergarten students need a **Physical Exam with Lead and Diabetic Screenings, and required immunizations,** with all forms being submitted to the school before the first day of school. An **Eye Exam** must also be performed by a licensed optometrist, and submitted to the school by October 15th. Kindergarteners will also need a **Dental Exam** by May 15th of their Kindergarten school year.

All **2nd grade students** are required to have a **Dental Exam** by May 15th of their 2nd grade school year.

All incoming **5th grade students** are required to have completed the **Hepatitis B** series prior to the first day of school.

All 6th grade students need a **Physical Exam** and completion of any missing **required immunizations** by the first day of school in August. All 6th grade students are also required to have a **Dental Exam** by May 15th of their 6th grade school year.

Please schedule any doctor, eye or dental appointments now to be sure health requirements are fulfilled on time. You may turn in completed physical, dental and eye exams and proof of immunizations to the office as soon as they are completed. You do not have to wait until August.

VISION AND HEARING SCREENING - Hearing screening will be performed on all Preschool, K, 1st, 2nd and 3rd grade students, Special Education, new students to the district and teacher requests. Vision screening will be performed, as mandated, on all Preschool students, Kindergarteners who have not submitted a complete eye exam by October 15th of the school year, 2nd and 8th grade, Special Education, new students to the district and teacher requests. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an eye doctor has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that the evaluation is on file at the school. This notice is not a permission to test. Vision screening is **not** an option. If a vision examination report is not on file at the school for your child, your child is in the mandated grade/group will be screened.

HEALTH REQUIREMENTS -

Grade	Physical Exam	Dental Exam	Eye Exam	Sport Physical	Immunization
Preschool	Yes				Yes
Kindergarten	Yes	Yes by May 15 th	Yes by Oct 15 th		Yes
Grade 1					
Grade 2		Yes by May 15 th			
Grade 3					
Grade 4					
Grade 5	Complete Hepatitis B Series			*Yes	Yes
Grade 6	Yes	Yes by May 15 th		*Yes	
Grade 7				*Yes	
Grade 8				*Yes	

* A Sport Physical is required for each year to play sports.

HEAD LICE - MES has a “No Nit” Policy in regard to students with lice. All students will be checked on a regular basis and it is recommended that parents also check their children routinely at home. A student found with an active case of head lice will be sent

home with instructions for treatment. Please begin treatment immediately so that the student may return to school in a timely manner. All nits must be removed before a student may be readmitted to school. It is NOT the school nurse's responsibility to remove nits. It is expected that the student should complete treatment and return to school within 36 hours of being sent home. *Before returning to class, the student must be checked by the nurse.* Follow-up checks will be done on students with prior cases of head lice.

MEDICATION TAKEN AT SCHOOL - Should your child require prescription or over-the-counter medication to be taken at school, an authorization form must be obtained from the office, completed by the parent/guardian and/or physician, and returned to be filed in the office. All medication must be in the original prescription container and instructions must be clearly marked. All medication must be brought to the office by the parent/guardian where it will be kept in a locked cabinet. Medication cannot be sent to school with a student and will not be administered without the properly signed paperwork. Medication cannot be sent back and forth daily between home and school. If dosages are needed for both home and school, please ask the pharmacist to dispense in two containers. According to state law, students may carry and administer their own oral inhaler for asthma, etc. with the required signed parent/physician authorizations on file.

Parents are responsible at the end of the treatment for removing any remaining medication from the school. If the parent does not pick up the medication by the end of the school year, the school nurse will discard the medication.

Cough drops will be sent home with the student (7) seven days after starting treatment. If cough persists for longer than (7) seven days, a doctor needs to be notified by the parent as indicated by the manufacturer of the cough drops. *It remains at the discretion of the School District to grant or deny permission for medication to be administered during school hours* and administration of medication will follow School Board Policy.

SNACK POLICY –Classroom and special occasion treats, including birthday treats, must be bakery or store bought in the original sealed packaging. **Homemade treats are not allowed.** MES snack policy follows DCFS guidelines for student health and safety.

MEDICAID HEALTH CARE SERVICES - MES District #150 is a Medicaid Health Care Services Provider with the Department of Public Aid/Medicaid. Parents are requested to inform the school District if Medicaid covers their child, or children. If so, please give the school office your child's 9-digit Medicaid recipient number. Your cooperation in this program will assist the School District in meeting the cost of providing health care services to the students of MES. Questions regarding Medicaid Services may be directed to the Superintendent's office by calling **795-2162**.

ACCIDENT INSURANCE - Effective with the 2002-2003 school year the MES District #150 maintains school-time insurance for all students. Students will be covered by the school's liability insurance policy only while in attendance at school and at all school-sponsored activities, including all extra-curricular activities.

INFORMATION AND PROCEDURES

DRESS AND GROOMING – MES students must follow rules about dress and grooming that meet reasonable standards of health, safety, modesty, decency, and **MUST NOT BE DISRUPTIVE TO THE EDUCATIONAL ATMOSPHERE** of school. **The following are not permitted in the building:**

TOPS	PANTS	ACCESSORIES	FOOTWEAR
Midriffs	Cut-offs	Hats	Flip Flops
Cut-offs	Tattered or Torn	Bandanas	Backless shoes
Tattered or Torn	Pajamas	Scarves	
Outerwear coats – classroom	Excessively Baggy	Doo-Rags	
Jackets – classroom		Sunglasses	
Windbreakers-classroom		Dog collars/Chains	
Pajamas		Spiked Wristbands	
Tanks		Combs/Picks	
Halters			

*Clothes cannot have words or pictures related to drugs and alcohol, cigarettes, gambling, sex or any other inappropriate messages or topics

*Dresses, skirts, or shorts that are more than 3 inches above the knee

HOMEROOM- Students in grades (6-8) are assigned to a homeroom. The purpose is to help the upper grade level students adjust to the departmentalized surroundings, as well as enable them to get help with daily problems. Homeroom teachers serve as advisors and are available to assist students with both academic and personal concerns.

LIBRARY- The library has regularly scheduled class times each week. Books may be checked out for a one or two week period. Each student is responsible for the book he or she checks out, and must pay for any lost or damaged books.

LOCKERS- The school is aware of the responsibility of protecting each student's Constitutional rights to personal privacy. However, the student should be aware that lockers, located in the hallway or locker rooms, are the property of the school. The administration and their designees of MES reserve the right to inspect and search any and all lockers, and the contents therein, at any point in time. The students are responsible for materials in their lockers. Do not attach stickers or anything else with adhesive backing to the inside or outside of the lockers.

LOCKS- All students in grades (6-8) are **required** to use locks that are provided by the school on hallway and PE lockers. Students will be responsible for the replacement cost of all school-issued locks.

LOST AND FOUND- Found items should be immediately turned in to the school office or given to a teacher. Placing an identifying label on clothing, notebooks, etc. is a great help in guaranteeing that items are quickly returned to the proper owner.

All unclaimed items will be discarded at the end of the school year.

MILK PROGRAM- A milk program is provided for students in Kindergarten through 2nd grade. This is a voluntary program, and no one is required to purchase milk. For those wishing to participate, the cost of the milk program is **\$24.00** for the first semester and **\$24.00** for the second semester, or **\$48.00** for the year, *with no refunds for milk not used.*

NEWSLETTER- A monthly newsletter that includes a calendar of school activities, menus, PTA news, and general information regarding the programs at MES will be sent home with the youngest child.

PARKING- All visitors are asked to park in the parking lots north of the building and west of the large gym or in the short-term spaces at the main entrance of the school. Please do not park on Illinois or Chicago Street in front of the school, in the bus lane, or behind the school. Entering Chicago Street south bound to Illinois Street west bound is illegal.

SENDING MONEY TO SCHOOL WITH STUDENTS- We discourage students from bringing unnecessary sums of money to school. If money needs to be sent, please place the money in a sealed envelope with both the child's name, grade, teacher and the purpose of the payment written clearly on the envelope.

SOLICITATION OF FUNDS- There shall be no general collection of funds or donations from children in school or in the school system without the approval of the Administration.

STUDENT PLANNERS - GRADES 3-8 - All students in grades 3-8 will be expected to carry and use a daily planner. Each student will be taught how to use the planner to help organize his or her assignments and daily activities. Included in the planners will be reference information and studying tips. The Marseilles Parent/Teacher Association provides these planners to the students free of charge. If a student loses his/her planner, he/she will be responsible for purchasing a new planner. Below is a list of expectations and consequences that all students must follow.

Expectations:

1. Students will carry their daily planner to all classes except during lunch and P.E.
2. Students will write down all necessary assignments given during that class period, including the date the assignment is due. These assignments will be listed on the chalkboard and/or dry erase board.

3. Students will carry their planners in the hallway as their hallway pass, unless the teacher has asked the student to go somewhere. Then it will be the responsibility of the teacher to supply the student a pass.

Consequences:

1. If the student has temporarily lost the planner, the student may acquire that day's page from the teacher.
2. If the planner is not found within three days, or has been destroyed, the student will need to purchase a new planner at a cost of \$5.00.

TECHNOLOGY ACCEPTABLE USE POLICY-

- Marseilles Elementary School is using technology to support teacher instruction and student learning in our classrooms as well as supporting the business operations of the school. The District's computers and network connections provide opportunities to use varied and exciting curricular resources including computer programs and the Internet. The District expects that students will use the District's computers and network in a way that is consistent with its educational mission. Students will use these tools for educationally appropriate activities that are directly related to the District's curriculum.
- The Computer Network System shall include all computer hardware and software, all information accessed by Internet sites, e-mail, the District's web site, on-line services, bulletin board systems and wikis. Use of the Computer Network System shall include accessing the system from any District owned computer terminal on District property and from any off campus computer terminal.
- Access to the Computer Network System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of computer use privileges. The Administration, faculty and staff may request that computer privileges be denied, revoked, or suspended for users of the Computer Network System at any time.
- Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Marseilles Elementary School community in order to create an atmosphere in which trust, learning and friendship may flourish.
- In the world of technology, these ideals still apply whether you are at school or not. We expect that your behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that you use face-to-face with others. **Specifically, we expect all members of the MES community to act with the understanding that:**
 - **Words can hurt or heal, whether in person or online.** Therefore, you should be cautious and respectful in all online communication. Technological transactions are persistent and replicable and can be

forwarded, copied, or traced. A piece of gossip, an insult, or an unflattering video will last forever on the internet.

- **Lying, cheating, and stealing are wrong no matter how they are done.**
 - Plagiarism, whether from print or electronic sources, is cheating
 - Some activities on the internet are illegal. They include, but are not limited to: making threats, harassing others, committing fraud, stealing, vandalizing, and violating copyright or trademark rights of others (including improper copying of licensed software).
 - Some activities do not belong in a school setting, including: viewing, downloading or transmitting pornography or materials containing obscenities.

- **You share in the responsibility of keeping the School's Network functional and secure. Therefore,**
 - Make backup copies of important files onto removable storage
 - Do not attempt to access another person's account or misrepresent oneself as another person in electronic communications.
 - Do not participate in unapproved chat rooms or instant messaging while at school.
 - Never send inappropriate unsolicited mass e-mail messages such as chain letters, jokes or spam.
 - Do not attempt to breach system security or disrupt the normal operation of the Network. If you know of someone who is attempting to compromise Network security, immediately report it to a member of the administration.
 - Do not install pirated or inappropriate software.
 - Do not play unapproved computer games or access inappropriate websites while at school.
 - Report violations of this policy to a member of the administration.

The School's Network, which provides a wide range of computing resources, including software, hardware, e-mail and internet access, is the property of Marseilles Elementary School. Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The Network Administrator, the School's Administration, and designated staff reserve the right to access a user's mailbox and files stored on or processed through the MES Network in order to help maintain the system's functionality, for compliance with legal requirements and as otherwise required for the well-being of the school. **Disclaimer** The District makes no warranties of any kind whether expressed or implied, for the Computer Network System which it is providing to students or personnel of the District. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Computer Network System is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Computer Network System.

Security in any Computer Network System is a high priority and must be a priority for all users. If a student or member of the personnel of the District is aware of any security risk or abuse of the Computer Network System, the student or personnel member must notify a teacher or other staff member immediately. Students and personnel are prohibited from sharing their log-in ID or password to any other individual. Any failure to follow these guidelines for use of the Computer Network System may result in disciplinary action, loss of privileges and legal action if deemed necessary.

For Students and Parents:

By signing the handbook form, you have acknowledged that you understand the School's Responsible Use Policy. Education is recognized as a cooperative undertaking and the joint responsibility of home and school. You have agreed to accept your full share of this responsibility to maintain academic standards, by acting cooperatively with the Marseilles Elementary community, and by abiding by all of the rules and regulations of Marseilles Elementary School.

For Employees:

By signing your employment contract, you have acknowledged that you understand the School's Responsible Use Policy. You have agreed to accept your full share of this responsibility to maintain academic standards and to support the smooth functioning of the School by acting cooperatively within the Marseilles Elementary community, and by abiding by all of the rules and regulations of Marseilles Elementary School now in effect.

TELEPHONE USE- Students are allowed to use the school phones with written permission from a teacher.

CELL PHONES- Students are allowed to have cell phones on school property. **During the school day all phones are to be turned off and locked in a student's assigned locker. Students are not allowed to use their phones in the building and on the school bus. If a student is misusing the cell phone it will be confiscated and turned into the office where it must be picked up by the parent/guardian.**

ACADEMIC

PROTECTION OF PUPIL/FAMILY EDUCATION RIGHTS AND PRIVACY ACT-

"Parents are entitled to inspect all instructional material used in connection with any survey, analysis or evaluation. Also, no students will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C., Sec. 1232h without prior written consent of parents. Copies of the law which is referenced are available in the District office for inspection during regular business hours".

PROMOTION, RETENTION AND REMEDIATION- Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and

level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment.

In accordance with the Illinois Education Reform Act, students who by teacher judgment and by student assessment results demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed by the District in consultation with the parent/guardian. The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size or retention in grade.

GRADES K-3 RETENTION POLICY - When determining retention, consideration will be given to the academic ability, previous retentions, and probability for success. The guiding principle will always be, "*what is best for the student*". The Illinois School Code gives the final determination of a student's placement to be the responsibility and authority of the Principal. This decision is made after critical analysis of information provided by, and numerous discussions with, the respective teachers. Parent communication will occur throughout the academic year.

GRADES 4-8 RETENTION POLICY - **A student receiving 8 or more F's in any of the four grading periods will be retained.**

Promotion of a student having an Individualized Education Program, or receiving reasonable accommodation pursuant to Section 504 of the Rehabilitation Act, shall be determined by the student's educational team.

CONDUCT (GRADES K-5) – Instilling good citizenship in our students is a goal for which we all strive. A student's citizenship is as important to his total welfare as academic training. Teachers may indicate areas of citizenship needing improvement.

GRADUATION– In order to receive a signed diploma, at the graduation ceremony, all obligations must be satisfied. Obligations may consist of class work, fines, unfulfilled detentions, etc.

It is very important for parents and students to realize that if 8th graders accumulate disciplinary consequences **IN EXCESS OF THE NUMBER OF MAKEUP DATES LEFT**, they may not attend the graduation ceremony and dance.

Eighth grade students who exhibit gross misbehavior may lose the privilege of attending the graduation ceremony and dance. The school also reserves the right to exclude any student from the graduation ceremony for any misconduct during the course of the year.

HOMEWORK– Homework is beneficial. It is designed to extend, enrich, or reinforce classroom learning. In most cases, assignments are begun in class under the supervision

of the teacher and should be finished at home. For incomplete work, students will be given opportunities to complete assignments before or after school.

GRADE(S)	A	B	C	D	Failing
K-8	100-90	89-80	79-70	69-60	Below 60

HONOR ROLL (GRADES 4–8) – An honor roll will be published each (9) week period for students in grades 4-8. The Honor Roll guidelines are listed below:

High Honor Roll Requirements

Minimum grade point average of 3.75, and no C's, D's, or F's.

Honor Roll Requirements

Minimum grade point average of 3.50, and no D's or F's.

MID-TERM REPORTS (GRADES 3–8) - In addition to the (9) week reporting system, a Mid-Term/Deficiency Report will be sent home with students in grades 3-8 at mid-term (4 1/2 weeks) of each (9) week period.

PARENT/TEACHER CONFERENCES (GRADES K–8) – Parent-Teacher Conferences will be held on October 22 & 23. Additional conferences may be arranged at any time throughout the year, by appointment, with the teachers.

REPORT CARDS (GRADES K–8) – Good communication among teachers, administrators, and parents is essential. It is vitally important for teachers and parents to work together in close cooperation for the best welfare of the student. **Parents are urged to visit or call the school any time they have questions or concerns.**

First quarter report cards are given to parents at parent conferences on October 22 & 23. Report cards for the remainder of the year will be *sent home with the student (including the final report card)*. Report cards will not be mailed and are typically issued the Tuesday following the end of each (9) weeks and at the end of the school year.

STUDENT RECORDS – Parents may make an appointment to examine a student's school record with the assistance of either the Principal or Superintendent. **School records may not be taken from the building**, and the parent must fill out a confirmation form at the time of viewing.

DISCIPLINE POLICIES & PROCEDURES

When a student is **off school property**, disciplinary action resulting from misbehavior will be the **sole responsibility of local law enforcement agencies**. However, if the student is on school property; is at a school event; is at a bus stop; in a school bus or vehicle used to provide school transportation, the student shall be subject to disciplinary measures described in the Student Handbook.

PHILOSOPHY OF DISCIPLINE – Marseilles Elementary School #150 has implemented PBIS, Positive Behavioral Interventions and Supports, district-wide to meet its mandates to foster a safe, respectful learning environment, to reduce problem behaviors and to help students maximize their education potential. PBIS works through school-wide support systems that include proactive strategies for defining, teaching and reinforcing appropriate student behaviors to create positive school environments.

Positive behavior support is behaviorally based approach. Its systems enhance the capacity of schools, families and communities to design and implement effective educational environments. Those environments bring research-validated practices into actual teaching and learning.

Attention is focused on creating and sustaining primary (school-side), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant and desired behavior more functional.

The components of a comprehensive school-wide system of discipline or positive behavioral interventions and supports all effective school-wide systems have seven major components in common: 1) an agreed-upon and common approach to discipline, 2) a positive statement of purpose, 3) a small number of positively stated expectations for all students and staff, 4) procedures for teaching these expectations to students 5) a continuum of procedures for discouraging displays of rule-violating behavior, and 7) procedure for monitoring and evaluation the effectiveness of the discipline system on a regular and frequent basis.

FAMILIES AND POSITIVE BEHAVIOR SUPPORT – The link between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational activities, their children do better in schools. Families play an important part in children’s education and social development. The presence of parents in schools not only provides additional academic supports but also creates community and cultural connections. At Marseilles Elementary, parent participation is a critical component to the PBIS process.

DISCIPLINARY CONSEQUENCES – Teaching behavioral expectations is a continuous process. Behaviors are actively taught alongside academics throughout the school year. Despite all of the above-mentioned proactive measures, there may be occasions and circumstances that require traditional disciplinary consequences. In those situations, administrators will exercise their disciplinary discretion within the following description of infractions and ranges of consequences.

DISCIPLINARY RECORD – A disciplinary record is maintained by the Administration of all students who are referred to the office for discipline reasons. Student discipline procedures include, but are not limited to, the following measures (not listed in specific order): reprimand, detention, detainment, activity suspension list, written report to parents

by teacher and/or Administration, parent conference with teacher and/or Administration, program change, in-school suspension, out-of-school suspension, alternative placement, referral to Superintendent and/or Board of Education, and expulsion from school by the Board of Education. *All discipline referrals will be reviewed on an individual basis.*

DISCIPLINE MAINTENANCE (Sect. 24-24 State of Illinois Code) –

Teachers and other educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in, and conduct of, the schools and school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in absence of their parents.

Nothing in this section affects the power of the Board to establish rules with respect to, and sportsmanship for, athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than (1) year, provided that written (10) days notice of the violation is given such person and a hearing thereon by the Board pursuant to its rules and regulations. The Administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

MES expects appropriate behavior during the regular school day as well as at any school-related activities. We will not tolerate nor condone inappropriate behavior or infractions of rules and Board policy. The discipline outlined in this handbook will be enforced. Threats and physical violence will not be tolerated. Students may be prevented from attending school-sponsored activities, such as assemblies and field trips, if warranted by their behavior. Police may be notified for any major offense, and will be notified in all cases of illegal drugs.

SCHOOL POLICIES

ANTI-BULLYING POLICY:

Our school does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.

Bullying is an act of aggression causing embarrassment, pain or discomfort to another. It can take a number of forms: physical, verbal, gesture, extortion and exclusion. It is an abuse of power that may be used by individuals or groups.

Examples of bullying may include, but are not limited to:

- any form of physical violence such as hitting, pushing or spitting
- interfering with another's property by stealing, hiding, damaging or destroying it
- using offensive names, teasing, or spreading rumors about others or their families
- using put-downs, belittling others' abilities and achievements

- making degrading comments about another's culture, religious or social background
- hurtfully excluding others from a group
- making suggestive comments or other forms of sexual harassment
- ridiculing another's appearance
- forcing others to act against their will.

As a School Community we will not allow cases of bullying to go unreported but will speak up, even at risk to ourselves.

This requires our staff to:

- be role models in word and action at all times
- be observant to signs of distress or suspected incidents of bullying
- make efforts to remove occasions for bullying by actively patrolling during supervision duty
- arrive at class on time and move promptly between lessons
- take steps to help victims and remove sources of distress without placing the victim at further risk
- report suspected incidents to the appropriate administrative staff.

This requires our students to:

- refuse to be involved in any bullying situation
- if appropriate, take some form of preventative action
- report the incident or suspected incident and help break down the code of secrecy.

Parents should:

- watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes, or bruising)
- take an active interest in your children's social life and acquaintances
- advise your child to tell a staff member about the incident
- inform the school if bullying is suspected
- keep a written record (who, what, when, where, why, how)
- do not encourage your child to retaliate
- be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

ANTI-HAZING POLICY:

There shall be no hazing activities at school or any school functions. Additionally, students who participate in the District's co-curricular activities program shall function within the framework of the District's policies, administrative procedures, and each individual school's rules.

No Administrator, faculty member, or staff member of the District shall encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in hazing.

Hazing is defined as:

An intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in, or maintaining membership in any student organization.

The term hazing includes, but is not limited to: Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Students who commit the following acts violate District policy; and, therefore, are subject to District discipline and possible criminal prosecution:

- Engaging in hazing;
- Soliciting, encouraging, directing, aiding or attempting to aid others engaged in hazing;
- Intentionally, knowingly or recklessly permitting hazing;
- Having knowledge of the planning or occurrence of a specific hazing activity and failing to report it to the building Principal, Superintendent or other school employee.

Reported incidents of hazing will be handled as either incidents of gross disobedience and misconduct or violent behavior or assault as described in the discipline procedures.

This anti-hazing policy shall be distributed in writing to all students and District employees with accompanying administrative procedures, in all student and employee handbooks.

DANCE POLICY:

Attendance at dances held at the school is to be considered a privilege. Eligibility to participate will be contingent upon the status of the student's discipline record. Final determination for attendance will be made by the Administration.

1. The dance is for current Marseilles Elementary students only. No outside guests are allow.
2. When a student comes to a dance, he/she will remain at the dance until it ends.
3. The school's Dress Code Policy will be in enforced at all dances held at the school.
4. If a student was absent from school on the day of the dance, or was suspended from school for that day, he/she will not be allowed to attend the dance.
5. If a student needs to leave before the end of the dance, he/she must have a note from their parents who will make arrangements for them to be picked up either by them, personally or by another specified adult. No student will be allowed to leave in the custody of an adult other than the parent, unless appropriate identification can be provided. If a parent comes directly to the cafeteria to pick up a child, that child will be allowed to leave with them.
6. In the event of a disciplinary issue:
 - A. The parent will be called immediately to come and pick up the child.
 - B. If the parent cannot be contacted, the child will be expected to sit out for the remainder of the dance, but will not be allowed to leave the building.
 - C. A disciplinary referral will be processed upon the next full school day.
 - D. The child may not be allowed to attend any more dances for the remainder of the school year.

SUSPENDED FROM A CLASS - a student may be suspended from a class for any disruptive behavior that disturbs the learning atmosphere in the classroom. The teacher will notify an Administrator who will conduct a conference with this student as soon as possible and afford due process as stated at the end of the discipline section. Class work may be made up in accordance with the make-up policy for suspensions.

TEACHER DETAINMENTS – are left to the discretion of the teacher. All detainments will be held in the teacher's room with the teacher present. The student will receive a (24)-hour warning before the detainment is held, unless other arrangements have been made between the teacher and parent. *Failure to report for a detainment will result in a detention.*

DETENTIONS - will be held after school on Monday-Thursday according to the following time limits: **K-5 30 minutes** **6-8 60 minutes**
Students are notified in writing when they earn detentions. While serving a detention, each student is expected to work quietly on schoolwork and/or a detention packet pertaining to the reason they were given a detention. After the receipt of five detentions within a quarter the next detention will result in 2 days of ALC.

ALTERNATIVE LEARNING CENTER (IN-SCHOOL SUSPENSION) – can span a period of time from 1 to 10 days and must be served successfully during the school day(s). Students on in-school suspension are removed from their regularly scheduled classes and assigned to an area where they are required to work quietly on their assignments or other seatwork. After the accumulation of 6 days of ALC within the semester, the student may receive 2 days out of school suspension.

Procedures:

1. The student will be allowed (1) restroom break in the morning and (1) in the afternoon.
2. The student will not be allowed to leave the area for lunch.
 - a. The student may either bring a sack lunch or purchase a lunch from the cafeteria.
 - b. The student may not bring snacks, radios, etc., to the suspension area.
 - c. Leaving the suspension area without permission, or acting inappropriately while in the suspension area, *will result in another suspension, either in or out of school.*

OUT-OF-SCHOOL SUSPENSION – can span a period of time from 1 to 10 days. During that time the suspended student is **not** to be on school grounds for any reason, unless accompanied by a parent/guardian with a prearranged appointment to meet with Administration.

- In all cases of suspension, students are required to hand in their assigned class work on the ***first day of their return*** to classes. Full credit will be given for work completed, that work which is not completed will be completed before or after school. Students will make up quizzes or tests either on the day they return to class or the next day. Full credit will be given for make-up quizzes or tests.
- If a student earns an **in-school suspension, or out-of-school suspension**, he/she may not participate in, or attend, school-sponsored extra-curricular activities (practices, dances, athletic, academic team, or club events, etc.) for the duration of the day(s) he/she is suspended. This includes weekend activities when a suspension is to be served on a Friday. Suspensions officially end at the beginning of the first school day that the student is permitted to return to class.

EXPULSION – The Board of Education may expel a student from a class, a school activity, or the school bus, for a period of time greater than (10) school days and up to two (2) years, regardless of the school term in which those days occur.

Acts of Misconduct and Possible Consequences

Acts of misconduct	Misbehaviors may include and are not limited to:	Possible consequences:
<p>Type 1 Behaviors which disrupt the school environment. Such behavior can be handled by any staff member</p>	<ul style="list-style-type: none"> - Classroom & hallway disturbance - Failure to follow classroom rules - Littering - Tardiness - Inappropriate apparel - Gum, spitting - Unprepared 	<ul style="list-style-type: none"> - Follow classroom discipline plan. - Detainments - Recess/lunch detention - Phone call/note to parents
<p>Type 2 Behaviors disruptive to the learning environment either by severity or frequency. These behaviors need administrative intervention</p>	<p>Continuation of Type 1</p> <ul style="list-style-type: none"> - Cheating - Forgery - Bus misconduct - Inappropriate language/gestures - Public display of affection - Skipping class - Throwing objects - Inappropriate cell phone usage - Damage to property 	<ul style="list-style-type: none"> - Detention - 2 Detentions - Alternative Learning Center - Suspension of bus riding privileges - Financial restitution - Temporary removal from class - Phone call to parents - Recess/lunch detentions
<p>Type 3 Behavior directed toward persons or property and endanger others</p>	<p>Continuation of Type 1 & 2</p> <ul style="list-style-type: none"> - Possession &/or use of tobacco products on school grounds &/or during school sponsored activities - Vandalism - Theft &/or possession of stolen property - Gang activities - Failure to serve a detention - Bullying (intimidation/threats) - Skipping school - Disrespect/insubordination - Fighting/Aggressive Behavior 	<ul style="list-style-type: none"> - Alternative Learning Center - Out-of-school Suspension - Temporary removal from class - Financial restitution - Law enforcement notification - Suspension of bus privileges - Suspension of extra curricular activities - Suspension of attendance at home activities

<p>Type 4 Behaviors which are serious enough that they always need administrative action</p>	<p>Continuation of Type 1, 2, & 3</p> <ul style="list-style-type: none"> - Possession, use, sale, or being under the influence of alcohol, drugs, inhalants; contraband & controlled substances, including drug paraphernalia - Possession &/or sale of stolen property - Gang activity - Possession of a weapon (as defined by school Code) - Other acts which seriously disrupt &/or create a safety hazard to students, staff, &/or school property - Gross misconduct 	<ul style="list-style-type: none"> - Law enforcement intervention - In-school suspension - Out-of-school suspension - Expulsion - Alternative programs
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DISCIPLINE PROCEDURES–

1. Prompt notice of an out of school suspension shall be given by telephone to the student's parent or legal guardian, if possible. A parent conference will be conducted at the discretion of the Administration. Formal written notification to the student's parent or legal guardian and the Superintendent shall be initiated within (24) hours of the time the student is informed of the suspension.
2. When, in the opinion of the Superintendent or Principal, a student is disrupting the educational process or poses an immediate threat to school personnel or other students, the student may be summarily removed from school without holding a pre-suspension conference.
3. Students may be brought before the Board of Education for a disciplinary hearing at any time for a violation of the District #150 rules.

After the third suspension for a violation of any school rule, a student may be brought before the School Board for a disciplinary hearing, which may lead to an expulsion from school for a period of time as determined by the School Board. However, students may be brought before the Board of Education at any time for a violation of the above rules.

DUE PROCESS PROCEDURES FOR SUSPENSIONS – The Administration will observe the following procedures before suspending a student for gross disobedience or misconduct:

- The suspending school official shall give the student oral or written notice of the charges and the evidence to support such charges.
- If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official.
- The suspending school official shall make a decision and then inform the student whether or not the suspension is to be imposed.

Students who pose a continuing danger to persons or property or an on-going threat of disruption of the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing set forth above shall follow as soon as possible.

Formal written notification to the student's parent or legal guardian and the Superintendent shall be initiated within (24) hours of the time the student is informed of the suspension. The notice shall include the following information:

- The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student;
- The beginning date and total number of days of the suspension;
- The right to a review of the suspension. A request for a review hearing shall be submitted in writing within (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

DUE PROCESS PROCEDURES FOR EXPULSIONS – The Board of Education may expel students for gross disobedience or misconduct. Such expulsion shall take place only after a review hearing by the Board of Education, or the Board has taken action upon findings submitted by a hearing officer appointed by the Board.

The student and the parent(s) of the student shall be notified by registered mail of the following:

- The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student;
- The time, place, and date of hearing;
- The review hearing set forth in general procedures for suspension and expulsion hearings below.

The hearing shall be held at a time and date mutually convenient to the parties involved.

GENERAL PROCEDURES FOR EXPULSION –

1. The hearing shall be held in executive session at the request of the parent(s) or legal guardian(s) or the school Administrators.
2. The student shall be afforded the following:
 - a. The right to be represented by counsel (at the expense of the student or parents);
 - b. The right to present evidence and call witnesses;
 - c. The right to cross examine the opposing witnesses.
3. A written decision shall be issued to the student and the parent(s) or guardian(s) within (10) school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.
4. If the Board of Education finds, in a hearing on the suspension of a student, that the suspension was unjustified or unreasonable, the following procedures shall be followed:
 - a. The student's record shall be expunged of all notations or remarks in regard to the suspension;
 - b. The student's absence(s) shall be recorded as "excused"; and,
 - c. All educational opportunities and services missed by the student shall be afforded.
 - d. Tutoring shall be provided, if requested or deemed necessary.

DISCIPLINE OF STUDENTS WITH DISABILITIES – The Board of Education realizes that the federal law places limits upon the School District's authority to discipline students with disabilities. Behavior interventions for students with disabilities will be written into the Individual Education Plan during the Multi-Disciplinary Conference and Annual Review.

Suspension of Students with Disabilities:

1. The School District may suspend students with disabilities in the same manner as non-disabled students.
2. The suspension of a student with disabilities will not change his/her educational placement.
3. The School District will attempt to service a student with disabilities during the period of suspension if a relationship is found between the offensive conduct and the student's condition.

Expulsion of Students with Disabilities:

1. Expulsion is a change in educational placement.
2. The School District may expel a student with disabilities if a formal multi-disciplinary conference first determines no relationship between the student's offensive conduct and his/her disabling condition.
3. If a multi-disciplinary conference determines that there is a relationship between the student's offensive conduct and the student's disabling condition, then the School District may not expel, but only provide a more restrictive special education placement.

Temporary Exclusions of Children with Disabilities:

1. The School District always retains legal authority to protect the health and safety of all persons in school.
2. Accordingly, the School District may always temporarily exclude a disabled child if finding is made by a formal multi-disciplinary conference that the child constitutes a danger to themselves or others.
3. The School District must then provide homebound servicing during the period of exclusion and find an alternative special education placement as quickly as possible.

POLICE INTERROGATIONS AND INVESTIGATIONS – It is the responsibility of the District Administrators to protect each student under their control, assuring that the student's legal rights are not violated.

Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the official's investigation of unlawful activities. Inherent in the process of cooperation, is recognition of the function of the schools and respect for the civil and Constitutional rights of students.

Whenever an agency or police official requests to interview a student, the District's policy regarding interrogation will be followed. The Administrator will verify the officer's credentials and any legal papers such as warrants and subpoenas. The Administrator will attempt to contact the parents, who will be given the opportunity to be present. Interviews of minor students without parental permission is not permitted unless a legal process is presented, or in emergency situations.

GANGS – The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs as a gang member or gang associate, or gang related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term “gang” is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name; symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term “gang member” is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group, which has identified itself as a gang or part of a gang. The gang member must actively participate in the group’s anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term “gang associate” is defined as a person who on occasion spends time in the company of two or more persons who by their activities, have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase “gang-related activity” is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, gestures, recruitment, harassment, intimidation, threatening, or retaliation. Students involved with any behavior as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

FIELD TRIPS AND ASSEMBLIES – 5th–8th GRADES – As an incentive and reward for better and acceptable behavior, the following policy regarding withholding the privilege of attending school assemblies and field trips for students in grades (5-8) is enforced.

A student will be denied the privilege of attending field trips and assemblies due to behaviors resulting in (1) or more of the following disciplinary actions:

1. One out-of-school suspension or incident of physical or verbal abuse to any staff member, which results in a suspension. Verbal abuse toward any staff member is interpreted as using vulgar and/or profane language at any time or during a conference with a student.
2. Detentions: (6) per year or (2) per quarter of the field trip/assembly.
3. Any student who has received a second bus suspension for the year may be denied the privilege of attending a bus field trip.
4. If a student has been disciplined for prior assembly and/or field trip behavior, he/she may be excluded from the next assembly or field trip.

5. Upon the first offense of inappropriate behavior at any school-sponsored activity the student will be removed from the activity. Upon the second offense the student will be prohibited from attending any sports or social activity for the remainder of the year.

Students ineligible to attend an assembly or field trip will be notified by the Principal at the time of notification of the field trip or assembly. Students are expected to be in attendance if not attending the field trip or assembly.

REVIEW/APPEAL PROCESS – The following conditions must be met for a student to qualify for Review/Appeal:

1. Completion of all past due school work.
2. A parent, teacher, or student may request a review of a student's behavior before a Faculty/Administration Council at least (10) days prior to the field trip or assembly (or the day after the event is announced if less than (10) days prior to the event). This may be done by obtaining an Appeal Form from the office or the homeroom teacher. If no action is taken at that time, the student will not attend the field trip or assembly, but will be required to attend school on the field trip or assembly day.

The Review Council will consist of (3) faculty members at the student's grade level, (1) Administrator, and (1) staff member of the Discipline Committee. A majority vote of these (5) people will decide the student's participation.

POSSESSION, DISTRIBUTION, SALE AND/OR USE OF ALCOHOLIC BEVERAGES, NARCOTICS, ILLEGAL DRUGS, AND/OR PROHIBITED

SUBSTANCES – In accordance with the Safe School Law of the State of Illinois, the possession, distribution, sale, or use of the above at any school function or on school property is grounds for expulsion and referral to proper law enforcement agencies. Law enforcement agencies may be called if a student is believed to be under the influence of alcohol, narcotics, illegal drugs, and/or prohibited substances.

POSSESSION OR USE OF WEAPONS – Possession, distribution, purchase, or use of explosives, firearms, knives, or any other object that can reasonably be considered to be dangerous weapons or instruments of destruction shall be prohibited on school buses, in school buildings or on school grounds at all times. A student who possesses, distributes, purchases or uses any explosive, firearm, knife, or any other object that can reasonably be considered a weapon or instrument of destruction may be expelled for up to two (2) years. Students with special education disabilities are not excluded from this policy's enforcement in accord with procedures established by Board of Education policies, state and federal laws. The Board of Education may direct the Superintendent to modify the expulsion requirement on a case-by-case basis (Gun-Free schools Act of 1994, 20 U.S.C. 3551, et seq.).

Physical restraint may be used if and when necessary to protect the personal safety of students, staff and other individuals and/or property from harm in the Administration of this policy. Intervention of law enforcement authorities may also be authorized in the Administration of this policy.

It is not necessary that dangerous weapons be exhibited, brandished, or otherwise used to threaten or intimidate for this policy to be applied.

EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

In order for a student to participate in clubs, organizations, athletics, and/or other extra-curricular activities, he or she must meet the following eligibility rules:

1. An 8th grade student shall not have passed his or her 16th birthday and a 7th grade student shall not have passed his or her 15th birthday during any part of the season.
2. A student shall not be repeating the 7th or 8th grade.
3. A student must be passing in all subjects. If a student receives (1) "F", he/she is ineligible for the following week, beginning Monday through Sunday evening.
4. Students participating in athletics, including cheerleading, must have the results of a physical exam for the current school year on file at the school prior to tryouts.
5. **Students must be in attendance the entire school day in order to be eligible to participate in an extra-curricular event.** Exceptions may be made under certain circumstances pre-approved by the Administration, i.e. doctor or dental appointment, etc.

Students must be in attendance the entire school day on Friday, in order to be eligible to participate in an extra-curricular event or activity on Saturday.

6. All students who participate in athletics are expected to follow dress code guidelines established by their respective coaches.
7. Suspended students may not attend or participate in school-sponsored activities. Suspensions officially end at the beginning of the first school day that the student is permitted to return to school. If a student is suspended through Friday, he/she is ineligible for activities on Saturday.

MUSIC PROGRAMS – Each year, various music programs are presented to the public by the vocal music classes and band. All performing students are required to participate in school sponsored programs, unless excused by the music teacher or an Administrator. Unexcused absences will be reflected in the students' music grades.

PARENT/TEACHER ASSOCIATION (P.T.A.) – The Marseilles Parent Teachers Association sponsors student and parent activities during the school year. Parents are urged to join and participate in the organization. Throughout the year, the various P.T.A. activities will be published in the monthly school newsletter, and notices will be sent home with the students. Parents wishing to volunteer to help on P.T.A. projects should contact the P.T.A. Officers and Committee Chairpersons.

BOOSTER CLUB The Marseilles Elementary School Booster Club provides the school and students with many services and items we otherwise might not have. The Booster

Club pays for referees and officials for games, equipment, uniforms, and fees for extra-curricular activities at MES. The fundraising activities to pay for these things this year include the Friends of the Panthers Programs, the concession stand and Pulled Pork Cookout, Gift Basket Auction and Band (The Wes Hausken Trio) on Sunday, October 4th, 2009. Please help them by being supportive of their activities and participate in their meetings and decisions. Meetings are the first Wednesday of each month at 7pm in the cafeteria. Everyone is welcome and encouraged to attend.

LUNCH/RECESS

****POP, CAFFEINATED/HIGH ENERGY DRINKS, AND GUM WILL NOT BE ALLOWED IN THE SCHOOL.** Parents are encouraged not to bring fast food items to school for lunch.***

FREE AND REDUCED-PRICE LUNCHES – MES complies with federal requirements regarding free and reduced lunch programs. Forms are provided at the time of registration. To be considered eligible, please submit the completed forms to the Superintendent's office. Applications must be re-submitted at the beginning of each school year. Periodic checks for eligibility will occur during the school year and parents will be notified if any questions regarding eligibility arise.

BREAKFAST/LUNCH PROGRAM AND PURCHASE – A breakfast/lunch program is available for all students. Students may elect to eat the lunch provided by the cafeteria or bring their own sack lunches. The monthly menu will be posted in each classroom, the cafeteria, and outside the school office. MES operates as a "closed campus." Students will not be allowed to leave the building during the lunch period unless accompanied by their own parents.

An account number will be issued to each student purchasing school meals. Students will be responsible to provide their account number to the cashier. The price of a student lunch is **\$2.00** per lunch. The price of an individual breakfast is **\$1.00**. Additional milk may be purchased for **\$.30** cents per half-pint. **Checks are to be made out to Marseilles School District #150. Credit Cards are accepted by calling 815-795-2162.**

Parents will be notified when a student's account indicates (3) or less meals remaining on the account. *Lunch money is not refundable unless a child transfers from the school.*

STUDENTS WHO DO NOT HAVE SUFFICIENT FUNDS – When a student's meal account does not have enough money to cover the cost of breakfast or lunch, the student will be given notice. Students will be allowed to charge a total of **5** meals on an overdrawn account. If the student has not brought in funds to cover their expenses, the parent/guardian will be notified to send a sack lunch to school with the student or pay the charges owed on the account and cover the cost of future meal expenses.

LUNCHROOM PROCEDURES – A lunch count is taken in each classroom with attendance at the beginning of each school day. Students who sign up to eat a hot lunch are expected to do so. Meal purchases are recorded. Students bringing sack lunches may

purchase milk from the supply available in the lunchroom.

Lunchroom Rules:

1. School rules are in effect during lunch and recess periods.
2. Lunchroom aides are available to assist students. **They are to be given the same consideration and respect as all other staff members. *This will be strictly enforced.***

CONSEQUENCES: Students violating these guidelines are subject to disciplinary action, which may include detentions and/or loss of lunchroom and recess privileges.

PLAYGROUND RULES FOR MORNING, LUNCH AND AFTERNOON RECESS –

MES is fortunate to have quality playground equipment for our students. Our main concern is that students enjoy this equipment in a safe environment. The following rules have been established to encourage safe and proper use of the playground. Parents are urged to study these rules and review them thoroughly with their children.

1. Weather permitting; K-5 students will have some outdoor activity time each day. The decision to have outdoor recess during inclement weather depends on such factors as precipitation amounts, temperature and wind chill factors.
2. School rules and policies are in effect on the playground during school hours.
3. **No student will be allowed to leave the school grounds during school hours without proper authorization. Before leaving, it is necessary for the student to be signed out from the office and accompanied by a parent or guardian.**
4. Due to the risk of injury and/or the likelihood of theft, skateboards and rollerblades are strictly prohibited on school property.

Teachers and playground supervisors will strive to enforce the rules listed above. Failure of a student to comply will result in disciplinary action, as outlined in the Discipline Policies of the school. Action appropriate to the age of the student and nature of the problem may include any of the following; parent notification, verbal reprimand, detention, suspension from using the playground for a specified time, or suspension or expulsion from school.

RESPONSE TO INTERVENTION (RTI)

Changes in federal and state laws have directed schools to focus on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response To Intervention (RTI).

WHAT IS RTI ?

RTI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decision regarding the student's educational program.

WHAT ARE THE BENEFITS OF RTI ?

Perhaps the greatest benefit of the RTI approach is that it eliminates a “wait to fail” situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns.

While the interventions are taking place, school staff monitors any progress that these students are making in their problem areas. These progress monitoring techniques used within the RTI process provide information that allows teachers to better evaluate student needs match instruction, resources and interventions appropriately.

SPECIAL EDUCATION SERVICES

Special Education programs and services are currently available either in District #150 or through the LaSalle County Education Alliance for Special Education (L.E.A.S.E.).

Services are available for all handicapping conditions and exceptionalities. Referrals of students for special education programs and services may be made by parents, as well as school personnel. Referral forms are available from the office of the Superintendent or Principal. Parents may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education", by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, Illinois 62777-0001. A Parent's Rights booklet may be obtained from the assistant principal's office.

According to state and federal legislation, School District #150 is responsible for actively seeking out and identifying all exceptional children in the District who are between the ages of (3) and (15). To do this, certain procedures and programs have been developed, including:

1. Annual screenings of children between the ages of (3) and (5).
2. Hearing and vision screenings conducted at regular intervals.
3. Speech and language screenings for each child upon initial enrollment and at regular intervals.
4. An annual screening completed by classroom teachers.
5. Parents or District personnel may request a case study evaluation to determine a student's eligibility for home or hospital services.
6. Parents, District personnel, the child, or persons having primary care and custody of a child may make a referral for a comprehensive case study evaluation to determine eligibility for special education services. The Principal of the school is designated as the receiver of the case study evaluation referral.

Before a student can receive special education programming and/or services, the following criteria must be met:

1. The student must be a resident of District #150.
2. The student must be registered in the District.
3. The student must have a measurable disability.
4. A handicapping condition must result from the disability.
5. The student must have an educational need.
6. Appropriate procedural safeguards must be followed in order to guarantee the student's civil rights.

If parents have any questions regarding the availability of special education in District #150, please call the Principal at **(795-2428)**. If parents/guardians have questions about state or federal requirements, or other programs provided by L.E.A.S.E., please call the L.E.A.S.E. Director at **(433-6433)**.

SOCIAL WORK SERVICES

The primary task of the school social worker is to provide the supportive services necessary to allow all students to make the best use of their educational opportunities as they develop their individual potential to the fullest extent. The school social worker uses specific skills and training to help resolve conflicts that arise between the school's policies and expectations and the student's background experiences.

Students are referred for social work services for many reasons. Anyone can refer a student to the school social worker. Students can refer themselves to the social worker, too. If the student is a regular education student, no initial parent permission to serve the child is mandated. The Illinois Children's Mental Health Act 2003 (405 ILCS 5/et seq.) requires that written permission from the parent/guardian is required for ongoing social work services. Ongoing is defined as more than 5 contacts during which services are provided, either individually or in a psycho-educational group. The age of the child, the nature of the problem, and the extent of services to be provided to the child must be guiding factors in arriving at a professional decision of whether to obtain parent permission to serve the child before the fifth contact with the student. (It should be noted that, according to the Illinois Mental Health and Developmental Disabilities Act 405 ILCS 5/et.seq. section 3-501 a), minors between the ages of 12-17 are allowed to receive up to 45 minute sessions of counseling before the social worker makes a service decision. Parent permission is required for more than five sessions. The student should be informed early in the counseling process that parent permission will be required after the fifth contact, at the latest. It is possible to express the child's needs to the parent in such a way that the child can be served with parent knowledge and not infringe upon the client/professional relationship which the child is seeking when referring to himself/herself.

E.S.E.A. TITLE 1 PROGRAM

The Elementary and Secondary Education Act Title I Program is funded by the federal government through the State of Illinois. This program is designed to provide financial aid to school districts with low-income families. The focus of the program is determined annually by the District's assessment of the academic needs of the students.

Usually the program takes the form of providing supplementary teaching assistance to students, in (1) or more grades, which are functioning more than a year below the achievement level of their fellow students. Students are selected for the program through a combination of achievement test scores and teacher recommendations.

The program is offered in reading and mathematics. Both "pull out" and "inclusionary" service is offered to the students. Meetings between the Title I teachers and regular classroom teachers help determine which type of service will be offered to the students enrolled.

Resources for instructional purposes include, but are not limited to; computers, manipulatives, and supplementary reading materials, both teacher-made and commercially-purchased. A yearly assessment is completed in order to determine which materials will be purchased or upgraded in support of the Title I Program.

Parents are involved throughout the program. A program explanatory meeting is held in the fall of each year. Parent-teacher conferences are scheduled periodically during each school semester. Parents and teachers are asked to participate in the evaluation of the current year's program and in the planning for the following year's Program, as well.

A Title I Advisory Committee, composed of Title 1 teachers, regular classroom teachers, parents of Title I children, parents of regular classroom children, and Administration, meets periodically to plan parent orientations, parent-teacher conferences, prepare material for general distribution about the Title I Program, facilitate parent education programs, process parent/guardian recommendations and inquiries. Each year, recommendations are made to the Board of Education to improve the opportunities for children eligible for the program.

COMPLAINT PROCEDURE – Parents, guardians and members of the community shall be welcome to exercise their right to express a particular concern in relation to the School District #150 Title I Program.

1. The proper channeling of expressions of concern involving instruction, discipline, learning materials, or general program operation is as follows:
→ Title 1 Teacher and/or classroom Teacher → Principal → Superintendent → Board of Education → State of Illinois
2. Specific time limits for investigation and resolution of complaints at the district level shall not exceed (30) days. Opportunities for both the complainant and the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved, shall be provided.
3. The right to appeal the final written District resolution of the concern to the State Board of Education shall be provided. This shall occur within (30) days after the receipt of the written decision.
4. These procedures shall be disseminated to interested parties, including all District personnel, the school Title 1 Advisory Committee, through meetings, building newsletters, and the Parent Handbook and other District publications.

TRANSPORTATION

ALTERNATE MODES OF TRANSPORTATION –

Includes but is not limited to the following:

- BICYCLES- should be registered with the Marseilles Police Department
- SKATEBOARDS – Not allowed on school property
- ROLLER SKATES/ ROLLER BLADES - Not allowed on school property
- MOTORIZED AND NON-MOTORIZED SCOOTERS- Not allowed on school property
- ALL OTHER ALTERNATE MODES OF STUDENT TRANSPORTATION OTHER THAN WALKING, BEING DRIVEN TO SCHOOL, OR RIDING A SCHOOL BUS

Students are expected to observe the rules and regulations listed below. Failure to do so may result in restriction or withdrawal of transportation privileges or further disciplinary action.

1. Use of items listed above is reserved for students in **GRADES (3 Thru 8)**.
2. Students in (K-2) **ARE NOT ALLOWED** to use bicycles to get to and from school.
3. Observe all rules and regulations pertaining to safety.
4. Obey highway safety rules, traffic signs, and railroad crossing signals.
5. Show courtesy to pedestrians.
6. Do not ride in the bus lanes or on sidewalks, in the parking lot or anywhere on school grounds.
7. Never block traffic.
8. Students are responsible for parking bicycles, in the bike racks provided in front of the school and locking them .
9. Bikes not placed in the racks will be removed.
10. **To promote safety for the students and crossing guard, bikes and all other modes of transportation are to be WALKED from the canal crossing area to the bike racks.**

Due to risk of injury and/or the likelihood of theft, bicycles, skateboards, roller blades, roller skates, motorized and non-motorized scooters, and other modes of transportation are NOT to be used on school property. **MES District #150 assumes no responsibility for items lost, stolen and/or otherwise damaged while placed on school property, as well as injury to the person(s) using them.**

If someone uses the student's property with his/her permission, it becomes the owner's responsibility for any damages that may occur. If a person takes someone else's property, without the owner's permission, the person taking the item can be held liable.

CROSSING GUARD – A school crossing guard is employed by the District to assist students crossing the street at the intersection of Chicago and Broadway (formerly PDM Road) before and after school. If students become a hazard or do not follow the directions of the crossing guard, the police will be called and the matter will become a police matter.

SCHOOL BUSES – Surveillance cameras will be used on school buses to monitor student behavior and other safety concerns. It is a privilege to ride the bus. It is not a right.

Which students are bused to school? Students living north of the CSX Railroad tracks, West of Main Street, and/or south of the river will be bused to school.

Where do students get on the bus? In establishing routes, many different aspects are considered in determining how the route is run and where stops are located. The State of Illinois has established that students may be required to walk up to 1 1/2 miles to their stop. School bus routes and pick-up stops are set by the Administration. Bus drivers may not make unscheduled stops for other than emergency reasons.

Students are to ride their assigned bus routes, and board and leave the buses at scheduled stops. **Any request for a change must be made in writing to the Principal's office by the parent, guardian, or foster parent.** Notification will then be made to the bus driver from the Principal. ***No child will be allowed to leave the bus at a stop other than**

his/her own, without written permission from the Administration. *NOTE: Any student that does not ride the bus during the first (9) weeks of school, will be removed from the list for that bus route. The student will need approval from the Administration in order to get back on the list (based on available seating).*

RULES AND GUIDELINES FOR BUS RIDERS –

1. Be on time at the designated school bus stop to help keep the bus on schedule. Stay off the road, at all times, while waiting for the bus. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop. Do not run to or from the bus.
2. No food or drinks allowed on the bus.
3. Don't push or shove while entering or leaving the bus, quickly find a seat and sit down.
4. Stay seated in your seat on the bus at all times.
5. Don't yell or shout while you are on the bus, talk in a quiet manner.
6. Always obey the driver, follow any suggestions they may suggest.
7. Keep your hands, feet and/or head in the bus at all times. Do not lower the windows past the black line.
8. Be quiet when the bus stops at railroad crossings.
9. Always, cross at least ten feet in front of the bus.
10. Keep the interior of the bus clean; do not throw objects in the bus.

CONSEQUENCES FOR BUS VIOLATIONS - A bus ride is a privilege. The ride for all must be safe. Students are expected to obey all rules and follow the directions of the school bus driver at all times. The same code of conduct, which applies at school, also applies to students who are riding the bus. Students who do not follow the rules and regulations or directions given to them by the bus driver, will receive disciplinary action.

HAZARDOUS WEATHER BUS ROUTES - In case of severe road conditions, the buses may only stop at the intersections along Bluff, at the bottom of the hill:

- **MARSEILLES BANK & TWIN OAKS SAVINGS BANK**
- **FOUR ROYALS (BLUFF & PEARL)**
- **BLUFF & ORANGE**
- **BLUFF & WILSON**
- **BOTTOM OF CEMETERY HILL**

BUS PERMIT – GRADES K-8: Students should have a note from their parent/guardian stating they are not going to ride the bus home from school. **If a child must ride the bus to their sitter,** the note from a parent/guardian should be given to the homeroom teacher who will send it to the office at the beginning of the school day. The student will be given permission only if space is available. The school office will notify the driver of the change. No Changes in transportation can be taken over the phone.

STUDENT DROP-OFF/PICK-UP – Children driven to school must be dropped off and picked up in the "Oak Tree" parking lot, located on the North side of the school. Children can then use the "Panther" door. **PLEASE DO NOT USE THE BUS LANE, or PARK IN FRONT OF THE SCHOOL.**

MESSAGE FROM THE ADMINISTRATORS

With the 3 R's in school as reading, writing and arithmetic, I ask you to use the 3R's in everyday life: RESPECT, REFLECT and be RESPONSIBLE for your actions. Have a great year!

Jeff Owens
Principal

Rose McIntyre
Asst. Principal

JoEllen Fuller
Superintendent

REMINDER TO ALL: the provisions in the handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the district office.