

**Marcum-Illinois Union Elementary School District**  
Jimmie Eggers- Superintendent/Principal

**STUDENT/PARENT HANDBOOK**  
**2016-2017**



**Marcum-Illinois Board of Trustees**

Alan Menigoz	Board President
Jennifer Taylor	Board Clerk
Tyson Earhart	Board Member
Raquel Stevenson	Board Member
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### **Mission Statement**

It is the belief of this school that all children can learn. The mission of Marcum-Illinois School is to improve the basic skills of all children attending this school and to create a school climate conducive to learning by encouraging good citizenship, good attendance and high academic standards. It is our intent to provide an environment, which fosters in children the ability to recognize and accept responsibility to the end that they may participate productively in a democratic society.

### **Marcum-Illinois Union Board of Trustees**

The Board of Trustees is responsible for adopting a vision for the district and setting district policies. Meeting locations are announced in the school newsletter and the most current agenda is posted at the school office. Agendas and minutes from prior meetings can also be found in the district office and on our school website. Parents and community members are encouraged to attend Board meetings.

**School Website:** [www.marcum-illinois.org](http://www.marcum-illinois.org)

**School Colors:** Blue and Gold

**School Mascot:** Wildcat

### **Daily Schedule**

Transitional Kindergarten-8<sup>th</sup> Grade: 8:30 a.m. to 3:00 p.m.

Individual class schedules are available from your child's classroom teacher upon request.

### **Minimum Days**

Minimum days are scheduled periodically during the school year. These are all scheduled in advance and noted on the school calendar. Students are dismissed at 12:30 p.m. on these days.

### **Student Support Services**

Interventions are in place to promote academic achievement of at risk students as follows:

#### General Education

- Students receive differentiated instruction throughout the day from their general education teacher
- Pre-teaching and re-teaching of standards to at risk students

#### Special Academic Instruction

- Staff provides small group and/or individual instruction to groups of at risk students, who have not been identified as students with disabilities, to accelerate achievement and prevent them from falling farther behind.
- Students with identified special needs may be eligible to receive services in the learning center as specified in the student's Individual Educational Plan (IEP).

## Speech and Language Therapy Program

- Students with concerns regarding speech and language development may be referred for screening by our Speech and Language Specialist.

## **Gifted and Talented (GATE)**

The Gifted and Talented Education program will be offered after school. In their daily class work, identified students will be offered opportunities for enrichment and extension of the curriculum. Marcum-Illinois' after-school GATE program will be taught by selected instructors who will provide enriching activities, i.e. computer instruction, music, science, etc. Students must be signed into the DEN and provide their own transportation home.

## **SCHOOL PROGRAMS**

### **Assemblies**

During the year, a variety of assemblies are provided. These vary from year to year. Parents' Club has been a major contributor to our assembly funding. Assemblies will focus on supporting classroom curriculum and/or building a positive learning environment. Please watch the Marcum Matters for assembly dates and times as parents are always welcome to attend.

### **Back to School Night**

Back to School Night will be held **Thursday, August 18, 2016**.

The evening is designed to orient parents with the school and its programs by providing an overview of the upcoming school year. Parents are encouraged to visit each of their children's classrooms during this event for information about specific classroom policies, procedures, and curriculum.

### **Field Trips**

Throughout the school year, teachers may schedule a field trip. Permission slips must be signed and returned to school at least 24 hours prior to the trip. All school and transportation rules will be observed and enforced by school personnel. Lunches will be available to students who choose to pre-purchase a lunch prior to the trip. Parents' Club has been a major contributor to our classroom field trips.

### **Library**

Students will be scheduled to visit the library regularly throughout the school year and are permitted to check out a book for a one-week loan period. Students are accountable for the books they check out of the library and will need to pay for, or replace, any books they lose throughout the year before they may check out a new book.

### **Open House**

Each year, we like to open our school for parent visitation. Our annual Open House will be held **towards the end of May**. This night is to allow students and teachers to "show off" their work

and allow parents time to visit the campus. This is an event for the whole family. Due to the nature of this special night, teachers are not available for conferences during this time.

### **Parents' Club**

The Marcum-Illinois Parents' Club supports and supplements school programs each year. Parents' Club needs all parents to participate in fundraisers and educational projects held throughout the year. By creating an informal working relationship, both during and after school hours, the Parents' Club identifies and responds to the needs of the community. Where appropriate, funds are provided for special school projects and activities that may not be otherwise possible, such as: field trips, assemblies and classroom supplies.

### **Reading Incentives**

Research indicates that exposing children to books and providing them time to read increases their reading ability significantly. Teachers include a period of pleasure reading in your child's homework assignment. Please encourage and support your child to make valuable use of this time by taking him/her to the library or obtaining books that your child enjoys reading. Family reading time also supports reading achievement!

This extra reading also helps your child reach his/her reading goal set by the classroom teacher. At the end of each trimester, the students who have met their goal will earn a special treat. At the end of the year, all students who have met their goal will be entered into a drawing to win a Kindle. Please encourage your child to read as much as possible.

### **School Site Council**

The School Site Council (SSC) assists in the development of the Local Control Accountability Plan (LCAP). The SSC is comprised of parents and staff members who make up the Parent Advisory Committee (PAC) which provides input for LCFF funding as well as federal funding. Each year, the Parent Advisory Committee reviews school data and identifies ways to maintain or improve the quality of the instructional program.

## **PARENT INFORMATION & POLICIES**

### **Academic Assessment**

Improving student achievement is our main goal at Marcum-Illinois Elementary School. To monitor student learning, students are given classroom, district and state assessments. Assessments are used to recommend student placement in various school programs and to plan how to increase student achievement at the school and across the district. Please see the district Curriculum and Intervention Specialist, Mrs. Irby, for more information on 3<sup>rd</sup>-8<sup>th</sup> grade interim assessments.

### **Classroom Assessments**

On a daily basis, teachers check for student understanding of grade level standards using classroom assessments. Each trimester, teachers complete a series of assessments to report student progress on the standards-based report card.

## State Assessments

In the spring, all students in 3<sup>rd</sup>-8<sup>th</sup> grades take the state's CAASPP test. The test is given over a one to two week period. Please see the CDE website for more information on this assessment.

## Appointments

We urge you to schedule medical and dental appointments so they do not conflict with class time. If it is necessary for your student to leave campus before the regular dismissal time, please send a written note to the teacher, or call the office indicating your intentions. Students are not released to anyone other than their parents or guardians without authorization from parents, and must be signed out of the office. If they are able to return to school the same day, students need to check back into the office before returning to class.

## Arrival and Departure Times

Student arrival time is 8:15 a.m. If students arrive before 8:15 a.m. they will need to be signed into Wildcat Care in the DEN (Room 23). Students who arrive before 8:15 a.m. will be charged. Please refer to the Before/After School packet for fees.

Students who arrive after 8:30 a.m. must report to the office for a **Tardy Slip**. Students will be dropped off and picked up by bus in the front of the school. If you are picking up your child, you will need to park in a SPACE or along the street, do not block bus lanes.

Students not picked up by 3:10 p.m. will be sent to the Wildcat Care program and the parent will be charged. **Please make sure that you are on time in picking up your child.**

## Closed Campus

To ensure student safety and supervision, the Board of Trustees has established a closed campus policy. Once a student arrives on the school grounds, they must remain on campus until the end of the school day, unless there is a note from the parent or guardian and permission from school office staff. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action.

{Reference: Board Policy 5112.5 and Education Code 44808.5}

**\*\*Reminder--- Students must check in at the office when late for school or when returning from an appointment. This will enable the attendance clerk to keep accurate records.**

## Conferences

Parent-Teacher Conferences will be scheduled for all students at the end of the first trimester, and as needed for 2nd trimester. The Marcum-Illinois Union Elementary School District schedules minimum days for conference so that teachers may have sufficient time to confer with parents and students. The average length of a conference is 15-20 minutes. You will receive your conference date and time prior to these days so that it can be rescheduled if necessary. Conferences are used for reporting progress and charting goals for students. General descriptions of the curriculum and classroom procedures are presented at Back-to-School Night in August. Parents and teachers are encouraged to set up additional conferences as the need arises throughout the school year.

## Grading and Report Cards/Progress Reports

The primary purpose of grades and report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the district's grade level standards. To provide students and parents with specific information on student achievement, students receive standards-based report cards at the end of each trimester. The goal is for students to meet each grade level standard by the end of the school year.

At grades Transitional Kindergarten–5<sup>th</sup>, report cards include a number score 1-4 and at grades 6<sup>th</sup>-8<sup>th</sup>, report cards include letter grades. In grades 6<sup>th</sup>-8<sup>th</sup>, students may be eligible for the school honor roll and other academic awards based on their grades. To qualify for the honor roll a student must earn at least a 3.0 GPA.

Progress reports will be prepared and sent home approximately six weeks prior to end of each trimester.

## Health Services

The district will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. The district administers vision, hearing, and scoliosis screenings as required by law.

{Reference: Board Policy 5141.3 and Administrative Regulations 5141.3 (a-b) and 5141.3 .1}

## Health/Medication

The district recognizes that students may have special medical needs. The Education Code (49407) outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. Medications can only be given if there are written instructions from a health care provider and permission from the parent/guardian. Written instruction must be renewed at the start of each school year.

Medication must be labeled and in the pharmacy container. Specific guidelines must be followed for students to use over the counter and prescription medication at school.

{Reference: Administrative Regulations 5141.21(a)}

## Medication

State law prohibits school personnel from administering any medication to a student without written notice from a **medical doctor and parent**. This includes aspirin, decongestants, or any over-the-counter medications. A form is available from the school office. Specific guidelines must be observed in order for any student to use medication, including aspirin, vitamins, decongestants, and over-the-counter medications, during the school day.

Please contact the school office immediately in the event that your child requires medication and the proper medical form will be made available to you. **Signatures of both the parent and health care provider are necessary before school personnel can administer the medications.** All medications must be kept in the office in the original container. Parents may wish to personally visit the school to administer medication in order to forgo these procedures.

Students who are unable to participate in Physical Education for 3 days or longer must have a written release from a medical doctor.

### **Illness or Accidents**

If a child becomes ill or is injured on campus, his/her parents, or another adult authorized by the parents on the child's **Enrollment/Emergency Card**, will be notified and, in most cases, will be sent home with the responding adult. **Therefore, it is imperative that you keep information on the Emergency Card current. Please notify the office immediately if any changes occur. Phone numbers are especially important for your child's safety and well-being.**

### **Immunizations**

In accordance with state law, all students must show proof of immunizations in order to register and stay enrolled in school. The required doses are as follows and as per SB 277, as of January 1, 2016, Personal Belief Exemptions will no longer be accepted. More information can be found at [www.shotsforschool.org](http://www.shotsforschool.org).

**Polio- 4 doses**

**DTP(Diphtheria, Tetanus, and Pertussis) -5 doses**

**MMR- 2 doses**

**Hepatitis B- 3 doses**

**Varicella (Chicken Pox)- 1 dose**

**\*7<sup>th</sup> Grade Tdap** (or DTP/DTaP given on or after the 7<sup>th</sup> birthday)

Students who do not meet minimum immunization requirements will be excluded from school until immunizations are updated and current. Verification of immunizations must be by written medical records. Exemptions are only allowed under the following condition: A signed doctor statement verifying that the child is to be exempted from immunization for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.

### **Messages and Deliveries**

Due to the volume of requests and multiple classroom interruptions, the office staff is unable to deliver personal messages to children except in case of an emergency. Parents who need to deliver lunches to students may deliver them to the office prior to lunchtime. Parents should try to make arrangements for students to get home before the child leaves for school in the morning. Messages can be left for students in cases of emergency and every attempt is made to deliver emergency messages, but it is not always possible to contact a child before the end of the day, especially on short notice. We cannot guarantee that students will receive messages unless the message is received by 2:30pm.

### **Physical Examinations**

All pupils are to have completed a health screening examination before entering first grade. **This examination must have occurred within 18 months of entering first grade.** This examination can be obtained from your family physician or through services provided by the county health department. You will need to provide verification of this exam in writing. Forms can be obtained from the school office.

### **Promotion/Retention Policy**

Students progress from grade to grade by meeting the district's standards for promotion. If a student is at risk of retention due to academic achievement, the parent or guardian will be notified early in the school year and school staff will meet with the parent to develop and implement an intervention plan to help the student meet the standards for promotion. It is the district's intent to identify struggling students early in the school year so that interventions can be provided during the school year that will enable the student to meet the promotion criteria by the end of the school year. Intervention opportunities will be provided for students who are at risk of retention. The district has a clear process and schedule for informing parents about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents and teacher(s). It is the district's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law (Education Code 48070.5) identifies that school professionals have the authority to retain a child. {Reference: Board Policy 5123(a-c) and Administrative Regulations 5123 (a-d)}

### **Signing In and Out**

If, for any reason, it is necessary for parents/guardians to take a child out of class early, he/she **must** sign their student(s) out of school in the office. Students can be released **ONLY** to those persons designated on the emergency card unless prior arrangements have been made between the office and the parent. Students who return to school after being signed out must sign in before returning to class.

## **SCHOOL POLICIES & GENERAL INFORMATION**

### **Accidents**

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that the parents cannot be reached, the student may be released to the person named on the emergency card. It is **critical** that the emergency card be filled out and updated throughout the year as necessary. If the accident or injury is serious, the school will call 911 and notify the parents immediately.

### **Attendance**

The State of California and the Marcum-Illinois Union Elementary School District expect children to be in school everyday unless they are ill. A child who is in school will benefit from all aspects of learning. Students who are late disrupt the learning of the entire class, as well as themselves. Students who are excessively tardy or absent will be referred to the School Attendance Review Board. This may result in a home visit by law enforcement or Child Protective Services.



## **Campus Supervision**

Teachers and campus supervisors share the responsibility for monitoring the behavior and safety of our students while on the campus. Students are expected to respond quickly, courteously, and obediently to any adult supervisor. Students who fail to do this may be referred to the office and may lose campus privileges. All staff members enforce the school-wide discipline plan.

## **Classroom Parties**

Each class may schedule parties after lunch during the school year. These parties are arranged between the teacher and the parents. This is an excellent opportunity to help by providing refreshments and assisting the teacher. Classroom teachers will notify parents of parties well in advance. To spare hurt feelings, please do not pass out birthday invitations on the school campus unless all students in the class are invited to your child's party.

## **Classroom Visitations**

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal Code 627.6) before going into instructional areas.

{Reference Board Policy 1250 and Administrative Regulations 1250(a,b)}

## **Technology Acceptable Use Policy**

Marcum-Illinois believes all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to students offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. The following are our agreements about the use of technology at Marcum-Illinois.

1. I will use all computer equipment carefully.
2. I will use the computer and internet for school work only.
3. I will use only my assigned equipment.
4. I will only use the programs and websites my teacher has approved.
5. I will not share my usernames and/or passwords, nor will I use another person's password.
6. I will not damage or tamper with any hardware or software.
7. I will obey all copyright laws.
8. I will tell my teacher if I read or see something on the computer that is inappropriate.
9. I will not view, send, or display inappropriate pictures or messages.
10. I will print only when an adult gives permission to do so.
11. I understand that if I do not follow any of these guidelines, I may not be able to use the computers.

## **Dress Code**

1. Shoes will be worn at all times. A substantial sole is required and enclosed toe and heel footwear is highly encouraged. No flip flops or slides.
2. Extremely brief garments that are a distraction to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times. Tank top straps must be at least 2-fingers wide. Shorts must extend to fingertip length. No holes in pants/jeans or shorts.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude, violent, obscene or sexually suggestive or which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs or alcohol.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire such as bandanas, haircuts or hair rollers, or any gang paraphernalia are prohibited.
7. Students are allowed to wear sun protective clothing, including hats, while outdoors during the school day.

Please refer to the School Dress Code flyer for more information.

## **Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation. Information on possible school closures due to inclement weather or other situations will be announced on Radio Station KFBK 1530 AM and Television Station KCRA Channel 3. A notice may also be posted in front of the school. During an emergency situation, the Superintendent will only dismiss children to go home if there is time for children to safely return to their homes and a parent/guardian have been notified. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the child until the parent or an authorized individual can pick up the child. The safety of individual students is our highest priority. Students will not be excused except to the care of a parent or another adult designated on the emergency card.

If evacuation of the school is necessary, students will be transported to a predetermined location where their parent or another designated adult can pick them up. Information on this location will be announced on the Radio Station KFBK 1530 AM, Television Station KCRA Channel 3 and posted near the school. The school will not be evacuated unless absolutely necessary.

## Homework

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand-in homework. Students who miss school because of an excused absence will be given the opportunity to complete comparable homework assignments and get full-credit, if work is completed satisfactorily and within a reasonable amount of time. Students who miss schoolwork because of unexcused absences may be given the opportunity to complete comparable homework assignments for either partial or full-credit. {Reference: Board Policy and Administrative Regulations 6154 (a-b)}

**Student work should be requested only when a student is ill or absent for three or more days.** It is the experience of the school staff that school work may be easily made up on the student's return to school when less than three days are missed. If your child will be out for three or more days, you may request homework through the office. Please allow 24 hours from the time of the request so that teachers may prepare a complete packet. If your child is out for less than three days, please use a homework buddy. A homework buddy is a classmate who can write down the assignments and collect the necessary materials to bring home for your child. Please encourage your child to find a homework buddy!

## Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contracts length is not to exceed ten (10) school days. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student and teacher. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract should be requested at least 2 weeks prior to a planned absence so that teachers can prepare materials for the student. The contract must be completed **BEFORE** the student is out of school. Independent Study Contract forms are available in the school office. Independent Study contracts may be used for students who are habitually absent. {Reference: Administrative Regulation 6158 (a)}

## Lost and Found

Many articles become lost or unclaimed each year at school. Please mark all of your child's personal belongings; including clothing, (especially sweaters and jackets), backpacks, book bags, lunch boxes and rain gear with a permanent marker. All items found on the campus are kept in the DEN until the end of each trimester. Left over items are donated to a local charity at the end of each trimester. Parents are encouraged to check the Lost and Found for your child's missing articles.

## Steps for Addressing Concerns

The district has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call or email; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator. Small concerns may be addressed through a phone call or email; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then you may use the UNIFORM COMPLAINT PROCEDURE (See Annual Notification of Parent Rights).

{Reference: Board Policy 1312.3(a) and Administrative Regulations 1312.3(a)}

### **Student Absences**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. Absence from school will be excused for illness, medical/dental appointments, attendance at funeral services for an immediate family member, appearance in court or observation of a religious holiday or ceremony. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office, within **3** days, to verify the reason for the absence. School absences are monitored carefully throughout the year. If a student has more than fourteen absences in a year for illness, a physician may verify further absences for illness. Excessive excused absences may also require notification to the School Attendance Review Board

(SARB)

A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents will receive written notification in the event their child is truant. This is a requirement of the California Education Code.

{Reference: Board Policy and Administrative Regulations 5113} {Education Code: 48200}

### **Student Records**

The Marcum-Illinois Union Elementary School District maintains cumulative records for each student as required by law. The school will also keep records that document helpful ways of providing maximum educational opportunity for our students. These records are available for parent review. If you would like to review your child's records, please call the school office to set up an appointment with a school administrator. Cumulative files must be viewed in the company of a school administrator.

## **Tardiness**

If you transport your child to school, please make every effort to deliver him/her to school on time each morning. Students who arrive at school after classes have begun are considered tardy. Students with three tardies in one trimester may be subject to disciplinary action.

If a child arrives after 8:30 am, he/she must report to the office to receive a TARDY SLIP. If a child is habitually tardy, he/she may be referred to the Student Attendance Review Board (SARB).

## **Telephone Use and Messages**

The office will always try to relay important telephone messages to your child in case of emergency. To prevent continually interrupting teachers while they are instructing their classes, we request that telephone messages be in case of emergency only. We cannot guarantee that messages called in after 2:30 p.m. will reach your child.

In the event that a parent wants to get a message to a student, the parent may have to identify himself by giving the office the information that is on the emergency card. This is for the protection of the child. Students are not permitted to use the office phone to call home at any time except in case of an emergency.

## **Cell Phones**

Students may bring cell phones to school, **but cell phones must remain OFF and kept in the student's' backpack** during the school day. Cell phones that are found out of the backpack or in the on position during the school day will be confiscated and placed in the school office.

## **Volunteer Confidentiality**

We value the contributions that parents make in our schools. We welcome volunteers in our classrooms and on our campus. There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

## **DISCIPLINE & BEHAVIOR POLICIES**

### **Discipline Policy**

*The safety and welfare of your child is the primary consideration in implementing and enforcing the Marcum-Illinois Union School Wide Discipline Plan. Our primary mission is to develop a structure of consistency in discipline using a proactive, preventative approach where students develop respect for others, themselves, and learning. An important element of this policy is in how well the students understand the rules and consequences. All students and parents are asked to review these rules together at the beginning of the year and throughout the year to ensure clear understanding of our expectations.*

## Behavior Expectations

MARCUM-ILLINOIS  
Union Elementary School District



## Behavior Matrix

	Classroom	Cafeteria	PE/Recess	Assemblies	Bathroom	Computer Lab/Library	Bus
<b>R</b> espectful	-Employ active listening -Participate actively -Try your best to complete all assignments -Give your best effort	-Say please and thank you -Clean up your eating area -Use your inside quiet voice	-Hands to yourself, unless playing tag -Follow equipment use instructions	-Use polite cheering -Quiet feet -Stand during pledge	-Respect the privacy of others	-Follow adult directions -Use your inside quiet voice -Use your assigned computer only	-Keep hands and feet to yourself -Stay seated while the bus is moving -Keep your body and belongings inside the bus
<b>O</b> rganized	-Be in seat before bell rings -Dress appropriately -Bring all materials to class -Keep your workspace neat and organized	-Bring lunch with you -Put lunch pail by your classroom -Keep lunch account current	-Know and follow the school rules for all games -Freeze when you hear the bell -Return equipment properly	-Sit in rows upright and quiet	-Use your recess time wisely	-Bring all required materials with you -Push chair in when finished -Put earphones back in place	-Keep your backpacks and personal items in your personal space
<b>A</b> ccepting of Self and Others	-Speak kindly of self and others -Cooperate with others -Congratulate your and others' successes	-Keep place in line -Exhibit good table manners	-Treat others the way you want to be treated	-Treat others the way you want to be treated	-Wait your turn in line -Respect privacy of others	-Use kind words	-Respect space of others -Keep your hands and feet to yourself
<b>R</b> esponsible	-Ask permission to use things -Follow directions -Raise your hand -Use appropriate language	-Wait patiently -Follow adult directions -Dispose of food in proper manner	-Pick up your own trash -Wait patiently for turn -Use equipment correctly	-After the class' turn, return to the designated spot	-Flush toilet -Wash hands -Throw trash away -Report problems/vandalism immediately	-Follow directions -Use your quiet inside voice -Raise hand to be recognized	-Follow directions -Wait in line -Listen to the bus driver -Use appropriate language -Use your inside quiet voice

Updated 7/15/13

### Rules and Consequences

The Marcum-Illinois School Rules are:

1. Be Respectful
2. Be Organized
3. Be Accepting of self/others
4. Be Responsible

If a student chooses to break a rule, the following consequences may be applied at the discretion of the teacher:

1. Warning
2. Appropriate "time out" (to another classroom or the school office)
3. Parents contacted by phone or note
4. Conference between parent, teacher and/or principal, and possibly the student

### Discipline Procedure

Marcum-Illinois Union School District is dedicated to ensuring that our campus is safe for everyone. Therefore, students may be recommended for a **referral, detention, suspension, or expulsion** based on the severity of the infraction.

## **REFERRALS:**

Classroom Referrals: Teachers may refer a student to the principal for classroom behavior that is impacting the student or others learning. Outdoor Referrals: Yard Duty Supervisors will refer students to the principal for outside behavior.

A student may be referred to the office immediately for any behavior that should result in a home suspension or expulsion. These behaviors include:

1. Caused, attempted to cause, or threatened to cause physical injury to another person
2. Caught stealing or trying to steal.
3. Caught damaging or attempting to damage school or another's personal property.
4. Committing an obscene act or habitual profanity.
5. Willfully and habitually defying school authority.
6. In possession of a gun, knife, explosive, drugs, paraphernalia, or replicas of any of the listed items.
7. Sexual harassment

## **Administrative Consequences**

When a student is referred to the office, parents will be notified via a phone call or a copy of referral will be sent home with the student. Parents are asked to sign and return school correspondence related to a discipline issue including time out forms, office referrals, and suspension reports. Students who do not return this form on the following school day will be asked to call home and may not be permitted back into the classroom until the note has been returned or parent contact has been made. Consequences for office referrals include detention, loss of school privileges, suspension from school, parent conference, or other administrative action as deemed appropriate. Habitual misbehavior from any student may result in suspension and/or the implementation of a behavior contract between school and home.

## **Loss of Privileges/Loss of Recess/Time Outs**

While serving a loss of recess, time out, or loss of privilege, students are expected to follow all directions from the supervising adult, sit quietly during the period or recess and complete any assignments without any assistance from others. Students who arrive late or are uncooperative will be asked to serve additional time as well as the remainder of the original assigned time.

A student may receive a "Time Out" in another classroom. The purpose of "Time Out" is to allow the student the opportunity to think about their behavior, and to think about ways to improve behavior before returning to the classroom.

## **Suspension and Expulsion**

The Education Code clearly identifies the student actions that are grounds for suspension and expulsion. Students may be suspended or expelled from school depending upon the behavior. Grounds for suspension and expulsion include but are not limited to:

- Attempts, threats or actions that causes physical injury to another.
- Unauthorized possession of a dangerous object (or imitation) or substance (i.e., knife, firearm, explosive material).
- Use, sale or possession of a prohibited substance (i.e., alcohol, drug or nicotine product).
- Commits or attempts to commit robbery or extortion or knowingly receives stolen property.
- Cause or attempts to cause damage to school or private property.
- Commits an obscene act or habitual vulgarity or profanity.
- Disrupts school activity or willfully defies school personnel.
- Committed or attempted sexual assault/sexual battery
- Harassment of other students.
- Terrorist or hate threats against school officials or school property.

Students who are referred for suspension or expulsion are reported to the principal. In non-emergency situations, an informal conference will be held to clarify the reason for the disciplinary action and to clarify the events or evidence. At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Education Code 48914) the parent is then obligated to meet with school staff without delay. Suspensions are effective immediately. Suspended students are not allowed to be on school property, participate in school activities, or attend Marcum Daycare during the period of the suspension. Suspended students are responsible for contacting their teacher to make up missed assignments.

A student will not be suspended from school for more than five days unless the student is recommended for an expulsion. When the Board is considering a suspension or disciplinary action (except expulsion) a closed hearing will be held to avoid violating a student's right to privacy (Education Code 49073-49079).

Students who are suspended for more minor offenses may participate in an in-school suspension program, if that program is available. Major offenses are grounds for expulsion.

Note: This is a brief summary of a long and detailed policy and process. For specific steps and processes, see the Board Policy and Administrative Regulations. These may be requested through the school.

{References: Board Policy 5144.1 (a-e) and Administrative Regulations 5144.1 (a-u), 5144.2 (a-i)}

## **PLAYGROUND RULES**



## **General**

Every student has the right to be and feel safe from physical and emotional harm. All individuals on campus will respect this right by acting in a safe manner and refraining from harmful or inappropriate physical contact, rough housing, calling other students names, teasing another student, or harassing other students. Play fighting and practicing karate are never permitted.

## **Safety Procedures**

Students will walk to and from the blacktop and play field areas at the beginning and end of each recess. At the conclusion of recess, students will walk orderly and quietly to their classrooms and lineup. Students are not permitted outside the designated recess areas for any reason.

## **TRANSPORTATION**

Students may only ride the bus to and from school from their designated bus stop on their assigned bus. This means that students may not change buses, get off at a different bus stop or ride a bus other than their assigned bus unless parents have notified the office before 2:30pm. ENHS is not a bus stop. (Do we want to add that if they get dropped at the high school a parent must meet the bus?)

## **Bus Rules**

The following bus rules have been developed to ensure safe bus transportation. These rules are to be followed whenever a student rides on a bus. Parents are asked to review bus rules with their child and encourage their child to act safely by following the bus rules.

1. Riders follow the bus driver's instructions and directions at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and exit in an orderly manner.
5. Riders should be courteous to the driver and fellow passengers.
6. The following actions are prohibited on buses and may lead to suspension of riding privileges: loud talking, laughing, yelling, singing and whistling. Scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are also prohibited.
7. No part of the body (i.e., hands, arms or head) should be placed outside a bus window. Nothing shall be thrown from a bus window.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

9. No animals shall be allowed on the bus without express permission from the principal or designee.

10. No glass containers are permitted on the bus at any time.

11. Riders should be alert for traffic when leaving the bus.

Riders who do not follow the bus rules will be reported to the school principal.

The principal will determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. In cases of a severe violation or repeated offenses, the rider may be denied transportation for a period of time that is determined by the principal.

{Reference: Administrative Regulations 5131.1(a)}