

**Marcum-Illinois Union Elementary School District**

Maggie Irby- Superintendent/Principal

Courtney Brazil- Assistant Principal/Director of Student Services

**STUDENT/PARENT HANDBOOK**

**2024-2025**



**Marcum-Illinois Board of Trustees**

Jeff Moore	Board President
Jill Bramhill	Board Clerk
Emily Daddow	Board Member
Keith Turner	Board Member
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<b>Staff Directory</b>			
<b>Title/Job Description</b>	<b>Staff Name</b>	<b>Email Address</b>	<b>Ext.</b>
Superintendent/Principal	Mrs. Maggie Irby	<a href="mailto:maggiei@sutter.k12.ca.us">maggiei@sutter.k12.ca.us</a>	Ext. 14
Assistant Principal/ Director of Student Services	Mrs. Courtney Brazil	<a href="mailto:courtneyb@sutter.k12.ca.us">courtneyb@sutter.k12.ca.us</a>	Ext. 34
Administrative Assistant/Program Specialist	Ms. Shasta Ford	<a href="mailto:shastaf@sutter.k12.ca.us">shastaf@sutter.k12.ca.us</a>	Ext. 10
Attendance/Enrollment/ Fiscal Admin Assistant II	Ms. Stacey Schwall	<a href="mailto:staceys@sutter.k12.ca.us">staceys@sutter.k12.ca.us</a>	Ext. 11
Director of Operations	Ms. Paula Villarreal	<a href="mailto:paulav@sutter.k12.ca.us">paulav@sutter.k12.ca.us</a>	Ext. 28
Director of Transportation	Ms. Lori Brown	<a href="mailto:lorib@sutter.k12.ca.us">lorib@sutter.k12.ca.us</a>	Ext. 28
Food Services Director	Ms. Carol Long	<a href="mailto:caroll@sutter.k12.ca.us">caroll@sutter.k12.ca.us</a>	Ext. 20
ELOP/DEN/Morning Care Coordinator	Ms. Tiffany DeAlba	<a href="mailto:tiffanyd@sutter.k12.ca.us">tiffanyd@sutter.k12.ca.us</a>	Ext. 23
Preschool Teacher	Mrs. Christina McIntosh	<a href="mailto:christinam@sutter.k12.ca.us">christinam@sutter.k12.ca.us</a>	Ext. 16
Preschool Teacher	Ms. Margarita Barajas	<a href="mailto:margaritab@sutter.k12.ca.us">margaritab@sutter.k12.ca.us</a>	Ext. 16
Preschool Aide			Ext. 16
Transitional Kindergarten Teacher	Mrs. Kristen Strong	<a href="mailto:kristens@sutter.k12.ca.us">kristens@sutter.k12.ca.us</a>	Ext. 17
Kindergarten Teacher	Mrs. Michelle Cote	<a href="mailto:michellec@sutter.k12.ca.us">michellec@sutter.k12.ca.us</a>	Ext. 26
1 <sup>st</sup> Grade Teacher	Ms. Olga Michel	<a href="mailto:olgab@sutter.k12.ca.us">olgab@sutter.k12.ca.us</a>	Ext. 25
2 <sup>nd</sup> Grade Teacher	Mrs. Anne Hill	<a href="mailto:anneh@sutter.k12.ca.us">anneh@sutter.k12.ca.us</a>	Ext. 24
3 <sup>rd</sup> Grade Teacher	Ms. Kimi Henry	<a href="mailto:kimih@sutter.k12.ca.us">kimih@sutter.k12.ca.us</a>	Ext. 21
4 <sup>th</sup> Grade Teacher	Mr. Cha Xiong	<a href="mailto:chax@sutter.k12.ca.us">chax@sutter.k12.ca.us</a>	Ext. 22
5 <sup>th</sup> Grade Teacher	Mrs. Samantha Rouse	<a href="mailto:samanthar@sutter.k12.ca.us">samanthar@sutter.k12.ca.us</a>	Ext. 30
6 <sup>th</sup> Grade Teacher, 6 <sup>th</sup> -8 <sup>th</sup> Math	Mrs. Kris Schuler	<a href="mailto:kriiss@sutter.k12.ca.us">kriiss@sutter.k12.ca.us</a>	Ext.31
7 <sup>th</sup> Grade Teacher, 6 <sup>th</sup> -8 <sup>th</sup> History	Mrs. Gina Stephens	<a href="mailto:ginas@sutter.k12.ca.us">ginas@sutter.k12.ca.us</a>	Ext. 32
8 <sup>th</sup> Grade Teacher, 6 <sup>th</sup> -8 <sup>th</sup> Science	Mrs. Staci Lucas	<a href="mailto:stacil@sutter.k12.ca.us">stacil@sutter.k12.ca.us</a>	Ext. 33
Grounds/Maintenance/ Custodial/Aide/Den Staff	Mr. Jorge Arias	<a href="mailto:jorgea@sutter.k12.ca.us">jorgea@sutter.k12.ca.us</a>	
Transportation/Aide/Custodial	Mrs. Karem Garcia	<a href="mailto:karemg@sutter.k12.ca.us">karemg@sutter.k12.ca.us</a>	
Aide/Administrative Assistant	Mrs. Shannon Butler	<a href="mailto:shannonb@sutter.k12.ca.us">shannonb@sutter.k12.ca.us</a>	

Aide/Den Staff	Ms. Michelle Gonzales	<a href="mailto:michelleg@sutter.k12.ca.us">michelleg@sutter.k12.ca.us</a>	
Aide/Den Staff	Mrs. Debbie Scott	<a href="mailto:debbies@sutter.k12.ca.us">debbies@sutter.k12.ca.us</a>	
Aide/Den Staff	Mrs. Lisa Vasquez	<a href="mailto:lisav@sutter.k12.ca.us">lisav@sutter.k12.ca.us</a>	
Aide/Den Staff	Ms. Marlene Chavez	<a href="mailto:marlenec@sutter.k12.ca.us">marlenec@sutter.k12.ca.us</a>	
Den Staff	Ms. Eunice Chavez	<a href="mailto:eunicec@sutter.k12.ca.us">eunicec@sutter.k12.ca.us</a>	
Den Staff	Ms. Olivia McIntosh	<a href="mailto:oliviam@sutter.k12.ca.us">oliviam@sutter.k12.ca.us</a>	
Den Staff	Ms. Daniela Arreola-Velasquez	<a href="mailto:danielaa@sutter.k12.ca.us">danielaa@sutter.k12.ca.us</a>	
Special Education Resource Teacher	Mrs. Megan Ginilo	<a href="mailto:megang@sutter.k12.ca.us">megang@sutter.k12.ca.us</a>	Ext. 19
Special Education Aide	Mrs. Melissa Davis	<a href="mailto:melissad@sutter.k12.ca.us">melissad@sutter.k12.ca.us</a>	Ext. 19
Special Education Speech Teacher	Mrs. Suzanne Myers	<a href="mailto:suzannem@sutter.k12.ca.us">suzannem@sutter.k12.ca.us</a>	Ext. 27
Special Education Psychologist	Mrs. Jasdip Bains	<a href="mailto:jasdipb@sutter.k12.ca.us">jasdipb@sutter.k12.ca.us</a>	

## **GENERAL INFORMATION**

### **Mission Statement**

Our mission at Marcum-Illinois is to provide a safe and engaging learning environment that promotes academic excellence, develops student leadership, and fosters a sense of belonging for all students. We strive to create an environment where every student feels valued and respected, and where they are encouraged to take ownership of their actions and develop their individual strengths and talents.

### **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 Schedules**

#### **Mondays – Early Release**

TK-2<sup>nd</sup> Grade 8:30-1:35

3<sup>rd</sup>-5<sup>th</sup> Grade 8:30-1:40

6<sup>th</sup>-8<sup>th</sup> Grade 8:30-1:45

#### **Tuesday-Friday**

TK-2<sup>nd</sup> Grade 8:30-2:50

3<sup>rd</sup>-5<sup>th</sup> Grade 8:30-2:55

6<sup>th</sup>-8<sup>th</sup> Grade 8:30-3:00

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 by 12:30 on these days.

TK-2<sup>nd</sup> 12:20, 3-5 12:25, 6-8 12:30

### **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. Uniform Complaint forms are available in the school office.

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

## **ATTENDANCE POLICIES**

### **Student Absences**

Daily school attendance is critical for a student's success. The State of California and the Marcum-Illinois Union Elementary School District expect children to be in school every day unless they are ill. By law, parents are obligated to ensure their child attends school daily. Students who are excessively tardy or absent will be referred to the School Attendance Review Board (SARB). This may result in a home visit by law enforcement or Child Protective Services.

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 who is 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}

### **Tardiness**

If you transport your child to school, please make every effort to deliver him/her to school on time each morning. Students who are not in their classroom at 8:30am are considered tardy. 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).

### **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 office, or call the office indicating your intentions. Students are not released to anyone other than their parents or guardians without authorization from parents/guardians and students 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 8:10 a.m. The only students allowed on campus prior to 8:10 are those enrolled in the prepaid program of Morning Den.

Students who arrive after 8:30 a.m. must report to the office for a **Tardy Slip**.

The only students allowed to remain on campus after school has been dismissed are those officially enrolled in the after-school Den program, or those who have been preapproved by parent/guardian and school administration to stay on early release days.

### **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.**

## HEALTH & SAFETY

### 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 health screenings as required by law.

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

### 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.

### 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.

### Health/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 during the school day.

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. 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 pharmacy container. Parents may wish to personally visit the school to administer medication in order to forgo these procedures. Please contact Shasta Ford for further information.

{Reference: Administrative Regulations 5141.21(a)}

### **Medical Excusals**

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**

Parents/guardians will be promptly notified of any illness or injury not considered minor and, in most cases, asked to pick up the child for their own observation or examination by their family physician. In the event that the parents/guardians cannot be reached, the student may be released to the person named on the child's enrollment/emergency card. **It is critical that you keep contact information current. Please notify the office immediately if any changes occur. Phone numbers are especially important for your child's safety and well-being.** If the accident or injury is serious, the school will call 911 and notify the parents immediately.

### **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 and/or sent to parents/guardians through our school messaging system. 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. Parents/guardians will be contacted through our school messaging system as well. The school will not be evacuated unless absolutely necessary.

## **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**

Behavior Expectations are detailed in our Behavior Matrix located at the end of this handbook. Students are expected to follow the positive behaviors detailed in this matrix any time they are on school property and during any school field trip.

### **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"/consequence
3. Parents contacted by phone or note
4. Conference between parent, teacher and/or administrator, 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 an administrator for classroom behavior that is impacting the student or others' learning.

Outdoor Referrals: Yard Duty Supervisors will refer students to the teacher and/or administrator for outside behavior.

### **Administrative Consequences**

When a student is referred to the office for a serious offense, parents will be notified. 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/Reset**

While serving a reset or loss of privilege, students are expected to follow all directions from the supervising adult, sit quietly during the period 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 "Reset" in another classroom. The purpose of "Reset" 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.

### **Dress Code**

1. Shoes will be worn at all times. All shoes must close around the ankle and have a hard sole. No flip flops, slides, or slippers.
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, skirts, dresses, rompers, etc. must extend to fist length. Holes in pants/jeans or shorts must be below fist length or have patches to cover skin.
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.

### **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 technology carefully.
2. I will use technology and the internet for schoolwork 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 any technology 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 school issued technology.

## **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.
- 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 administration. 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 DEN 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. 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)}

## **Drug, Alcohol, and Tobacco Free Campus**

Marcum-Illinois prohibits the use of any drugs, alcohol, or tobacco products on our campus.

The District defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form and electronic cigarettes. "Electronic cigarettes" are defined as battery operated or other electronic products designed to deliver nicotine, flavor and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems and hookah pens.

All students will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol, tobacco and nicotine will be investigated. Violators will be subject to prosecution in

accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance program, tobacco cessation program or rehabilitation program selected by the District in conformance with law.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school-related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school-related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k), and/or other applicable laws. [E.C. 48901]

The District’s drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide students with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation and reentry programs available to students may be obtained by contacting their school. Flyers may be distributed related to drug, alcohol, and tobacco free programs. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and students who may desire information regarding the resources available to assist them.

### **Bullying Prevention Policy**

Marcum-Illinois Union Elementary School recognizes the harmful effects that discrimination, harassment, intimidation, and bullying have on student learning and school attendance, and works to provide a safe school environment that protects students from physical and emotional harm. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity.

The State of California defines bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

### **Prevention & Intervention**

School staff will receive annual training via Keenan Safe Schools which includes information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Students are encouraged to notify school staff when they are being discriminated, harassed, intimidated, or bullied or suspect that another student is being victimized. In addition, the principal or designee will develop means for students to report threats or incidents confidentially and anonymously. School members who witness an act of discrimination, harassment, intimidation, and bullying shall take immediate steps to immediately intervene to stop the incident when it is safe to do so. As appropriate, the parents/guardians of victims and perpetrators will be notified. The principal or designee also may involve school counselors, mental health counselors, and/or law enforcement.

References: Board Policy 513

## TRANSPORTATION

### Rules and Regulations

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.

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, for daily transportation or field trips. 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 and put on their seat belts.
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 a school administrator.

The administrator will determine the severity of the misconduct and take action accordingly. In most 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 administrator. {Reference: Administrative Regulations 5131.1(a)}

### Consequences of Bus Infractions

1. Driver verbally warns student.
  2. Citation issued.
- Students may be denied bus privileges for:
- 2nd citation 3 days
  - 3rd citation 5 days
  - 4th citation 10 days or rest of school year

## **ACADEMIC PROGRAMS, POLICIES, & INFORMATION**

### **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

#### **Intervention**

- 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.

#### **Special Academic Instruction**

- 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)**

In their daily class work, identified students will be offered opportunities for enrichment and extension of the curriculum. The Gifted and Talented Education program will also be offered after school. 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 out of the DEN and provide their own transportation home for the after-school GATE sessions. GATE students may stay in the After School DEN (on GATE days only) even if they are not officially registered in the DEN.

### **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)}

## **Conferences**

Parent-Teacher Conferences will be scheduled for all students at the end of the first trimester, and as needed for second trimester. The Marcum-Illinois Union Elementary School District schedules minimum days for conferences 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 needed throughout the 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.

Transitional Kindergarten report card marks include M-Mastered Skill, D-Skill Developing- Substantial Progress, P-Skill Developing- Partial Progress, and N- Not Assessed/Introduced Yet. In grades Kindergarten–5<sup>th</sup>, report cards include a number score of 1-4. 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 a minimum of a B- in all subject areas.

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

**All parents of 3<sup>rd</sup>-8<sup>th</sup> grade students have access to their students' grades Alma's Parent Portal: <https://miusdelem.getalma.com> Please contact Stacey Schwall for log-in information.**

## **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. Please encourage your child to read as much as possible.

## **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 Contracts may be requested by contacting Stacey Schwall at [staceys@sutter.k12.ca.us](mailto:staceys@sutter.k12.ca.us).

### **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.

## **ACADEMIC ASSESSMENTS**

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 Director of Student Services, Mrs. Brazil, for more information on assessments.

### **Classroom Assessments**

Daily, 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-referenced 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.

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

**California Assessment of Student Performance and Progress (CAASPP)** tests consist of the following:

- Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

- California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

### **English Language Proficiency Assessments for California**

The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

In California public schools, all students entering school for the first time will be assessed with the Initial English Language Proficiency Assessments for California, or "Initial ELPAC," if their home language is not English.

The Initial ELPAC is the test used to determine if a student is an English learner or is fluent in English. This required test will help identify students who need help learning English. This is important so they can get the support they need to do well in all school subjects.

Based on the home language survey results, your child may be assessed with the Initial ELPAC.

To learn more about the ELPAC, go to the California Department of Education Parent Guide to Understanding the ELPAC Web page at <https://www.cde.ca.gov/ta/tg/ep/elpacparentguide.asp>.

You also can look at sample test questions on the ELPAC practice tests, which can be found on the ELPAC Web site at <https://www.elpac.org/resources/practicetests/>.

### **Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

**If you have any questions about your child taking any State Assessments, please contact the district Director of Student Services, Mrs. Brazil.**

## **CAMPUS EVENTS & INVOLVEMENT**

### **Back to School Night**

Back to School Night is tentatively scheduled to be held on **Tuesday, August 20, 2024**. 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. If parents are unable to attend or uncomfortable attending, teachers will provide a summary of the presented information and as well any documents provided through email and/or handouts sent home with students.

### **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.

### **School Site Council/Parent Advisory Council**

The School Site Council (SSC) and Parent Advisory Committee (PAC) is comprised of parents and staff members who provide input for LCFF funding as well as federal funding. Each year, the groups review school data and identify ways to maintain or improve the quality of the instructional program.

### **Volunteers**

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.

Volunteers who will be working with students or supervising students on a Field Trip will need to be fingerprinted at a Live Scan facility at least 2 weeks in advance of working with the students. We must have record of your fingerprinting registered through our school. Please see Stacey Schwall to get information about Fingerprinting. Parents/guardians who visit campus will need to follow district guidelines related to any other current district protocols as well.

### **Assemblies**

During the year, a variety of assemblies may be 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 Marcum Matters for assembly dates and times.

**Library**

Students may be scheduled to visit the library throughout the school year and may be 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.

**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-order a lunch prior to the trip. Parents' Club has been a major contributor to our classroom field trips. If chaperones are needed on the field trip, volunteers who will be supervising students on a Field Trip will need to be fingerprinted at a Live Scan facility at least 2 weeks in advance of working with the students. We must have record of your fingerprinting registered through our school. Please see Stacey Schwall to get information about Fingerprinting.

## **CAMPUS INFORMATION & COMMUNICATION**

### **Deliveries**

Due to the volume of requests and the potential for multiple classroom interruptions, the office staff is unable to deliver items to the students or accept deliveries on behalf of the student. If a child forgets their lunch or backpack, parents may deliver them to the office prior to lunchtime and the office will have the student get those items at a recess or break in class.

### **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.

### **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 behavior 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, healthy snacks, or 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 administrator. 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. Parents/guardians who visit campus will need to follow district guidelines related to current protocols as well.

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

### **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 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.

### **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 less than 45 minutes prior to dismissal 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 except in case of an emergency.

### **Surveillance Cameras**

Cameras have been installed to deter theft; however, they may also record student activities in common areas. These recordings may be used in student disciplinary proceedings.

### **Electronic Signaling Devices**

Students are encouraged to keep all electronic signaling devices (including cell phones, smart watches, etc.) at home. If students choose to bring these devices to school, **electronic signaling devices must remain OFF and kept in the student's' backpack** during the school day. Electronic signaling devices 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. Use of electronic signaling devices during the school day may result in additional disciplinary consequences. MIUESD is not responsible for damage to any devices the student brings to school.



	Everywhere	Classroom	Cafeteria	Recess/PE	Assemblies	Bathroom	Library	Bus	Technology
<b>Respectful</b>	<ul style="list-style-type: none"> <li>-Move and act safely</li> <li>-Use kind words</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Listen actively</li> <li>-Remove hats</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> <li>-Congratulate your and others' successes</li> </ul>	<ul style="list-style-type: none"> <li>-Be mindful of classes still learning</li> <li>-Remove hats</li> <li>-Raise hand to be excused</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Move and act safely</li> <li>-Express GRATITUDE and use good manners</li> <li>-Be mindful of classes still learning</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Use polite cheering</li> <li>-Remove hats</li> <li>-Listen actively to the presenter</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in your stall</li> <li>-Give privacy to others</li> <li>-Use inside voices</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Use your inside/quiet voice</li> <li>-Remove hats</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Use inside/quiet voice</li> <li>-Do not eat or drink on the bus</li> <li>- Follow all directions from the bus driver</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>	<ul style="list-style-type: none"> <li>-Be truthful and positive</li> <li>-Treat devices with care and caution</li> <li>-Express GRATITUDE and use good manners</li> <li>-Have COMPASSION and put it in ACTION</li> </ul>
<b>Organized</b>	<ul style="list-style-type: none"> <li>-Keep track of all personal belongings</li> <li>-Dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared and on time</li> <li>-Dress appropriately</li> <li>-Keep your area neat and clean</li> <li>-Cooperate with others</li> </ul>	<ul style="list-style-type: none"> <li>-Bring your lunch with you</li> <li>-Place lunchbox by your classroom</li> <li>-Keep track of personal belongings</li> <li>-Keep lunch-line order</li> </ul>	<ul style="list-style-type: none"> <li>-Follow school rules for games</li> <li>-Return equipment and walk to class when bell rings</li> <li>-Walk on the red side</li> </ul>	<ul style="list-style-type: none"> <li>-Sit upright and quietly in the correct area</li> </ul>	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>-Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Put books back in place after use</li> <li>-Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>-Keep backpacks and personal items within seat area</li> <li>-Stay seated and facing forward while the bus is moving</li> </ul>	<ul style="list-style-type: none"> <li>-Return devices to proper location</li> </ul>
<b>Accepting of Self and Others</b>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Speak and act kindly</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Include others at your table</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns and share</li> <li>-Include everyone</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' space</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' space</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>	<ul style="list-style-type: none"> <li>-Only open, edit, or delete your own files</li> <li>-Have COURAGE to share your feelings, be yourself, and not give up</li> <li>-Use FORGIVENESS to let go and move forward</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>-Follow directions and procedures</li> <li>-Take responsibility for your actions</li> <li>-Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>-Give your best effort</li> <li>-Complete all assignments</li> <li>-Follow directions and procedures</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up your area</li> <li>-Wait patiently</li> <li>-Dispose of food properly and stack tray neatly</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up any trash</li> <li>-Use equipment correctly</li> <li>-Get water and use the restroom</li> <li>-Stay in visible areas</li> <li>-Eat only at the tables</li> </ul>	<ul style="list-style-type: none"> <li>-Enter quietly and find your seat</li> <li>-Sit where you can be most successful</li> <li>-Look to teacher for instructions when leaving</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet</li> <li>-Wash hands</li> <li>-Throw away trash</li> <li>-Report any problems/vandalism to an adult immediately</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Return checked out books to the bin as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>-Wear seatbelt at all times</li> <li>-Keep body and belongings inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>-Plug in devices to charge</li> <li>-Turn off and put away cell phones while on campus.</li> <li>-Tell an adult if you see something bad</li> <li>-Protect personal login information</li> </ul>