

# **RES – MES 2010 Handbook**

## **ARRIVAL AND DISMISSAL MARQUETTE ELEMENTARY SCHOOL ONLY**

[www.dist102.org](http://www.dist102.org)

**OFFICE HOURS: 7:30 A.M. to 3:45 P.M.**

**100 JOLIET ROAD**

**MARQUETTE HEIGHTS, IL 61554**

**(309) 382-3612, ext. 200**

Students should not arrive at school before 8:10 A.M., unless arriving for breakfast at 7:50 A.M., without approval as no supervision is provided prior to that time. Outer doors will open at 7:50 A.M. for students doing make-up work or participating in Extra-Curricular Activities. Students will line up on the playground in appropriate class lines, until the 8:15 A.M. bell rings. In the event the weather is inclement at arrival time, students will be allowed to enter the building and sit quietly in assigned areas.

The morning bell schedule is as follows:

8:15 A.M. – Warning Bell – Students enter classrooms

8:20 A.M. – Tardy Bell

The breakfast schedule is as follows:

7:50 A.M. – 8:10 A.M. (Breakfast will not be served after 8:10 A.M.)

The lunch schedule is as follows:

Lunch A – 11:10 A.M. B – 11:40 A.M.

The afternoon dismissal is as follows:

3:05 P.M. – Dismissal Bell

## **ROGERS ELEMENTARY SCHOOL ONLY**

[www.dist102.org](http://www.dist102.org)

**OFFICE HOURS: 7:15 A.M. to 3:15 P.M.**

**109 ROGERS ROAD**

**MARQUETTE HEIGHTS, IL 61554**

**(309) 382-3401, ext. 200**

Students should not arrive at school before 7:20 A.M. without approval as no supervision is provided prior to that time. Outer doors will open for students at 7:20 A.M. Students will line up on the playground in appropriate class line, until the 7:40 A.M. bell rings. They will be met there by their teacher and escorted to their room. In the event the weather is inclement at arrival time, students will be allowed to enter the building and sit quietly in assigned areas.

The morning bell schedule is as follows:

7:40 A.M. – Warning Bell – Students enter classrooms

7:45 A.M. – Tardy Bell

The breakfast schedule is as follows:

7:20 A.M. – 7:40 A.M. (Breakfast will not be served after 7:40 A.M.)

The lunch schedule is as follows:

Lunch A – 11:15 A.M. Lunch B – 11:45 A.M.

The afternoon dismissal is as follows:

2:35 P.M. – Dismissal Bell

SPECIAL NOTE: If you will be picking your child up after school, you may use the available space along Rogers Road. Please DO NOT park in any area that is marked "NO PARKING". Children are not to be dropped off or picked up behind Georgetowne Middle School. The safety of the children is our utmost concern and your cooperation is vitally important to ensure safe passage home for all of our "Tigers".

## **ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

This is to notify you that North Pekin – Marquette Heights School District #102 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Management Plan are available in the Administrative Office of the School District. These Plans are available for your inspection during normal business hours of the office (Monday through Friday: 8:00 A.M. to 4:00 P.M.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements please contact:

Mr. Michael Dickson, Superintendent, (309) 382-2172.

## **ATTENDANCE-ILLNESS AND ABSENCES**

According to state law, students are required to attend each day school is in session unless they are ill. When it is necessary for your child to miss school, please call the school before 9:00 A.M. that day. If you have not called in by this time, office personnel will be contacting you by phone.

Marquette Elementary – 382-3612, ext. 230

Rogers Elementary – 382-3401, ext. 230

In order to qualify for perfect attendance no tardies are permissible. Absences or tardies of a medical nature beyond three consecutive days will require a doctor's excuse upon returning to school.

Truancy is defined as being absent and/or tardy from school 10% of the school year without valid cause for an excused absence and without the knowledge of school authorities.

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors a student while school is in session, is guilty of a Class C misdemeanor which means the person shall be subject to not more than 30 days imprisonment and/or fines of up to \$500.00.

**If a child has a temperature of 100 degrees or more, parents will be called in order to make arrangements for the student to be sent home.**

New definitions as to what constitutes a student receiving credit for a full day of attendance, a half day, and no credit is as follows:

300 minutes or more	- Full day attendance
150-299 minutes	- ½ day attendance
less than 150 minutes	- no credit

These times are not to include passing time, lunch or recess.

## **BEHAVIORAL INTERVENTION PLAN**

District 102 has a Behavioral Intervention Policy, as required by law. A copy of this policy is furnished to the parents of all special education students at the time an IEP is implemented for their student.

### **BICYCLE USE AND RIDING**

1. Children are to dismount bicycles at the curb and walk the bicycles to the bicycle rack during school time.
2. Bicycles are not to be ridden on any District #102 playground/sidewalks before and after school hours until after 3:30 P.M. when the majority of automobile delivery and pick up of children and delivery of goods has diminished. Children are cautioned to be alert to other vehicles at all times.

If a bicycle rider insists upon disobeying safety rules, the privilege of riding a bicycle to school will be denied until such time the parent and principal decide the child can abide by guidelines.

Disobedience of bicycle guidelines the second time, would indicate a child's lack of desire to comply; therefore, the child can no longer ride a bicycle to school.

**Scooters/Skateboarding/In-Line Skates/Shoe Skates** – Skateboards, in-line skates, scooters, and shoes with skates on the bottom are not permitted on District 102 property at any time. This will be enforced by the local police departments.

### **BUILDING TRAFFIC PATTERNS**

Following the tardy bell, the exit doors will be locked. Entry to the building will have to be through the front doors. People entering the building after the tardy bell must report to the office to state their business. This is required by law. If items need to be taken to students, staff will do this at the appropriate time.

At the end of the day, doors will be opened at the various exits where students will be dismissed. Please DO NOT wait outside the classroom doors as this can be distracting to students.

### **CELL PHONES/PAGING DEVICES**

*Student cell phones/paging devices must be turned off and stored in their locker during school hours. If in the event there is a violation of this rule, the following could happen:*

1. *First offense – The phone will be confiscated and parent contact made.*
2. *Second offense – The phone will be confiscated, parent contact made, and parent must pick up the phone.*
3. *Third offense – The phone will be confiscated, parent contact made, parent must pick up phone and possibly the phone will not be allowed at school.*

## CERTIFICATE OF LIVE BIRTH

The law requires that all students have a copy of their certificate of live birth in the student file. As files are re-examined, parent will be requested to supply the school with a copy of this certificate should one not be in their child's file. A certificate of Live Birth is obtained at the courthouse of the county where the student was born. ***(Board Policy 7.50) The parent/guardian must comply to this request within ten days. If this document is not provided, the authorities will be contacted.***

## CLASSROOM BEHAVIOR

Children's attention and cooperation are two absolute requirements in order for them to benefit from a learning situation. There are some children who divert the attention of their peers until they benefit very little from a learning situation. They deprive themselves and others from receiving the full benefit of a well-planned educational program.

Should behavior interfere with academic learning because students are not making responsible decisions about their behavior, various measures will be taken to help the student begin making good decisions about behaviors and appropriate use of class time. These include a heart-to-heart talk between the student and the teacher and/or the principal; depriving the student of privileges such as taking part in field trips or plays; involving the parents in the planning of a behavioral management plan; and suspensions in/out of school (\*See Rogers School Code of Conduct).

Parental support is always helpful and usually essential in modifying student behavior. Please make every effort to work with your child's teacher to ensure a positive attitude on the part of your child.

## COMPUTER ACCEPTABLE USE POLICY

The use of the District's computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time. The building principal's decision is final. Students sign an acceptable use policy which is in effect during their year(s) in the District ***(Board Policy 6235)***

Some examples of unacceptable uses are, but not limited to:

- Using the computer without adult permission
- Installing or downloading ANY software without the express permission to do so
- Using the network for any illegal activity including violation of copyright or transmitting any material in violation of any US or state regulation
- Using another user's account, password, or computer
- Invading the privacy of other individuals
- Downloading or posting copyright material for other than personal educational use
- Accessing, downloading or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material

- Using the network for private financial or commercial gain
- Posting anonymous messages
- Using the network while access privileges are suspended or revoked
- Chat or instant messaging is prohibited
- Accessing, changing, or deleting files without authorization
- Accessing internet sites without authorization
- Uploading or creation of computer viruses

## **CRISIS PLAN**

The detailed crisis plan for North Pekin/ Marquette Heights School #102, may be found on the district web page at [www.dist102.org](http://www.dist102.org).

## **DANGEROUS OR VALUABLE OBJECTS AND TOYS**

Dangerous or valuable objects and toys are prohibited from being brought to school. If either of these kinds of objects is found in a child's possession by a staff member, the item will be confiscated and returned to the child's parent by the principal. Disciplinary action appropriate to the situation will be taken.

The only exception to this rule is when a teacher allows students to bring toys to school for a school activity. The school will not be responsible for any damaged or lost items that may occur.

## **EMERGENCY SCHOOL CLOSING**

On days when it may be necessary to close schools or to run emergency bus routes, the information will be forwarded to the local radio/T.V. stations no later than 6:30 A.M. We ask that parents listen to local radio/T.V. stations for school announcements.

## **FIELD TRIPS**

In order to participate in a planned field trip, the child must have all work turned in and completed satisfactorily at all times. A child's behavior, conduct and attitude must be in keeping with school expectations, because each child represents his/her home, school, community, and self.

If the child can reflect satisfactory conduct, behavior, and attitude in his/her home, school, and community, they will be allowed to participate in school sponsored field trips.

## **FLOWERS/BALLOONS DELIVERED DURING THE SCHOOL DAY**

Birthdays and holidays are very special occasions. Students enjoy celebrating with their classmates. However, it is important that the celebrating not interrupt the educational process. Please do not send balloons, flowers, etc., which can be disruptive to the school day. **Deliveries may be refused.**

## GENERAL BEHAVIOR / EXPECTATIONS FOR ALL STUDENTS

It is important that your child be acquainted with and follows the rules so that he/she will gain the most benefit of his/her school experiences. All rules stated are the result of our concern for a positive and proper learning atmosphere as well as individual student safety. It would be very helpful to us if you could reinforce your child's understanding of the need to follow rules to protect his/her own interests when a large number of children are learning, playing and eating together. Before, during, and after school all students are expected to:

1. Show mannerly respect for all classmates and adults in and around the school premises.
2. Obey specific rules as made by his/her various teachers concerning work habits, talking and leaving his/her seat. These rules will vary according to the nature and kind of activity in which students are engaged.
3. Walk in the building at all times.
4. Remove hats upon entering the building.
5. Refrain from *verbally or* physically abusing another student.
6. Avoid bothering another student's property.
7. Refrain from "name calling", teasing, bullying and the use of unacceptable language.
8. Refrain from chewing gum or eating candy without teacher approval.
9. School Rules apply to all school-sponsored events, even those activities occurring off-campus or on another campus.
- 10. *Sexual harassment is prohibited. 7.20***
- 11. *Drugs and alcohol are prohibited.***
- 12. *Discrimination of any kind is prohibited.***

## HEAD LICE

District 102 has a policy that no student will be permitted in school with lice or nits. The district routinely checks heads throughout the school year. You, as a parent, can help keep this from spreading. Please check your child's hair regularly for the presence of the lice or the nits (eggs). School personnel will not remove lice or nits.

Remind your child/ren on a regular basis that they should not share hats, combs etc... with other children. Head lice is an easily spread condition that can affect ANYONE.

## HEALTH REGULATIONS

All students who attend Marquette and Rogers Elementary Schools must provide documentation for all Illinois state health regulations and exams within the appropriate time period. This includes, but not limited to physicals, dental exams, immunizations, and vision exams.

## HOMEWORK

Adequate time is usually provided for students to complete assignments during the school day. From time to time it may be necessary for students to complete these assignments at home.

If a student is absent he/she may be expected to take homework that has been missed. Adequate time will be given to the student to make up that work.

From time to time special assignments or projects will be assigned to students. These special projects may require outside work.

In addition to work mentioned above, teachers may give students homework that is to be completed at home to reinforce skills already mastered, to give additional practice in all subject areas, to study for a test, or to promote responsibility on the part of the students.

Please check with your child each night to make sure any assigned work has been completed and is correct. Give your child all the assistance needed, but do not do the work for him/her. Each year students are expected to learn more and more in school. We need your support if your child is to successfully complete his/her educational experience.

## KINDERGARTEN PROGRAM

North Pekin/Marquette Heights School District #102 kindergarten program is designed to offer a full day program. However, if a parent opts for a half-day program the student will attend the morning session.

## LEAVING SCHOOL EARLY

Students are not to leave school without permission from the office.

If a student must leave school early, please send a note to his/her teacher. Indicate the time the student is to leave, the reason, and who will be taking the child from school premises.

The student and the person picking him/her up should report to the office before leaving, at which time the student will sign out. Should the student return to school that same day, they are to report to the office upon their return to sign in.

## LIBRARY

Every elementary student has a library period each week and students are encouraged to check out books of their choice. Teachers provide class instruction on the use of the library. We would

appreciate parent help in seeing that books are returned on time. Any books that are damaged or lost must be paid for by the student involved.

## LOCKER SEARCH POLICY

School lockers are district property and district administration maintains the right to search student lockers as needed.

## LOSS OR DAMAGE TO SCHOOL PROPERTY

It is the policy of the district to provide books and equipment for the students on a rental basis. Any loss or damage by the student to school property including textbooks, materials or equipment will result in a charge to the student. This charge is set at replacement cost. Report cards will be held at the end of the school year until all fines are paid. Incidents of vandalism will be reported to the police.

## LOST AND FOUND

Each school has a designated area for lost and found articles. Your child should become familiar with that area's location and check it for lost items. Student possessions which have been properly marked with their names are more easily returned. Please help us by making your child aware of his own belongings and labeling his jackets, lunch boxes, gym shoes, gloves, hats, etc.

## LUNCH / BREAKFAST MONEY

You are encouraged to pay for lunches weekly or monthly. The cost for lunch is \$2.00 per day or \$10.00 per week. The cost of reduced lunch is .40 cents per day. The cost for breakfast is \$1.50 per day, 30 cents for reduced, and free for students who qualify for free lunch. Please put the money in an envelope with your child's name, amount of money, and teacher's name on the outside. **Breakfast and Lunch money are separate accounts, therefore money sent from home should be kept separate.**

For those students who bring their lunch from home, cartons of milk are available at \$.30 per carton.

A free/reduced cost lunch form is available from the school office for those parents who are financially unable to pay for student lunches.

Adult breakfast cost is \$2.00 and adult lunch is \$2.50. No adults may charge at any time.

No more than a maximum of \$10.00 in charges per child will be allowed for lunch. No more than \$3.00 in charges per child will be allowed for breakfast.

Parents are welcome to eat lunch with their children any day except Grandparents Day. *However, due to the number of students who wish for a parent or special guest, we ask that you limit your child's special guest and parent to twice a semester.*

## LUNCH ROOM

All students are expected to:

1. Use good manners while eating.
2. Keep their conversation limited to those seated at their own table and at a normal conversational level.
3. Remain seated until dismissal unless otherwise instructed.
4. Become quiet at dismissal time so they may leave the cafeteria in a safe and orderly fashion.
5. Be responsible for clearing their own eating area.
6. Refrain from taking food or school food containers from the lunchroom.
7. **Bring no glass, no soda.**
8. No sharing food items. \* **Please note that children in our district may have peanut allergies, therefore, absolutely no sharing of food items will be allowed.**
9. **No food or drinks from commercial establishments during the lunch hour will be allowed.**  
**Please, feel free to take your child out to lunch, if you want them to have this type of food.**

## MEDICATION

Medication should be administered to school children at home. In exceptional circumstances, medication may be administered by school personnel under appropriate procedures developed by the administration and supervised by the principal.

1. Parents/guardians must request in writing that a principal designated school employee be able to administer medication to their child. After the initial request a district form will be provided for parent signature in order for staff to continue to administer the medication. Medication form can be located on the district's website.
2. Medications must be sent to school in a container (your pharmacy will supply a bottle for school at your request) with a label that includes the following:
  - Name and telephone number of the pharmacy
  - Student's name
  - Name of the Physician
  - Name of the drug
  - Dosage to be administered at school
  - Time medication is to be administered
3. Aspirin, Tylenol, and other over-the-counter medications should be sent to school in its original container and shall also be administered pursuant to items #1 and #2 above as appropriate.
4. At the end of the school year, parents should pick up unused medications in the office or any unused medication will be destroyed after two (2) weeks.

## OUT OF SCHOOL SUSPENSION (OSS), IN SCHOOL INTERVENTION (ISI) AND SATURDAY SCHOOL

Out of School Suspension (OSS) and In School Intervention (ISI) are two discipline methods that may be used to motivate students to act in a manner appropriate for the school setting.

In School Intervention will be used when it is deemed necessary, by the principal, to remove a student from the classroom setting. This type of discipline will be used primarily with fourth and fifth grade students. ISI will be used when students are constantly disrupting class, disrespectful toward a staff member, constantly tardy, or for fights.

An Out of School Suspension may be given when a student violates Board Policy 4306. This policy states that pupils may be suspended if they are found "guilty of gross disobedience or misconduct". Students receiving ISI or OSS cannot participate in any after school or evening school sponsored activities on the day(s) that ISI or OSS is assigned and the day(s) it is served.

Acts that result in an out-of-school suspension constitute a willful and wanton disregard for the tenets of safety and a disregard for others. As such, they are in direct opposition to what we teach students. Therefore, an out-of-school suspension will be classified as an unexcused absence from school. When a student has an unexcused absence the student must complete all required work. Credit, however, for such work will be at **80%** of the earned value.

For special education students, discipline policies will be consistent with federal and state special education laws and regulations.

Daytime Curfew for suspended or expelled students: It shall be unlawful for any person under the age of seventeen (17) years of age who is suspended or expelled from school to be present at or upon any public assembly, building, street or business or other public place between forty-five minutes past seven o'clock (7:45) A.M. and forty-five minutes past two o'clock (2:45) P.M. from August 20<sup>th</sup> through June 1<sup>st</sup> on Monday through Friday on any day when the school which imposed the suspension or expulsion is in session: provided, however, that any such person shall be exempt from the application of this curfew under any of the following conditions:

1. Such person is accompanied and supervised by a parent, legal guardian or other responsible companion at least twenty one (21) years of age; or
2. Such person is working at his or her place of employment or is on his or her way to or from a place of employment without any detour or stop; or
3. Such person is on his or her way to or from a court ordered appearance without any detour or stop; or
4. Such person is involved in an emergency situation which requires immediate action to prevent injury to any person or damage to property.

**Parental Responsibility:** It shall be unlawful for a parent, legal guardian or other person to knowingly permit a person in his custody or control to violate the daytime curfew for suspended or expelled students.

Any person in violation shall be fined not less than twenty-five dollars (\$25.00) or more than five hundred dollars (\$500.00).

**THIS IS A MARQUETTE HEIGHTS CITY ORDINANCE.**

## **PARENT VOLUNTEERS**

We appreciate having parents involved in their child's school, both as interested mothers and fathers and as volunteers giving service. The opportunity for service is varied. We have clerical helpers and party helpers for one-time activities such as kindergarten screening, picture taking, etc. If you are interested in becoming a parent volunteer, please contact your principal.

## **PARENTAL RIGHT TO REQUEST THEIR CHILD'S CLASSROOM TEACHER'S QUALIFICATION**

As a parent of guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

1. Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
3. The teacher's college major.
4. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **PARENTS RIGHTS/PROTECTIONS UNDER THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

**If your family lives in any of the following situations:**

- ◆ In a shelter, motel, vehicle, or campground
- ◆ On the street
- ◆ In an abandoned building, trailer, or other inadequate accommodations, or
- ◆ Doubled up with friends or relatives because you cannot find or afford housing

**Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your

child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.

- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or the guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district's liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

**Local Contact: Robert Ketcham, Homeless Liaison, 382-3456**

## **PESTICIDE NOTIFICATION**

Periodically the schools will contact with local businesses to apply pesticides or herbicides on school district property. If such applications could cause health problems to you or your family, please notify the district office. Your name will then be put on a list and you will be contacted prior to any pesticide application.

## **PHYSICAL EDUCATION**

Physical Education is required of all children unless excused by a doctor. When it is necessary for your child to be excused from P.E. class or supervised play activities, a note from you is required. Extended excuses of more than three days will require a doctors' request.

## **PLAY IT SAFE**

Children are not to leave school without permission from the office.

**\*Children are only released to individuals listed on the registration sheet. If a parent cannot come for a child, the parent should call the office or send a note to the teacher, indicating the name and description of the individual to take their child from the school premises. Then, that person is to check at the office and the child will meet and leave with the individual upon both parties' recognition.**

Caution your child not to accept rides or bribes from strangers. They should use planned instruction for arriving at or departing from the school.

## PLAYGROUND

Unnecessarily dangerous or rough play is not acceptable at any time in the play area. All students are expected to:

1. Go outside unless:
  - a. They have an excuse in writing  
\* If a child needs to stay indoors longer than 2 days, a doctor's excuse is needed.
  - b. They have work to finish or make up
  - c. Inclement weather makes outside play undesirable. Outside temperature must be over 20 degrees with wind chill.
2. Wear shoes that strap around the foot and ankle.
3. Remain on the playground and within the assigned play area.
4. Do not throw materials such as rocks, sticks, dirt, snowballs, etc.
5. Sit on the swings facing the school.
6. Do not push others on the swings.
7. Do not play in the chips under or around the swings.
8. Do not play in front or behind the swings.
9. Do not play on the cement curb (Marquette)
10. Do not run in front or behind the swings.
10. If you get playground equipment out, you must put it away when you are finished.
12. Basketballs and jump ropes do not belong in the field. Jump ropes are for jumping only.
13. Do not stand or walk on the benches.
14. NO tackling, NO pulling on clothes, No pushing.
15. If another student is in time out, stay away from them.
16. Sit when going down the slide.
17. Kindergarten students should not be on the jungle gym rings.
18. If you are asked to leave the playground equipment, you may not come back the rest of the recess.
19. When the bell rings line up immediately.
20. If you are at the other end of the field when the bell rings, hurry quickly to the line. (Marquette)
21. When the whistle blows, face the school building and stop talking.
22. Younger siblings are not allowed on the playground during recess.

\* All visitors must abide by school rules at all times.

## PUPIL PROGRESS REPORTS

In addition to quarterly report cards, teachers will send a progress report home with students at the midpoint of each grading period if that pupil is not achieving at the level he/she is capable of achieving. This does not necessarily mean the student is getting a failing grade, it only means the student is not working up to his/her capabilities.

## REPORT CARDS

Report cards will be given following each quarter (see School Calendar) for students in grades K-5.

### Grading Scale

A – 93-100%

B – 86- 92%

C – 78- 85%

D – 70- 77%

F – 0 - 69%

In addition to the written report, a day is set aside at the end of the first quarter and third quarter for parent-teacher conferences. Special conferences may be requested by the teacher or parent at anytime during the school year.

Mid-Term Progress Reports will be sent home: September 19, November 26, February 20, April 24

Report Cards will be sent home: October 30 & 31, January 23, March 27, May 29

## MARQUETTE ELEMENTARY SCHOOL – ACADEMIC EXPECTATIONS

In accordance with state law, there will be no social promotion of students. The following academic guidelines have been set for all Marquette Elementary students during the school year. Retention will occur if these guidelines are not met.

### AUTOMATIC RETENTION

***Kindergarten*** students must be receiving cumulative passing grades (70% or better) in Reading Readiness and Mathematics.

***First Grade*** students must be receiving cumulative passing grades (70% or better) in Reading and Mathematics.

***Second Grade*** students must be receiving cumulative passing grades (70% or better) in three of the four core areas. These areas include Reading, Spelling, Language and Mathematics.

### RECOMMENDED RETENTION

A student may not be failing by the above criteria, but may not have mastered essential skills that will enable him/her to be successful at the next grade level. Retention may still be in the child's best interest. This type of retention allows the student to mature and gives him/her an additional opportunity to master the skills that have been established for that grade level.

### REMEDICATION

The teacher and administration will determine a plan of assistance for all students who need remediation. This assistance may include tutoring, additional instruction time, modification of materials, modification of assignments, and/or retention.

#### SPECIAL EDUCATION/504 STUDENTS

Students who are receiving special education/504 services will be promoted providing they have met the academic goals on their IEP to the satisfaction of the IEP Team.

#### TRANSFER STUDENTS

Students who transfer to Marquette before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grades to determine promotion/retention. Students transferring during the last quarter may be promoted/retained according to the previous school district's academic standards.

### MARQUETTE SCHOOL AWARD PROGRAMS

**PERFECT ATTENDANCE** – To earn this award, a student can have no absences or tardies for the entire school year.

**CAUGHT BEING GOOD** – When a student is observed doing something nice for another person in school, he/she is given a certificate and pencil. The student's name is posted (Tiger paw) in the foyer and announced on the daily announcements.

### ROGERS ELEMENTARY SCHOOL – ACADEMIC EXPECTATIONS

In accordance with state law, there will be no social promotion of students. The following academic guidelines have been set for all Rogers Elementary students during the school year. Retention will occur if these guidelines are not met.

#### AUTOMATIC RETENTION

*Third grade* students must be receiving cumulative passing grades (70% or better) in five out of the six core areas. These areas include Reading, Spelling, Language, Mathematics, Science, and Social Studies.

*Fourth grade* students must be receiving cumulative passing grades (70% or better) in five out of the six core areas. These areas include Reading, Spelling, Language, Mathematics, Science, and Social Studies.

*Fifth grade* students must be receiving cumulative passing grades (70% or better) in five out of the six core areas. These areas include Reading, Spelling, Language, Mathematics, Science, and Social Studies.

## RECOMMENDED RETENTION

A student may not be failing by the above criteria, but may not have mastered essential skills that will enable him/her to be successful at the next grade level. Retention may still be in the child's best interest. This type of retention allows the student to mature and gives him/her an additional opportunity to master the skills that have been established for that grade level.

## REMEDIATION

The teacher and administration will determine a plan of assistance for all students who need remediation. This assistance may include tutoring, additional instruction time, modification of materials, modification of assignments, and/or retention.

## SPECIAL EDUCATION/504 STUDENTS

Students who are receiving special education/504 services will be promoted providing they have met the academic goals on their IEP to the satisfaction of the IEP Team.

## TRANSFER STUDENTS

Students who transfer to Rogers before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grades to determine promotion/retention. Students transferring during the last quarter may be promoted/retained according to the previous school district's academic standards.

## ROGERS SCHOOL SEMESTER AWARDS

At the end of each semester, students are awarded certificates for each of the following:

**HIGH HONOR ROLL** – To be eligible for High Honor Roll a student must receive nothing less than an A or S. This includes Music, PE, Handwriting, and Work Habits.

**HONOR ROLL** – To be eligible for Honor Roll a student must receive nothing less than a B- or S-. This includes Music, PE, and Handwriting.

**SPECIAL RECOGNITION** – Students are chosen by their teacher to receive this award for special effort *in the area of citizenship* during the nine weeks.

**B.U.G. HONOR ROLL (Brought Up Grades)** – This award is given to students who brought up a grade in any subject and no grades have fallen. Also, students maintaining a straight A average will receive this award.

**PERFECT ATTENDANCE** - To earn this award, a student can have no absences or tardies for the entire school year.

## REQUESTS FOR CORRESPONDENCE AND REPORTS

Joint and Non-Custodial parents may request the following information by completing the Request for Correspondence and Reports form found on the district's website.

- Reports or records which reflect your son's/daughter's academic progress.
- Reports of your son's/daughter's emotional or physical health.
- Notices of school-initiated parent/teacher conferences.
- Notices of major school-sponsored events, such as open houses, which involve student-parent interaction.
- Copies of the school calendar and newsletters.

## SAFETY PATROL

Children and adults are to cross at intersections or crosswalks designated for their crossing from one side of a street to the other. Cross where the crossing guards are.

Caution your child to obey the patrol provided for their safety. They, too, can help by looking both directions for oncoming traffic to enable good judgment for crossing a highway.

When children's parents are waiting across from the school, children should only cross to the other side of the road by using the marked crosswalks. Drivers do not always see children darting between cars to cross to the other side of a road.

## SCHOOL BUS RIDERS

The following instructions to school bus riders represent recommendations of the Illinois State Board of Education and are those student rules which govern the School District #102 transportation system. All children and parents should review these rules and be aware that all bus riders, while on the bus, are under the jurisdiction of the SCHOOL BUS DRIVER. Your help and cooperation will make it possible to provide the safest bus service for any activity students participate which requires busing. Bus privileges may be suspended for failure to comply with guidelines listed below.

1. Be on TIME at the designated school bus stop. It is necessary that students arrive at bus stops at least 10 minutes early the 1<sup>st</sup> 2 weeks of school. The bus will not wait for students who are not at the stop nor will the bus stop if no one is at the bus stop. Help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus...no fighting or running after another student while waiting.

3. Be careful in approaching the place where the bus will stop. **DO NOT MOVE TOWARD THE BUS** until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
4. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
5. Be alert to a danger signal from the driver. He/she is in complete command on the bus.
6. Remain in the bus in the event of a road emergency until instruction is given by the driver.
7. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus. Students should not lower or raise the windows.
8. Remember that loud talking, laughing, or unnecessary confusion diverts the bus driver's attention and could result in accidents. No profanity should be used by students or driver.
9. Be absolutely **QUIET** when approaching and crossing a **RAILROAD CROSSING STOP**.
10. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
12. Carry no animals or pets on the bus.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. Be courteous to fellow students and especially to the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at all discharge points. Where it is necessary to cross a two-lane highway in front of the bus, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely. Never run behind the bus.
18. The same rules and regulations for safe riding practices should be observed on co-curricular and extra-curricular activities sponsored by the school.
19. Never stop in front of or behind a school bus loading or unloading.
20. Never crawl around or under a school bus to gather lost papers or books. Tell the driver and he/she will help you.
21. Wear **LIGHT COLORED** clothing during winter months so you can be clearly **VISIBLE** to the bus driver and others on dark mornings.
22. No smoking is allowed on the bus by driver or student rider.
23. Bus riders can not change buses without confirmation from the superintendent.
24. Bus riders may not change their stops without confirmation from the superintendent.
25. Only students who qualify may ride the bus.

## **SPECIAL SERVICES**

In addition to our regular educational program, the district makes additional help available to students who are having learning problems and are eligible. These services range from Title I Reading services to Special Education services and are provided at no cost to the parents in accordance with state and federal law. District #102 also complies with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. If you have any questions concerning these special programs contact your child's building principal.

Also, North Pekin – Marquette Heights School District #102 offers a gifted education program for students. Students are placed in the program based on achievement and teacher nomination.

Should you feel your child qualifies for either of these programs, please contact his/her teacher for a conference.

## STUDENT ATTIRE

We encourage students to be neat, clean and to wear clothes which will not draw undue attention to themselves. Clothing which draw comments from peers, often brings unhappiness to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a change can be made. **Clothing should cover all parts of the body from the shoulders to the mid-thigh.** Clothing made of "spandex" or "spandex" like materials is discouraged.

Students are expected to dress appropriately for school. It is important that the clothes, shoes and hair styles children wear are not disruptive to the education of the children and that they do not present any danger to the children. Students will be allowed to play at recess if they have shoes that are strapped to the foot and ankle. Flip Flops may be worn in the classroom, but not on the playground.

Children are naturally beautiful. Therefore, the wearing of make-up is discouraged unless it is necessary for a teacher initiated project.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act require that at the beginning of each school year parents must be notified of their rights under the Act, mainly to examine and control the student's record. The contents and confidentiality of student records are closely regulated under the Illinois Student Records Act (Ill. Rev. Stat. 1985, ch. 122, par. 50-1 et seq.). The rights of students and parents, as well as the responsibilities of the school, are specified in this law. Parents may review their child's files if they are so inclined. The school administration will be happy to explain these rights and responsibilities to you if you have questions. In late April, early May, records of students advancing to the next level of education will have their records transferred to the new school.

## TEXTBOOK RENTAL FEE

Each year a book rental fee is assessed. If these fees are paid prior to September 15, a \$5.00 credit will be given. Should a family be financially unable to pay the textbook rental fee, a textbook waiver form may be requested from the school office. This must be done within a month of enrollment. A Textbook Waiver form is available from the school office for those parents who are financially unable to pay for student textbook rental.

## TOPICS OF A CONTROVERSIAL NATURE

It is district policy that parents be notified in advance if topics of a controversial nature will be discussed in class.

## **TORNADO ALERT**

At any time that we are under a tornado warning the students will be in their assigned emergency areas and will be held there until the all-clear is issued—even if it is time to dismiss. If you are waiting for your child, you will be welcome to join them inside in the safest place we can provide. We ask parents to assist school personnel in the following ways:

1. If you come to school to remove your child, report immediately to the office and sign your child out. This is done to keep an accurate account of the children's whereabouts.
2. If you come to school to be with your child, please report to the office to check in. This is done to have an accurate account of the adults in the building.
3. Only call the school if it is an emergency. Phone lines need to be kept open in order to keep contact with various agencies.
4. During the time of an alert, we will not let your child go with anyone that is not on their emergency data sheet. Please keep the office informed at all times regarding changes in babysitters, emergency numbers, or work numbers.
5. All children will be kept at school even after school hours if an all clear has not been issued. Parents need to come into the school to get the children in these cases.

## **TRAFFIC PATTERNS**

No parking is allowed:

1. In Marquette School parking lot, except for the designated handicapped parking spaces.
2. In bus loading zones on school days, when school is in session.
3. On or across a crosswalk.
4. Within 20 feet of a crosswalk or intersection.

## **STUDENTS WHO WALK OR RIDE BIKES TO SCHOOL**

When you walk to the playground from LaSalle, stay within the cross walk along the fence line and playground equipment. Do not go between the cars in the parking lot.

No parking or driving is allowed on the school grounds, except as marked/posted or directed.

Students must obey the school safety patrol.

Adult crossing guards are vested with police powers for the purpose of controlling traffic/safety on and around the school grounds. All pedestrians and drivers are required to obey them.

Bicycles will be walked across the street(s).

Running across the street is not allowed.

Everyone will cross at the crosswalks.

The school speed limit of 20 mph will be strictly enforced around the schools, on school days whenever children are present. The minimum fine is \$300.00. A citation will be issued for passing a bus arm. A suspension of 3 months loss of license and a \$150.00 fine for the first offense. A second offense within a 5 year period will include the loss of license for one year and a \$500.00 fine. ILLINOIS STATE LAW – 625 ILCS 5/11-605A

Drivers are allowed to drop off or pick up students in designated areas. Rogers students: If he/she is a car rider, do not drop them off or pick them up behind Georgetowne Middle School and have them cross the bridge. This is a safety concern as the Georgetowne faculty arrives in the morning. Instead, drop off or pick up your student on Rogers Road.

## TREATS AT SCHOOL

As per the Health Department regulations, all treats brought to school should be store purchased. This is recommended in order to aid in the prevention of illness.

## UNIFORM GRIEVANCE PROCEDURE

### *Board Policy 7.20*

Student or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972
3. Section 594 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Humans Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitable. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. *Marquette and Rogers* Complaint Manager is Ty Goss, *Marquette* Elementary School, 382-3612 or *Rogers Elementary* School at 382-3401.

## USE OF SCHOOL TELEPHONE

Students are discouraged from using the school telephone except in emergencies because it is considered a business phone and the lines should be kept open whenever possible. When necessary, we will deliver messages to your child if there is time to do so before dismissal.

## VISITORS TO SCHOOL

The Board of Education encourages parents and interested adults to visit the classrooms at any time during the school year. However, to insure the safety of the students and staff, all visitors to school property are required, by law, to report to the school office of the principal, identifying themselves and their purpose. Please make arrangements 24 hours in advance regarding such classroom visits. You may visit three times per year, unless unusual circumstances are involved. Each visit should not exceed one hour except under special circumstances. After 2 visits the parent/guardian must provide written rationale for future visits. Please enter the building through the front doors during the school day.

*Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the principal reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. The provisions in the handbook reflect the status of the rules, practice, and procedures as currently practiced and are subject to change.*

*The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the status of the rules, practice, and procedures as currently practiced and are subject to change.*

**\* This handbook is only a summary of board policies governing this district. Board policies are available to the public at the district office. This handbook may be amended during the year without notice.**