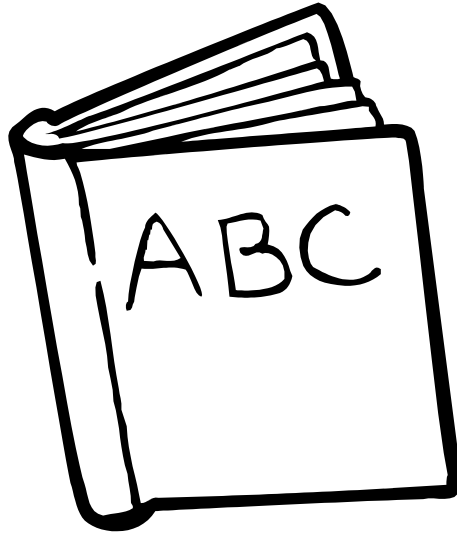


**COLLINSVILLE COMMUNITY UNIT
SCHOOL DISTRICT #10**



ELEMENTARY HANDBOOK

2009-2010

Members of the School Board

**Mr. Gary Peccola, President
Mrs. Theresa Billy, Vice-President
Mr. William G. Jokerst, Treasurer
Mr. James W. Achenbach, Secretary
Mr. Anthony Albertina
Mr. Gary Kusmierczak
Mr. Wayne White**

TABLE OF CONTENTS

| | | | |
|---------------------------------------|----|--|----|
| Administrative Offices..... | 4 | Nondiscrimination Policy..... | 3 |
| Administrative Staff..... | 4 | Pesticide Usage..... | 8 |
| Asbestos Management Plan..... | 9 | Pre-Kindergarten Program..... | 10 |
| Attendance Policy..... | 6 | Publicity Release..... | 9 |
| Automated External Defibrillator..... | 19 | R.I.T.E..... | 11 |
| Bus Conduct & Safety..... | 25 | School Board | 1 |
| Calendar..... | 29 | School Board Philosophy..... | 2 |
| Cancellation of School..... | 7 | SchoolReach..... | 7 |
| Cafeteria Prices..... | 8 | Search & Seizure..... | 24 |
| Cellular/Digital Devices..... | 22 | Sex Equity Policy..... | 3 |
| Corporal Punishment Policy..... | 19 | Sexual Harassment..... | 22 |
| Disciplinary Procedures..... | 14 | Special Education Office..... | 4 |
| Equal Education Policy..... | 3 | Special Education Information..... | 12 |
| Examinations..... | 20 | Student Disciplinary Procedures.... | 14 |
| Fees & Fee Waiver..... | 7 | Student Records..... | 27 |
| Gangs – Policy..... | 24 | Student Rights & Responsibilities...13 | |
| Grade Placement..... | 5 | Technology Information..... | 9 |
| Grading Scales..... | 5 | Title I..... | 10 |
| Hearing & Vision Notification..... | 20 | Unit 10 Elementary Schools..... | 4 |
| Homebound..... | 11 | Weapons - Dangerous and Illegal...23 | |
| Homeless, Education of..... | 3 | Website – (District)..... | 5 |
| Medication Policy..... | 21 | | |

Home School Information begins on page 30

SCHOOL BOARD PHILOSOPHY

To educate means to “bring out.” To begin this process of leading a student into certain paths, we must first instill in our students the belief that we must develop in each individual the ability to understand and respect the rights of others, and to fulfill their obligations as a member of the community, the state and the nation. In addition, we believe it is our task to provide each child the tools for meeting with calmness and composure life situations whether favorable or unfavorable for him/her. At the time, agreeing that it is impossible to teach all on any subject, we nevertheless, recognize the great importance of encouraging the development of such habits and skills and mastery of such knowledge as will make it possible for the student to pursue their vocation. We believe that our principal thrust as educators is to provide the student with the guidance and counsel which will best prepare him/her for future responsibilities to self and to the society in which we live. Education for our students should ensure that each child will be helped to realize their full potential and to take their place in society as a happy, useful, productive citizen and contribute something of value.

ANNUAL NOTICE OF NONDISCRIMINATION

It is the policy of the School Board of Collinsville Community Unit School No. 10 not to discriminate on the basis of race, color, creed, national origin, religion, age, handicap unrelated to ability, or sex in its educational programs or employment policies or practices.

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or title VI (minorities) should be directed to Ms. Kelly Grapperhaus, at the Special Education Office, 123 W Clay Street, Collinsville, Illinois 62234. A copy of the Grievance Procedure is available upon request from the Superintendent's office.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

SEX EQUITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

ADMINISTRATIVE OFFICES

201 West Clay Street
Collinsville, IL 62234
618-346-6350

ADMINISTRATIVE STAFF

Dr. Dennis Craft.....Superintendent
Mrs. Julie Brown.....Ass't. Superintendent of Curriculum and Instruction
Mrs. Susan Homes....Ass't. Superintendent of Human Resources & Information Systems
Mrs. Uta Robison.....Director of Business Affairs
Mr. Mike Kunz.....Director of Technology
Ms. Kelly Grapperhaus.....Director of Pupil Personnel Services
Mr. Mike Hollingshead.....Director of Building and Grounds

**SPECIAL EDUCATION
OFFICES**

123 W Clay Street
Collinsville, IL 62234
Director: Ms. Kelly Grapperhaus
Ass't. Director: Mrs. Kristin Korte
618-343-2878

MARYVILLE SCHOOL

6900 West Main Street
Maryville, IL 62062
Principal: Mrs. Joanna Luehmann
618-346-6261

INTERMEDIATE SCHOOL

1841 Vandalia St.
Collinsville, IL 62234
Principal: Dr. Allen Ellington
618-346-6311

JOHN A. RENFRO SCHOOL

311 Camelot Drive
Collinsville, IL 62234
Principal: Mr. John Griffith
618-346-6266

CASEYVILLE SCHOOL

433 South Second Street
Caseyville, IL 62232
Principal: Dr. Jean Dayton
618-346-6205

SUMMIT SCHOOL

408 Willoughby
Collinsville, IL 62234
Principal: Mr. David Stroot
618-346-6221

JEFFERSON SCHOOL

152 Boskydells Street
Collinsville, IL 62234
Principal: Mr. David Stroot
618-346-6214

TWIN ECHO SCHOOL

1937 South Morrison
Collinsville, IL 62234
Principal: Dr. Julie Haake
618-346-6228

KREITNER SCHOOL

9000 College
Collinsville, IL 62234
Principal: Mrs. Vicki Reulecke
618-346-6213

WEBSTER SCHOOL

108 West Church
Collinsville, IL 62234
Principal: Mrs. Carmen Loemker
618-346-6301

DISTRICT WEBSITE

www.kahoks.org

The district maintains a website which contains a great deal of valuable information for parents, students, and community. Each school also has a link from the district website. Other information includes Board policies, the school calendar, cafeteria menus, helpful educational information, and other school specific information. In accordance to the state law the district budget is also posted on this website.

GRADE PLACEMENT

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for purposes of grade placement.

GRADING SCALE

Letter Grades will be administered in core curricular areas beginning in third grade. Progress will be assessed according to student mastery of the state learning standards in grades K - 2 as beginning, developing, or secure. Letter grades are issued according to the following scale.

| <u>Letter Grades</u> | <u>Percentage Scores</u> |
|----------------------|--------------------------|
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | Below 60 |

Explanation of Academic Marks (K-2)

Beginning The concept has been introduced. The student begins to understand facts, concepts, and/or principles to complete tasks but requires teacher assistance.

Developing The student develops an understanding of facts, concepts, and/or principles to complete tasks and often works independently.

Secure The student demonstrates a thorough knowledge of essential facts, concepts, and/or principles relative to a topic and is applying knowledge and skills independently.



A blank indicates a topic/concept not covered for that quarter.

ATTENDANCE POLICY

One of the keys to receiving an excellent educational experience is regular school attendance. Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. The Illinois Code defines chronic absenteeism as missing school 10 percent of the previous 180 school days. That would be 18 days of absence over a 180-day period. The school will notify parents by letter or by home visit when a student reaches 8 days absence, 15 day absence, and 18 day absence. If a student reaches 18 days absence, a legal citation may be issued. The parent and/or student would be subject to court action. Special circumstances such as hospitalization, chronic illness, etc., will be considered in this process. Collinsville Unit 10 appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

Dear Parents,

Collinsville School District has worked to develop an effective truancy policy. Many parents received a (8, 15, or 18 day) letter last year reminding them of their child's absences. In order to be as efficient as possible, a new absence code was developed to give the school district a better understanding about your child's absences and to help eliminate unnecessary truancy letters.

A Documented Absence (DA) is an absence which occurs due to personal illness, serious family illness, the death of an immediate family member, and/or court appearances. The term 'Documented Absence' will replace the current term of 'Medical Absence' and will require documentation.

- a. In the case of personal or serious family illness, the student must provide medical documentation.*
- b. In the case of death of an immediate family member or court appearance, the school secretary should have personal knowledge of the event or some type of documentation supporting either case.*
- c. In the case where a nurse has to send a student home for illness, ie; head lice, fever, vomiting, the DA code will be used.*

*Documented Absences will **not count** towards a student's total number of absences before receiving a truancy letter. Truancy letters will be issued to parents when students miss 8, 15 and 18 days. It is **very important** to bring in documentation to the school office when your child has been absent and meets the above qualifications so the absences can be labeled as DA instead of a traditional RA (Reported Absence).*

I believe that this change will drastically reduce the number of truancy letters that will be sent out. Please contact you're your child's school office if you have any further questions.

INSTRUCTIONAL MATERIAL FEES AND FEE WAIVER NOTIFICATION

Instructional material fees for the 2009-2010 school year will be as follows:

Kindergarten: \$65 (\$50 materials plus \$15 technology usage)

1st - 6th Grades: \$90 (\$75 materials plus \$15 technology usage)

In accordance with Illinois law, it is the policy of the district that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Students eligible for fee waiver include those whose families are eligible for aid to families with dependent children under Article IV of the Illinois Public Aid Code and those students who are eligible for the School Free and Reduced Priced Meal Program. Fee waiver forms are available in the principal's office of each school building.

SCHOOL REACH

The district uses an automated telephone system ("SchoolReach") to inform parents of important information, such as school closings and emergencies. To insure you receive these automated telephone messages, please insure that your telephone number is listed accurately with your child's school office. Any telephone number changes should be promptly reported to the school office. Answering machines and voice mailboxes should be set to pick up messages after no more than 4 rings to insure delivery of automated messages to these devices.

In addition to the automated telephone system, parents and guardians are encouraged to check the district's website at [://www.kahoks.org](http://www.kahoks.org) for current information of interest to parents and students, including weather-related cancellations. The district considers the safety and well-being of its students and staff when considering school cancellation due to weather conditions. School closing information is posted on the district website, as well as sent via automated telephone message; as soon as a decision from the district's central administrative office has been made.

CANCELLATION OF SCHOOL

The cancellation of school takes place only during extreme weather, equipment failure or public crisis. The Superintendent is the only one who may decide to cancel school. In the event of cancellation, please listen to one of the radio or television stations listed below between 5:30 a.m. and 8:30 a.m.

KMOX, St. Louis, AM-1120
WGNU, Granite City, AM-920

KXOK, St. Louis, AM-630
KSDK, St. Louis, TV Channel 5

KSD, St. Louis AM-550
WINU, Highland, AM-880

WIL-FM, St. Louis, FM-92.3
KMOV, St. Louis, TV Channel 4

In the event school must be canceled during the school day, the school will make certain that all students have satisfactory transportation to their home before releasing them from school.

CAFETERIA PRICES

The following are cafeteria prices for the 2009-2010 school year:

| | |
|-------------------|--------|
| Student Lunch | \$2.00 |
| Student Breakfast | 1.15 |
| Milk | .60 |
| Reduced Lunch | .40 |
| Reduced Breakfast | .30 |

NOTIFICATION OF USAGE OF PESTICIDES IN SCHOOL BUILDINGS

Below is a list of dates pesticides may be used to help control insects in the Collinsville Schools. Included is information on the type of products that the school district will be using.

The state of Illinois passed a law effective August 1, 2000, which requires districts to actively implement an Integrated Pest Management (IPM) Program. It also requires the district to provide information to parents, students, and employees, about pesticide usage in the schools. Collinsville School District is aggressively working toward the reduction of pesticides, implementation of IPM strategies, and utilizing chemicals with the lowest risk factor that are available.

Please contact the Director of Building and Grounds by phone (618) 346-6350 ext. 293 during school hours if you have any questions or concerns regarding the information.

- **SUNCIDE** may be applied the second and fourth **Fridays** of each calendar month.
- **NIGHT STALKER** may be applied to cafeteria or kitchen areas **Monday, Wednesday, and Friday** of each week.
- **FICAM PLUS** may be applied to outdoor facilities such as garbage cans, dumpsters, and building structures the second and fourth **Fridays** of each calendar month

AS THE DISTRICT IMPLEMENTS MORE PHYSICAL CONTROLS TO REDUCE THE PRESENCE OF INSECTS OR PESTS IN SCHOOL BUILDINGS AND GROUNDS, LESS CHEMICAL CONTROLS WILL BE USED.

If it is necessary for you to receive individual notification of pesticide usage, please send a letter outlining your request to your school office.

ASBESTOS MANAGEMENT PLAN

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty, and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at all schools located within Collinsville C.U.S.D. #10 furthermore, a site-specific asbestos management plan was developed, reviewed by the principal and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan, which is available in the District Office at 210 West Clay Street, Collinsville. Should you have any questions or desire further information, please contact the Superintendent's Office.

PUBLICITY RELEASE

At times, Collinsville School District has the opportunity to publish the achievements of students at school. Some examples of these activities may include, everyday classroom activities, special awards or projects, Academic Festival, School Picnics, etc. Publications may occur through school or district WebPages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to the Director of Technology, CUSD10, 201 West Clay Street, Collinsville, Illinois 62234.

TECHNOLOGY INFORMATION

All Unit 10 Buildings are equipped with computers with Internet access. Usage of these computers is a privilege. Students are only permitted Internet access with parent permission. A copy of the signed permission is retained at the district office. Students may lose their Internet privilege if they violate the School Usage Policy. Please refer to the consent form from registration for additional information.

OFF CAMPUS COMPUTER USE Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SPECIAL PROGRAMS

Pre-Kindergarten Program

The Collinsville Unit 10 Pre-kindergarten Program is designed for children who, for one reason or another, are likely to have problems with success in school. This might be because the child is a little behind in development or because of family stress factors such as unemployment, illiteracy or substance abuse. To participate in pre-kindergarten, children must be Unit 10 residents and at least three years old, but not yet old enough for kindergarten. Each child is evaluated individually. If the evaluation indicates the likelihood that the child will have difficulty in kindergarten, he/she will be admitted to pre-kindergarten or placed on a waiting list. Children with substantial handicapping conditions or developmental delays are referred to the Special Education Program. If you have any questions regarding this program, contact Mrs. Margie Whaley at 346-6305.

Title I

Title I is a federal program that provides funds to our district for instructional programs and professional development within our district.

“The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by —

- (1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4) holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging

State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

- (7) providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- (8) providing children an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time;
- (9) promoting schoolwide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- (12) affording parents substantial and meaningful opportunities to participate in the education of their children.”

Information provided by the U.S. Department of Education

R.I.T.E.

The Reading Improvement Teaches Excellence (R.I.T.E.) program is funded through the Reading Improvement grant, a state funded program. R.I.T.E. programs are offered at several Collinsville Unit 10 non-title elementary schools. Direct services are available for kindergarten, first and second grade students. R.I.T.E. employs teachers, a coordinator, and an educational assistant.

Students who are achieving below grade level are screened for the R.I.T.E. program. The classroom teachers, R.I.T.E. teachers and the principal review each child’s language arts needs on an individual basis and select eligible R.I.T.E. students. The R.I.T.E. teacher then develops a program of instruction using innovative teaching methods and meaningful supplemental materials. R.I.T.E. students receive services both in small groups and in the classroom.

Parents are encouraged to be involved in the R.I.T.E. program. Regular meetings and conferences are scheduled to discuss each individual child’s progress, and materials are available for parents to use at home. A variety of parent programs are offered at each R.I.T.E. school.

Homebound Instruction

Home/hospital services are provided to a student when a physician determines that the student must be absent from school for at least ten consecutive days for medical reasons. The goal of home/hospital instruction is to offer the student experiences equivalent to those afforded to other students at the same grade level. Such experiences are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the

other students in his/her classes. All students on homebound are required to take all tests and final exams in all classes.

Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed physician, giving the reasons home instruction is necessary, and a written parental or guardian request filed in the Special Education Office.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Prior to beginning home/hospital services, conferences will be held between appropriate school personnel, parent(s)/guardian(s), student and hospital staff if necessary to coordinate course work and facilitate the student's return to school. Either a doctor's release or approval from the Director of Pupil Personnel is necessary for a student to return to school. If you believe your child is eligible for homebound instruction, please contact the Special Education Office.

SPECIAL EDUCATION

Collinsville Community Unit School District 10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities, and physical, learning, or behavioral disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education, and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

Referrals for Special Education

If you believe your child may have a disability, and this disability is adversely affecting your child's educational performance, please contact your building principal or school counselor to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

Child Find/Special Education Referral

The school district attempts to identify, locate and evaluate all children birth through 21 who are suspected of having a disability, which adversely affects educational performance. This district participates in Starting Points, a school and family partnership, for families that are expecting a child or have children up to three years of age. Children with disabilities up to age three and in need of specialized services are

referred to Child and Family Connections; an agency that coordinates needed services for the student and their families. Further child find activities include, early childhood screenings, speech and language screenings, and vision and hearing screenings, and teacher and/or parent referrals for case study evaluations. Screening dates for early childhood children (those children that will be three by the start of the school year up to kindergarten age) can be accessed on the district computer web site, and the local newspapers. This early childhood screening is a free developmental check that includes gross and fine motor, cognitive, vision, hearing, and speech/language screening. Children that show delays in two developmental areas may be referred for full case study evaluation for special education services.

Maintenance and Destruction of Special Education Records

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 123 W Clay Street, Collinsville, IL 62234. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting Kelly Grapperhaus, PPS Director and Records Custodian at 343-2878.

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact Kelly Grapperhaus, PPS Director and Record Custodian at 343-2878.

STUDENTS' RIGHTS AND RESPONSIBILITIES

My Rights My Responsibilities

I have the right to be happy and to be treated with compassion in the school. This means that no one will laugh at me or hurt my feelings. I have a right to be safe at school. This means that no one will hit, kick, push, pinch, threaten, or hurt me. I have the right to expect materials be prepared and available to help me learn. I have the right to express my opinions and myself. I have the right to appeal disciplinary actions as outlined in board policy. I have the right to have my academic and personal records maintained by the school remain private. I have the right to come to school dressed so that I am comfortable. I have the right to be myself at school. This means that no one will treat

me unfairly because I am different from them. I have the right to participate in extracurricular activities during and after school. I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others, or try to hurt the feelings of others. I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching threatening or hurting anyone. I have the responsibility to prepare and participate in classroom activities. I have the responsibility to express myself in a respectful manner so I don't offend others. My freedom of expression should not interfere with other students learning. I have the responsibility to accept the decisions of the appeal process. I have the responsibility to respect other students' privacy. I have the responsibility to come to school in appropriate clothes that are not offensive to others. I have the responsibility to respect others as individuals and not to treat others unfairly because they are different from me. I am responsible for maintaining good grades while I am participating in an extracurricular activity. I am also responsible for behaving appropriately.

STUDENT DISCIPLINARY PROCEDURES

Listed below are some problems, which a student could possibly be involved. The policy and possible disciplinary procedures are listed below:

1. **PROBLEM:** General misconduct - conduct that is intentionally distracting, disruptive, disorderly and improper.

POLICY: Students are expected to conduct themselves in a manner, which is not disruptive in the classrooms, office, halls, other areas of the school, authorized activities or school buses.

DISCIPLINE: Parental conference, detention, in-school suspension, or suspension.

2. **PROBLEM:** Gross misconduct - any physical act or inflammatory, profane, slanderous, verbal abuse directed at a teacher and other authorized personnel; the willful intentional violation of rules and regulations; repeated violations of rules and regulations; conduct that continually threatens to disrupt the educational process and operations of the school; conduct that is dangerous to other people.

POLICY: Student conduct must be orderly, proper and reasonable on school property, at authorized activities and on the school buses.

DISCIPLINE: Required parental conference, suspension, and/or expulsion.

3. **PROBLEM:** Insubordination - deliberate, intentional refusal to obey a proper and reasonable order.

POLICY: Students must obey proper and reasonable orders given to them by teachers and authorized personnel on school property, at authorized activities and on the school buses.

DISCIPLINE: Parental conference, suspension, and/or expulsion.

4. **PROBLEM: Drug/Alcohol Abuse**

Non-medical use of drugs and the consumption of alcoholic beverages are hazardous to the health of students. Possession, use, delivery, receipt of delivery, or any attempt to use, deliver or receive drugs or alcohol is prohibited on school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field trips and athletic and extracurricular trips, whether held before or after school, evenings, or weekends.

POLICY REGARDING POSSESSION OF NARCOTICS, STIMULANTS, MARIJUANA, ETC. – RESOLUTION

Whereas, the illegal or unauthorized possession, use, delivery or receipt of alcohol, narcotics, stimulants, hallucinogens and depressants, including marijuana and “look alike drugs,” is recognized by the Board to be deleterious to the proper conduct of the schools and a danger to the safety, health and welfare of the teachers, students and administrators; and

Whereas, conduct on the part of the students in possessing, using, delivering, receiving, or arranging/soliciting for the use, delivery or receipt of alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

BE IT RESOLVED by this Board of Education that it is the policy that any student found possessing, using, delivering, receiving or arranging/soliciting for the use, delivery or receipt of alcohol, unauthorized or harmful drugs, including marijuana and “look alike drugs”, or possessing, using, delivering and/or receiving drug paraphernalia on school property or transportation facilities or at an approved school activity held on nonschool property shall: 1) be suspended out-of-school for a period of ten (10) days and 2) be referred to the Board of Education for a hearing and possible expulsion from school for the remainder of the school year (any evidence obtained will be delivered to local authorities for possible prosecution). Information which may be referred to the Board of Education and/or local authorities regarding possible expulsion causes shall include: 1) information provided from the Abused and Neglected Child Reporting Act; 2) Special Education files (including the report of the multidisciplinary staffing on which placement of no placement was based); 3) all records and tape records relating to special education placement hearing and appeals; and 4) the disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, disciplinary infraction refers to violation of policies on drugs, weapons or bodily harm to another person.

Note: If a student exhibits behavior that indicates he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses’ office, social worker, assistant principal, or principal. A nurse, with a social worker, guidance counselor, school resource officer and/or assistant principal or principal will conduct a physical assessment including a standard field sobriety test and/or breathalyzer for the presence of alcohol. If this team determines that there is strong suspicion the student

is under the influence, the parents will be notified. Any student who comes to school or to any school activity already under the influence of or having consumed or taken either alcohol or other drugs, but not having the illegal substance on his/her person, will receive a ten (10) day suspension, may have their parking privileges revoked, may be recommended for expulsion to the Board of Education, and may be referred to the legal authorities for appropriate action.

SUBSTANCE ABUSE OPTION

For certain alcohol and drug related offenses, a student may be referred to a substance abuse program. If offered this option, the student's recommended discipline may be reduced. In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment/treatment alternative, they must consent to release of information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn. After the appointment is made, the principal (or designee) must be contacted by the service provider and be notified of the initial assessment date. After the assessment is complete, the service provider must verify that the student was assessed and inform the principal (or designee) of the expected length of treatment and or education program. If treatment is long-term, the service provider must contact the principal (or designee) minimally every month to provide an update on the student's progress. Should the student terminate treatment/education prematurely or miss more than two appointments, the principal (or designee) will be notified and the recommendation for expulsion shall be renewed. When treatment/education is completed, the service provider will send the principal (or designee) a final report verifying that treatment has been completed in addition to any other appropriate information. Any second drug/alcohol violation during a student's high school career will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for the assessment/treatment alternative.

***NOTE:** All costs associated with any assessment, educational program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense.*

DELIVERY

The delivery or receipt of delivery (or any attempt or intention to deliver or receive delivery) of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for a substance abuse option. Delivery refers to the transfer of possession or control

to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. There is no assessment/treatment alternative for any student who delivers any of the items listed above.

PROCEDURES FOR IMPAIRMENT ASSESSMENT

The following will be in effect not only during school hours, but also on campus at any time and at any off campus activities officially involving C.U.S.D. No. 10 students: 1) Parent notification upon conclusion of an administrative review; 2) Suspension from school with a recommendation to the Board of Education for expulsion; 3) Police contact and charges filed when appropriate.

School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance must immediately be reported to the principal or designee. An administrator and a designated team will conduct an assessment which may include, but is not limited to: 1) Questioning of student regarding possible use; 2) Assessment of physical symptoms; 3) Standard Field Sobriety Test; 4) Additional screening:

For suspected use of alcohol: 1) A saliva or portable Breathalyzer test to be used only after visual assessment of symptoms and questioning of the student regarding possible use; 2) To be conducted by trained staff in the presence of a second staff member.

For suspected other drug use: Screening Assessment for Suspected Chemical Use
If screening results indicate alcohol or drug use and/or possession, the principal or designee shall contact appropriate law enforcement and parents. In implementing this procedure, the principal and/or designee shall coordinate all efforts with law enforcement officials. If possession and/or use is confirmed, discipline policies and procedures shall be followed.

Legal authorities will be contacted whenever students are found to be in violation of the Collinsville School District Drug/Alcohol Abuse policy.

5. **PROBLEM:** Stealing or damaging of school or personal property (acts legally termed theft, robbery, and damage to property)

POLICY: No person may take or destroy personal or public property.

DISCIPLINE: Parent conference, restitution, suspension, and/or expulsion.

6. **PROBLEM:** Fighting on campus and the school buses.

POLICY: Fighting at authorized activities, on the school buses and on campus is prohibited.

DISCIPLINE: Students involved in a fight will be disciplined according to the seriousness of the situation. This can mean being sent home to return with a parent for a conference, suspension or expulsion.

7. **PROBLEM:** The use or possession of tobacco products on school campus and school buses.

POLICY: The use or possession of tobacco products on school property, at authorized activities and on school buses is prohibited.

DISCIPLINE: First violation - five (5) day suspension. Further violations will be ten (10) day suspension.

8. **PROBLEM:** Fireworks.

POLICY: The use of fireworks is not permitted in the State of Illinois by unauthorized persons. Further, fireworks present a potential hazard to the safety of students and schools.

DISCIPLINE: The use or possession of fireworks on the school campus or at authorized school activities will result in a parent conference, suspension, or a possible recommendation for expulsion.

9. **PROBLEM:** Fire alarms.

POLICY: Unauthorized use of fire alarm system is not permitted.

DISCIPLINE: A student who is involved in the unauthorized use of the fire alarm system will be suspended for ten (10) days and recommended for expulsion.

10. **PROBLEM:** Dangerous and illegal weapons.

POLICY: The display, possession and transportation of dangerous and illegal weapons and their look-a-like (including toys) on campus and school buses will have a parent conference, suspended, expelled and/or charged with criminal misconduct.

DISCIPLINE: Anyone found possessing, displaying, transporting or using a dangerous and illegal weapon or look-a-like (including toys) on campus and school buses will have a parent conference, suspended, expelled and/or charged with criminal misconduct.

- 11: **PROBLEM:** Communication devices such as beepers, portable phones, etc.

POLICY: Cell phones must remain off and out of sight during school hours. Students may use them in an emergency situation (911) or in the presence of an administrator. However, school policy prohibits bringing beepers, radios, TV's, and electronic devices and games to school.

DISCIPLINE: beepers, phones, radios, and electronic devices will be confiscated. Parents will have to retrieve the items from the principals' office. Continued violation could result in suspension for insubordination.

12: PROBLEM: Threats (Violence) - Bodily Harm

POLICY: Any verbal threats to life, bodily harm or of any violent nature to staff or students will not be tolerated and will be taken seriously.

DISCIPLINE: Such threats may result in suspension, police action, and possible expulsion or any combination of these as determined by the nature of the threat.

Students are encouraged to use self-discipline. School staff members should make every effort to help each student gain acceptable self-discipline standards. However, when self-discipline fails, regulations for the management of school behavior must be enforced by those directly responsible for the operation of the schools. These disciplinary measures should be fair, logical, and clearly defined. They should be promptly administered and applied consistently among all students.

CONSEQUENCES

The consequence assigned to the student will be based on the severity of the offense. Possible discipline consequences could include, but are not limited to the following:

- Warning
- Time out, or removal from the situation
- Denial of special privileges
- Detention - A student may be detained after school, during recess, or during the free part of a lunch period by teachers or administrators
- Phoning parents
- Parent/teacher/student conference - A discussion is held with student and/or parent by appropriate staff
- Suspension - A student is removed from the school for a period not to exceed ten (10) consecutive school days, but is expected to make up his/her class work
- Referral to an outside agency
- Referral to law enforcement agencies - When the situation warrants, local authorities will be called to intervene
- Expulsion - A student may be removed from the school for the remainder of the school term.

CORPORAL PUNISHMENT

This policy does not allow administrators, counselors, or teachers the right of slapping, paddling, or prolonged maintenance of students in physically painful positions, nor shall it allow the intentional infliction of bodily harm to students. Administrators, counselors, or teachers may use reasonable force, as needed, to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The State recently passed a law requiring all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes school with gymnasiums, wrestling rooms, weight training rooms, etc. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD #10 school buildings will be equipped with AEDs. There will be public access door stickers and identification signs posted in each building. There will be several staff members in each building that have completed a 4-hour training course on CPR and AED use. Please make your child(ren) aware that these units will be in the buildings. They will be housed in wall hanging cabinets and should not be tampered with by students.

MEDICAL EXAMINATIONS & IMMUNIZATIONS

The School Code requires that prior to entering pre-kindergarten, early childhood, kindergarten or first, sixth and ninth grades must have a current physical examination on file. In addition, students are to present evidence of appropriate immunizations for DPT, Polio, MMR, Hib, Hep B, and Varicella. Screenings for diabetes (including the BMI), lead risk and tuberculosis are indicated for students in high risk groups.

Illinois State Board of Education requires that our students meet the physical health requirements by the first day of the school year for those grades needing new exams. We are obligated to exclude students from school who are still lacking the required health exams and immunizations if we have not received these by the first day after Labor Day. If your child is excluded for lack of health exam or immunizations, truancy may become an issue.

DENTAL EXAMINATIONS

- Dental examinations are now required for students entering kindergarten, second and sixth grades.
- Dental exams are to be completed on the Illinois Dental Examination Record.

- This exam is to be done within one year prior to May 15th of the year the student is in kindergarten, second and sixth grade.
- Fourth quarter grade cards will not be issued if the requirement is not met.
- A waiver for children who show an undue burden or lack of access to a dentist may be established.

VISION EXAMS

Vision Exams are now required for all Kindergarten students and any new student entering the district. Exams must be completed by October 15 by an Optometrist or Ophthalmologist. More information will be available at the beginning of the school year.

HEARING & VISION SCREENINGS

The Illinois Department of Public Health requires certain grade levels be screened for hearing and vision.

- Hearing screening will be conducted for early childhood, pre-kindergarten, kindergarten, first, second, third, and special education students.
- Vision screening will be conducted for early childhood, pre-kindergarten, kindergarten, second, eighth and special education students.
- A color vision screening will be conducted in the second grade.
- Vision screening is not a substitute for a complete eye exam by an eye doctor.
- Your child will not be exempt from screening unless there is a current (within one year) doctor written vision or hearing exam in your child's health record.
- If your child fails either the hearing or vision screening, you will receive a letter of notification.

MEDICATION POLICY

In accordance with the Illinois School Code (105 ILCS 5/10-20.14b) and the laws of the State of Illinois, it shall be the policy of Collinsville Unit #10 that the administration of medication to students during school hours be discouraged unless absolutely necessary for the critical health and well-being of the student.

Therefore, only those medications, which have been prescribed by a licensed physician or dentist, will be administered to regular classroom students (subject to the following policies).

This policy does not prohibit the parent or guardian from coming to the child's school and administering the medication if they so agree and are approved by the school administrator.

This policy shall not prohibit any school employee from providing emergency assistance to students.

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS ON THEIR PERSON WHILE IN SCHOOL OR RIDING A SCHOOL BUS TO

AND FROM SCHOOL.

Definition: Long-term medications are prescription medications utilized in the treatment of chronic medical conditions over a long period of time (over 30 days).

Policies:

1. School personnel will administer no medications at school if the hours that dosage is due can be arranged so that the student could receive the medication at home.
2. Inhalers or Epi-Pens may not be carried by the student in school unless the physician indicates in writing on the medication request form (or a prescription blank) that it is medically necessary that the inhaler or Epi-Pen be kept on the students person at all times. Special arrangements will then be made by the school nurse and the school principal to carry out the physician's orders.
3. All medications administered to student during school hours must be transported to and from school by a parent or another adult acting on the parent's behalf (this may be a friend, relative, baby-sitter, etc.)
4. All requests to administer medication to students must be in writing on the designated "Medication Request Form" and signed by the parent or legal guardian and the physician. **Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**
5. All medications, prescribed by the physician, must be in the original pharmacy container. The container (prescription and nonprescription) must be labeled with the students and physician's name, pharmacy, and the name, dosage, and directions of the medication. **Any change in the dosage of the medication and/or directions for use will require a corrected pharmacy label indicating the changes and a signed note from the physician.**
6. If a student is taking a long-term medication (over 30-days), a new Medication Request Form is required at the start of each school year. The pharmacist must re-label the bottle according to the physician's new orders.
7. The parent will be notified if the student consistently forgets to take the medication at he specified time. The student will be called to the office as a remainder to take medication if forgotten. It is the parent's responsibility to make sure the student knows when the medication is due.
8. The administration of any medication containing a narcotic is discouraged during school hours. If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
9. Cough drops are permitted at the elementary and intermediate levels (PreK-6) with a medication permission form signed by physician and parent. Student must stay in the health room/office while the cough drop is administered. However, cough drops are discouraged at this level due to risk of choking.
10. School personnel will destroy any medication that is not removed from the school at

the end of the year.

SEXUAL HARASSMENT

Sexual Harassment of students is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that has the purpose or effect of:

- a. substantially interfering with a student's educational environment;
- b. creating an intimidating, hostile, or offensive educational environment;
- c. depriving a student of educational aid, benefits, services, or treatment; or
- d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing relation to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension or expulsion.

CELLULAR/DIGITAL DEVICES

The unauthorized use of any digital device including, but not limited to, cellular telephones, pagers, text messaging devices, personal digital assistants (PDAs), audio, video, photographic or similar digital devices capable of storing, sharing and/or transmitting information during the school day is strictly prohibited. If a student possesses such a device on school property, the device must be turned off and properly stored out of sight. The school district will not be responsible for loss, damage, or theft of any device brought to school.

Cellular telephones may only be used in emergency situations or with the permission of a building administrator/teacher. Cellular/digital devices may be used before or after school hours as long as there is no interference with school activities and use is not of an illegal nature. Any student who violates this policy is subject to discipline, including confiscation of the device. A parent/guardian will be required to pick up confiscated devices.

DANGEROUS AND ILLEGAL WEAPONS

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to the Unit District 10. For this reason, students who engage in such activities as the use or possession of a weapon, physically attacking faculty, staff, or other students, theft, arson, or vandalism are subject to extremely serious penalties. These penalties include suspension of up to and including ten days, along with possible expulsion and criminal prosecution.

School Board policy forbids students bringing or being in possession of illegal weapons on school property at any time. The display, possession, and transportation of dangerous and illegal weapons, including look alike weapons, are strictly prohibited on school property, school buses, and at authorized school activities.

Items in the following categories are defined as weapons: any firearm of any description, a bludgeon, blackjack, slingshot, metal knuckles, any switchblade knife, stiletto knife, or any items considered dangerous to others, including, but not limited to, those defined by Illinois State Law in 720ILCS 5/24-1.

Violators of this policy will be suspended for a period up to 10 days and may be referred to the School Board for a hearing and possible expulsion from school for the remainder of the school year. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to the local authorities for possible prosecution. In all criminal cases, this policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law.

Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the student, and other extenuating circumstances might reasonably be considered.

PROHIBITED GANGS AND GANG ACTIVITIES

The School Board considers the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A “gang,” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the School Board acts to prohibit gang activity on or about school grounds, on school buses, or off school grounds at any school activity as follows:

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, tattoo symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures, handshakes, etc.) showing membership or affiliation in a gang, and;
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gang;
 - b. requesting any person to pay for protection or otherwise, intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school district policies, and;
 - d. inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricula and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances of materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

BUS TRANSPORTATION

Conduct and Safety

School bus drivers are to have control of all school children conveyed between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge.

Student Rules

1. Prior to loading:
 - A. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
 - B. Conduct yourself in a safe manner while waiting for the bus.
 - C. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.
2. While on the bus:
 - A. The driver is in charge. Obey the driver promptly.
 - B. Observe classroom conduct while on the bus. In the interest of safety, keep all noise at a minimum. Unnecessary conversation could divert the driver's attention and result in a serious accident.
 - C. When boarding the bus, go quickly and quietly to your assigned seat.
 - D. Keep hands and head inside the bus at all times.

- E. Assist in keeping the bus safe and clean at all times.
 - F. Treat bus equipment as you would treat valuable furniture in your own home.
 - G. Never tamper with the controls or the equipment on the bus.
 - H. Keep books, packages, coats, feet and all other objects out of the aisle.
 - I. Do not throw anything out of the bus window.
 - J. Stay in your seat while the bus is in motion.
 - K. Absolute quiet when approaching a railroad crossing stop or a street intersection.
 - L. Do not bring glass containers, animals, pets or weapons on the bus.
3. After leaving the bus:
Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) then cross only when the driver signals it is safe. Then look to be sure that no traffic is approaching from either direction. The driver will not discharge riders at other places than the regular bus stop, at the home or school.
4. A driver shall not be required to transport a pupil when the pupil's conduct endangers the safety of others, when he commits acts of vandalism, uses obscene language, unacceptable signs or commits offenses. Notification of suspension of transportation shall be made to the parent by the principal.
5. Disobedience to these rules may result in a suspension or expulsion from the bus by the principal. Please see "Bus Disciplinary Measures" below.
6. Extra-Curricular trips:
A. The above rules and regulations would apply to any trip under school sponsorship.
B. Pupils shall respect the wishes of a teacher or chaperone appointed by the school.

Bus Disciplinary Measures

Please discuss the above bus rules with your child. In order to assist the bus drivers in providing for the safe transportation of students, the following disciplinary measures will be taken:

- Students engaging in fighting or yelling obscenities on the bus, or disobeying general school bus safety rules will be suspended from riding the bus for 5 to 10 days, depending upon the severity of the incident. In most incidents the police will be called and charges filed for fighting on the bus.
- Students who throw things, curse at the driver, spit on the driver, or disobey the driver will be suspended from riding the bus for 10 days.
- A second offense will result in a 10-day suspension and referral to the School Board for a long-term bus suspension up to and including the remainder of the school year.
- If the severity of the first offense is of a magnitude to justify a longer suspension, a referral will be made to the School Board for a long-term suspension up to and including the remainder of the school year.

While suspended from the bus, the student will be expected to be in school. Being suspended from the bus will not be an excuse for being absent from school. It will be the responsibility of the parent(s) to transport the student to and from school.

STUDENT RECORDS

To be in compliance with the Family Educational Rights and Privacy Act of 1974, the following information has been adopted by Collinsville Unit District #10.

Parents, guardians, non-custodial parents (until the courts direct otherwise), and eligible students may see their records upon completion of a written application to the principal of the building where the student attends.

Student records kept by the school are divided into two basic categories: Student Permanent Record and Student Temporary Record.

The Student Permanent Record consists of (a) basic identifying information; (b) academic transcript including grades, class rank, graduation date, scores on college entrance examinations; (c) attendance record; (d) accident reports and health record; (e) record of release of permanent record information.

The Student Temporary Record consists of all information not required to be in the Student Permanent Record and may include:

1. Family background information.
2. Intelligence test scores.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level tests results.
6. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teachers anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

The legal guardian or student's parent has the right to view or copy permanent and temporary records and the right to control access and release of school student records. Charges for copies may be applicable.

The Student Permanent Record is retained permanently. The Student Temporary Record will be destroyed as follows: Records that are not considered useful at the end of grade 3, beginning grade 7, and the beginning of grade 9. All remaining temporary records will be destroyed at the end of grade 12.

Upon reviewing the records, the parent, guardian, or eligible student may make a written appeal for the correction or removal of information to the principal or principal's representative. (This should in no way be construed as the right to contest a grade given by a teacher, but could point out an error in transferring a grade to the pupil's record.) The person wishing to make a written appeal shall write a brief dated statement of: (1) the name and birth date of the student; (2) the specific change requested; and (3) the reasons. A written answer to the appeal will be given within thirty (30) days of the appeal containing the administrator's decision.

If the person making the appeal is not satisfied with the administrator's decision, he/she may request: (1) that a written statement contesting the record be placed in the student's folder as a part of the official student record, or (2) a formal hearing.

If a formal hearing is requested, it should be dated, written request filed with the Superintendent of Schools, 201 W. Clay Street, Collinsville, Illinois 62234. The request should include the name and birth date of the student whose record is in question, specific references to what is being contested, the reason(s) and what change(s) are requested. The Superintendent of Schools or a delegate from the schools or community who does not have a direct interest in the outcome of the hearing, shall hold a formal hearing within thirty (30) days of the written request and render a written decision within forty-five (45) days of the written request. The parent, guardian, or eligible student shall be given a full and fair opportunity to present evidence relevant to the records in question.

Permanent records of all students will be maintained in perpetuity and thereby beyond the minimum of 60 years required by the Act. Temporary records, as defined by the Act, may be maintained for transferees, graduates, and permanently withdrawn students for a period of time not to exceed 5 years after such transfer, graduation, or withdrawal.

Schools may elect to destroy temporary records at any period of time where it has been determined they are no longer useful to the school district. Accordingly, Collinsville Community Unit 10 will destroy temporary records as follows: Grade 3 - reading tests, registration form; Grade 6 - reading tests, duplicate grade cards, transfer release of record, discipline sheet, and nurse referrals.

Maryville Elementary School

6900 West Main Street

Maryville, IL 62062

(618) 346-6261

Fax (618)343-2750

<http://www.kahoks.org/MARYVILLE/>

Student Handbook

2009-2010

Principal's Message

Dear Students and Parents:

Welcome to Maryville School. As school begins, we look forward to new opportunities to teach our students. The Mission Statement for Maryville Elementary School is to provide a respectful, supportive, positive, environment in which students will develop academically, socially, physically, and emotionally to become responsible citizens.

This means that this staff is dedicated to creating a learning environment that ensures safety for every student to take the necessary risks that learning new skills requires. We believe that as students acquire new skills and knowledge, their attitudes will reflect confidence in themselves. They will believe they can achieve and develop dreams for their futures. Out of this belief, they will become responsible for their own choices. They will have respect for themselves and for others. This respect will lead on to developing into a caring person. With these qualities and attributes, each student will become a successful individual.

We are excited about having you and your child as part of our school community. We value and encourage parental input and involvement to help make Maryville the best school. Our Parent Teacher (PTA) is extremely supportive of our school, teachers, and students. We encourage our parents to volunteer in their child's classroom by following the district's volunteer procedures.

We have an outstanding staff for your children. Our teachers are committed to providing a positive educational experience for your child. It is our belief that a child's best interest is served when parents and school personnel work together closely. Our teachers inspire students to seek success and excellence as they become responsible citizens and lifelong learners. The teachers of Maryville Elementary take pride in having you as a partner in providing a quality education for your children. Together, let us work hand in hand toward a successful school year to come.

We look forward to meeting you who are new to our school. We welcome back those who are returning.

Sincerely,

Joanna Luehmann

Principal

Mission Statement:

The mission of Maryville School is to provide a respectful, supportive, positive, environment in which students will develop academically, socially, physically, and emotionally to become responsible citizens.

Vision:

The Maryville Elementary School community envisions a school in which student, parents, staff, and the community will work collaboratively to reach our mission by:

- Ensuring a caring and safe environment
- Increasing our opportunities for school-community participation
- Expanding open communication among all stakeholders
- Providing all students with high quality learning
- Addressing individual needs by monitoring each student's progress
- Developing a respectful and engaged community of learners
- Demonstrating a personal commitment to the academic success and welfare of all students

Building Goals:

Goals 2009-2010

Maryville Elementary School will continually strive to make improvements in the following areas:

- Increasing school safety by practicing and assessing crisis procedures and monitoring and analyzing student discipline data
- Utilizing Character Plus Program
- Increasing communication among stakeholders by utilizing technology and analyzing the effectiveness of parent-teacher conference delivery
- Improving our reading, writing, and mathematics skills of all our students through all content areas, by utilizing assessment data to guide instruction
- Devising plans to address learning needs and monitoring the progress of students who are not achieving.
- Educating and strengthening respect among the Maryville School community

Warrior Pledge

Students read this statement in the morning after the pledge of allegiance.

I am a Warrior.
I am proud of myself.
I am proud of Maryville School.

I am in charge of my learning
I am in charge of my behavior.

I will respect others and their rights by
BEING IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT
THING.

School-wide Rule

BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING.

Meet the Faculty and Staff at Maryville Elementary

| | |
|-----------------------------|---|
| Principal | Mrs. Joanna Luehmann |
| Secretary | Mrs. Pam Kavalinuas |
| Pre-Kindergarten teacher | Mrs. Angela Farrar |
| Pre-Kindergarten Assistant | Mrs. Laura Lally |
| Kindergarten | Mrs. Jeanne Pysz Mrs. Carol Rekowski Mrs. Amanda Biggs Mrs. Katie Moore |
| First Grade | Mrs. Lisa Barker Mrs. Tara Sievers Ms. Sarah Oberle Mrs. Brittany Evans |
| Second Grade | Mrs. Lynn Ashcroft Mrs. Katie Keith Ms. Sarah Weiss Mrs. Michele Sheahan |
| Third Grade | Mr. Steve Blind Ms. Barbie Linton Mrs. Stacy Oxendine Mrs. Stacey Mahat |
| Fourth Grade | Mrs. Deb Smith Mrs. Kristi Maloney Mrs. Mandy Curry Mrs. Angie Frey |
| Special Education (K-2) | Mrs. Jennifer Arnotti |
| Special Education Assistant | Mrs. Tessie Patterson |
| Special Education Assistant | Mrs. Sara Skeel |
| Special Education (3-4) | Mrs. Vonda Stephenson |
| Special Education Assistant | Mrs. Diane Moore |
| Special Education REI | Mrs. Jessica May |
| Special Education Assistant | Mrs. Patty Wright |
| Physical Education | Mrs. Linda Bohentstiehl |
| Music | Mrs. Jennifer Bhooshan |
| Speech/Language | Ms. Jennifer Osaben |
| Computer Coordinator | Mrs. Stephanie Sims |
| Reading Specialist | Mrs. Jennifer Keene |
| Social Worker | Mrs. Michelle Fedorchak |
| Custodians | Mr. Fred Dominick Mr. Mark Rhoades Mrs. Donna Stortzum |
| Relief Aides | Mrs. Sherie Kelly Mrs. Lynn Bettorf Mrs. Tammy Stinson Mrs. Jane Vlasak |
| Grandmas | Elaine |
| Cafeteria Workers | Ms. Carrie Ms. Tracey |

Maryville School Schedule (K-4)

| | |
|----------------|---|
| 7:30 am | Breakfast Begins/Buses Arrive/Student Arrival |
| 7:55 am (Bell) | Students Enter Building |
| 8:00 am | Classes Begin & Breakfast Ends |
| 9:30-9:55 | K, 3 rd & 4 th Recess |
| 11:00-11:50 am | KP, KM, all of 1 st grade (lunch first then recess) KK, KR all of 2 nd grade (recess first then lunch) |
| 11:50-12:40 pm | All of 3 rd grade (lunch first then recess) All of 4 th grade (recess first then lunch) |
| 1:20-1:45 pm | 1 st & 2 nd grade Recess |
| 2:40 pm | Kindergarten Dismissal |
| 2:43 pm | Bus Riders Dismissal |
| 2:45 pm | Class Dismissal |
| Pre-K Classes | 8:00 -10:30 am |

*The first and last day of student attendance will be a shortened day. Elementary school children (K-4) will be in attendance from 8am - 10am.

** Half-day student attendance days (In-service, parent conf., etc) hours will be from 8am - 11:25am for all elementary school children (K-4).

***Shortened and half-days of student attendance are critical to the students educationally and count as a full day of attendance.

Maryville Half-Day School Schedule

| | |
|----------------|---|
| 7:30 am | Breakfast Begins/Buses Arrive/Student Arrival |
| 7:55 am (Bell) | Students Enter Building |
| 8:00 am | Classes Begin & Breakfast Ends |
| 9:30-9:55 am | All school recess |
| 11:18 | Bus Riders Dismissal |
| 11:25 | Class Dismissal |

MARYVILLE ELEMENTARY GENERAL POLICES

ACCIDENTS

Although we do everything possible to prevent accidents, they do happen. An accident report will be completed, if a student is seriously injured while at school or on the bus. Every attempt will be made to notify parents immediately. If parents cannot be reached, the school nurse will be contacted to examine the child and consult with the principal. The nurse and the principal will decide if the child needs emergency care. If needed, the child will be transported to the emergency room of the hospital listed on their emergency form. The nearest hospital will be utilized, if no preference is listed.

It is extremely important that the school ALWAYS has a working phone number and at least two alternates where parents can be reached!

APPROPRIATE DRESS

Students must wear reasonable, proper, adequate clothes on campus and in the classroom at all times. NO halter tops, see-through blouses, spaghetti-strap tops, short shorts, **etc.** Shorts must be as long as or longer than fingertip length. T-shirts advertising drugs or alcohol, **etc.** are not considered proper clothing for school. Hats are only to be worn outside unless special permission is granted. Cleats and wheels are not allowed on shoes in the building. Students who violate this policy will be sent to the office; their parents contacted, and asked to bring a change of clothes before the student is allowed to return to class.

ARRIVAL AND DISMISSAL

Students are never to arrive at school before 7:30 am. There is no supervision prior to this time. If parents need to drop off earlier, arrangements can be made with the YMCA's Latchkey Program. This is a supervised childcare program. Their phone number is (618)346-5600.

Dismissal is at 2:45pm. If your child will need to leave school early, please send a note with your child or call the office. All students will need to be signed out in the office by their parent and signed in when they return to school.

ATTENDANCE

Please call the office if your child is going to be absent from school. When calling, give your child's name, teacher's name, and the reason for absence. It is important that the school be notified if your child will not be in attendance. See documented absences from at the end of the handbook for further information.

BICYCLES, SKATEBOARDS, AND SCOOTERS

Students who wish to ride bicycles to school may do so but the school assumes no responsibility to lost or damaged bicycles. All bicycles are to be parked and locked in the school bike racks in the front of the school. Students are to walk their bikes at all times when they are on school grounds and in the crossings. Skateboards and scooters are prohibited on school property.

BUS STOP

The same behavior expected of students in school is expected on the bus. The driver is in charge of maintaining discipline and safe conduct. Students may be assigned seats on the bus. The drivers may assign written referrals to the principal. Parents will be notified

and in some cases the student will be suspended or expelled from the bus. While the student is suspended or expelled from the bus, the student will be expected to be in school. No student will be allowed to get off his/her bus at any stop other than his/her home unless the principal gives special permission after the student has brought a written note from his/her parents. Our bus company is First Student. Their number is (618)346-8605

CLASSROOM INTERRUPTIONS

We try constantly to limit interruptions to the learning process in the classroom. Parents are asked to not interrupt the class for any reason. If an emergency arises, the office will handle the interruption. Some interruptions are beyond our control. The fewer interruptions the better; as we attempt to maintain a quality learning environment. Therefore, bear with us as we stand firm in this area. If you must speak with a teacher, please make an appointment.

DETENTION POLICY

A lunch detention can be assigned by the principal or a staff member for any reason considered interfering with the education process or noncompliance of school rules. The detention will last the student's entire lunch period.

Note: Three referrals from a playground aide will result in a lunch detention.

EMERGENCY DRILLS

Emergency procedures are posted throughout the building. These cover fires, tornadoes, and earthquakes as well as other disasters and crisis situations. Students will participate in drills periodically throughout the year. Students are expected to remain quiet and follow directions during drills.

EMERGENCY INFORMATION

Each student is required to have on file in the office the following updated information.

- 1) parent(s)/guardian name
- 2) address
- 3) home phone number
- 4) parent(s) work phone number
- 5) emergency phone number of a friend or relative
- 6) physician's and hospital's name and phone number
- 7) any medical alert information

Be sure to keep the office updated on current emergency information and please notify the school office immediately if there is a change in your address, phone number, or other personal information so that we may maintain accurate records. When changing your address, current proof of residency is required. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

EXTRA CURRICULAR REQUIREMENTS AND ELIGIBILITY

School extra-curricular activities are available for 4th grade students, such as Safety Patrol. Students must maintain academic and behavioral standards to participate in these activities. If a problem arises, eligibility will be determined by the building administrator and students and parents will be notified. Students participating in these activities are expected to adhere to school rules at all school-sponsored activities. These are a privilege, and we will try to provide an opportunity for all students to participate.

FIELD TRIPS

Field trips are designed to be part of the curriculum and to further classroom instruction; therefore, only Maryville students in the participating class can be included. All students will be required to ride Unit 10 transportation to and from the field trip destination. It is up to the discretion of the teacher to determine who and how many parent chaperones will accompany the class on the field trip.

FOOD, PARTIES, AND TREATS

Classroom parties that are given by our PTA are allowed three times throughout the year: Fall, Winter, and Spring. It is district policy that all treats must be commercially prepared foods that are prepackaged. Homemade treats are not allowed. **NO OTHER SIBLINGS ARE ALLOWED AT CLASS PARTIES.**

Please make prior arrangements with your child's teacher before sending any food to school. Again these must be individually wrapped and store bought. Please do not bring in whole cakes. Please do not send treat bags, party hats, balloons, or party invitations to school for your child to hand out to their friends and/or classmates. Birthday invitations should be mailed to the students they are not allowed to be disturbed during school hours, on school property. Only school-related and District approved information will be sent home with children. Also, gifts are not allowed to be delivered to school such as flowers, balloons, etc. These items are not allowed on the bus, and disrupt the classroom throughout the day.

GUM

The chewing of gum during school hours is strictly prohibited. Violation of this policy will result in a referral.

HOMEWORK POLICIES

Students are expected to complete homework assignments in a timely manner. The following are the homework expectations for each grade. Usually, homework will be assigned Monday through Friday at the discretion of the teacher. Students in grades K-1 should be spending an average of 10 to 20 minutes each evening on homework. Students in these grades 2-4 will typically spend about 30 to 45 minutes doing homework. Occasionally, there will be times when children do not complete their homework. But when a student repeatedly does not complete homework assignments, the teacher will contact the family to help get the student back on track. Homework is meant to enhance the educational process in a positive, stress-free manner. If at any time your child is not able to fully complete the homework due to lack of understanding, please send their attempts along with a note explaining the situation. This will allow the teacher to assist your child based on what they did understand.

Kindergarten

Parents should read a story to their child every day.

Papers will be stamped "Please Practice" or "re-do" when needed. Parents should anticipate working with their child at least 10-15 minutes daily practicing such things as name, address, phone number, counting, alphabet, writing, etc. A monthly homework folder will be distributed which requires homework to be done Monday through Thursday and returned.

First Grade

Homework assignments will be given during the week as deemed necessary. Special projects may be sent randomly throughout the school year and will include individual due dates.

Check your child's take-home folder daily for work to be completed graded papers, and special notes. Also watch for classroom newsletters which will inform you of details and any changes for assignments.

Second Grade

Homework that will be assigned on a regular basis includes:

- Reading an assigned story or library book (daily)
- Vocabulary words/worksheets (study words until mastered for test)
- Spelling word lists (weekly)
- Math Home Links (daily)
- Practice addition and subtraction facts daily
- Handwriting worksheets for manuscript and cursive (as needed)

Special Parent/Child Projects may be sent home during the study of different thematic units. These projects will specify their due dates.

Any unfinished class work may also be sent home as additional homework.

Third Grade

Since the subject content and responsibility changes for third grades from that experienced during the early primary years, often-additional practice is needed at home to reinforce skills being taught at school. Parents are asked to assist students with homework by offering additional guidance per subject matter; however students are expected to complete the work independently. Homework may include but is not limited to:

- 20 minutes of on-level independent reading
- Unfinished class work/additional practice given at the end of the day
- Studying for tests (all subject areas)
- Special projects which will include individual due dates

Students will be responsible for writing and keeping track of daily assignments in a planner that will be provided by the school.

If homework is not turned in by 8:00 am the student will complete the homework during first recess.

Fourth Grade

Students should spend approximately 40 minutes on homework three or four nights per week. Homework may include:

- Assignments not completed in class
- Additional skills practice
- Test preparation
- Book reports
- Gathering information for Science or Social Studies Reports/Projects

Homework is meant to enhance the educational process in a positive, stress-free manner. If at any time your child is not able to complete the homework due to lack of understanding, please return the assignment with a note explaining the situation.

LOST AND FOUND/ABANDONED ITEMS

Anything found on the campus, regardless of its value, will be placed on the lost and found rack near the library. Students may claim them after proper identification. Any unclaimed items will be donated to the needy at the end of each quarter. To eliminate the accumulation of lost items please label students’ coats and lunch boxes.

School supplies/personal items/other materials that are not taken home at the end of the year will be discarded.

LUNCHES/BREAKFAST

Students may bring their lunch to school and purchase milk (\$.60) or they may purchase their lunch (\$2.00). Breakfast (\$1.15) will be served daily beginning at 7:30. A monthly menu will be sent home with each child. Students are not permitted to bring soda, glass containers, or knives of any type to school. Students who forget to bring their lunch or their lunch money may charge for one day, but the debt is to be repaid the following day. Tickets for lunch may be purchased weekly, daily, or monthly from the cafeteria personnel. Application forms for free or reduced lunch charges are available in the school office. Lunch charges are not permitted during the last two weeks of school. All students and visitors must eat lunch in the cafeteria unless they are given special permission by the principal. Questions concerning cafeteria meals, pricing, etc. may be addresses by contacting the Cafeteria Director at (618)346-6225.

MANDATED REPORTERS

All school personnel are required by law to report any form of suspected child abuse to the Department of Children and Family Services.

MEDICAL/DENTAL EXAMINATION & IMMUNIZATION

The School code requires the following.

| Examination/Immunizations | Grade Level Required |
|--|---|
| Medical examination with diabetic screening | Pre-school, kindergarten, first (if they have not attended kindergarten), sixth, and ninth grade. |
| Dental exam | Kindergarten and second |
| Eye doctor exam | Kindergarten |
| Vaccination for diphtheria, tetanus, whooping cough, polio, rubella/rubella and measles, and a tuberculin skin test. | All students |

PARENT/TEACHERS ASSOCIATION

The PTA provides an opportunity for parents to become involved with school. We encourage all parents to participate in the monthly meetings. These meeting dates and times will be sent home with your child. Without this organization, many things would not be accomplished or available to our students.

PARENT/TEACHER CONFERENCES

Communication between home and school is one of the most important components of your child’s education. Annual conferences are scheduled by the district (check school calendar for dates). Please feel free to contact your child’s teacher at any time during the year to schedule additional conferences. When the need arises, please call the school in advance to schedule a meeting with the teacher.

PETS

No animal of any type may be brought to school without the permission of the child's teacher, school nurse, and principal. Under no circumstances is a potentially dangerous animal allowed on school grounds.

PROGRESS REPORTS

All students will receive a progress report each mid-quarter via their Friday Folder from the school. Parents receiving a low-grade notice should contact the teacher as soon as possible.

RECESS

Recesses are an integral part of the school day. The principal will decide if weather conditions permit outside recreation. Dress your child appropriately for outside participation. Notes from parents requesting that a child remain inside will only be honored for two consecutive days. After two days, a doctor's excuse will be required.

REPORT CARDS

Report cards are issued every nine weeks. Please carefully review your child's progress and contact the school if you have any questions regarding the grades. Conferences are scheduled for everyone during the first quarter of school. After first quarter conferences may be scheduled at the discretion of the teacher and parent/guardian to explain grades and questions that may arise.

REQUESTS FOR TEACHERS

Requests for a particular teacher will NOT be accepted. The educational and administrative staff at Maryville makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual student.

SCHOOL INSURANCE

School insurance is offered at the beginning of each school year. Envelopes are provided at registration for interested parents. Please contact the school office if you require additional envelopes.

SCHOOL NURSE

- No medication (prescription/nonprescription/over the counter/Tylenol, cough drops, etc.) will be given at school unless a medication permission form has been completed by both the physician and parent
- Medication forms can be obtained from the school nurse.
- All forms of medication must be transported by an adult to and from school.
- It is best for inhalers to be kept in the health room unless the physician has given permission for the student to carry the inhaler in their backpack.
- ALL medications must be labeled correctly (with prescription label or original container unopened)
- Reminder notes will be sent home 1 to 2 days before a daily medication is empty (it is the parent's responsibility to be aware of when a refill will be needed)

STUDENT DROP OFF AND PICK UP

Parents please drop your child off and pick him/her up in the front parking lot located by the office. This helps to eliminate traffic in the back where the buses park along with the faculty and staff. Please pull straight through in the parking spots so there is no reversing in the parking lot.

STUDENT RULES AND EXPECTATIONS

All students entering the building are to go to the gym.

1. Take a seat on the floor or line up with class.
2. Talk quietly – no balls, running or crawling around.
3. Students are not to go to classrooms unless given permission.
4. Students must get permission to use the restroom. (no groups)
5. Remove hats in school.
6. Teachers will escort students from the gym to the classrooms.

Hall Rules

1. All students will walk quietly down the halls at all times.
2. Students are to stay to their right as they walk in single file.
3. Keep hands in Peace Walk fashion at all times.

Dismissal

Teachers will dismiss students after the bell rings. This applies to recesses and lunches. Students are to remain in their room until the dismissal bell.

ALL STUDENTS WILL BE ESCORTED AT ALL TIMES.

Lunch Time Rules

All students are expected to display proper table manners.

1. Remain seated while eating
2. Raise your hand for help.
3. Remember to talk only. (No shouting)
4. Eat YOUR food. (No food throwing or playing)
5. Wait at your table to be dismissed. Tables that are quiet and ready for clean up will be dismissed first.
6. Clean up your table area.

Playground Rules

All students are expected to treat each other with respect.

1. Students are to use and share playground equipment properly.
2. No aggressive physical action to any student. No fighting, spitting, biting, kicking, tripping, rock throwing, etc.
3. No name-calling.
4. No football.
5. Children are to line up quietly when called the first time and wait quietly for teachers to pick them up.
6. No student is allowed back in the building without a pass.

Restroom Rules

All students are expected to use the restroom as it is intended. It is not a meeting place for students.

1. Students will use appropriate voices in the restroom.
2. Students are not to hang on restroom stalls.

3. Students will throw trash in the trashcan, not on the floor.
4. Students are expected to flush after themselves.
5. Students must have a pass from their teacher or supervisor.
6. Students should always wash their hands.

Bus Students – End of the day

All bus students are to line up by their bus numbers. Each bus line will be dismissed individually.

Classroom Rules

Students are to follow the rules established for their classroom.

TELEPHONE

Telephone use by students will be permitted **ONLY** for emergency use. Staff members and office personnel must approve all phone calls.

VALUABLES/TOYS

Students are not allowed to bring valuables or personal belongings to school. This includes, but is not limited to toys, sports equipment, electronic devices, trading cards, etc. The buying, selling, and/or trading of any items is prohibited.

VISITORS/PARENTS

All visitors and parents must report first to the office upon entering school property for any reason. School property includes main building, playground(s), portable classrooms, and all other grounds. Parents wishing to meet with a teacher or the principal should call to make an appointment. Teachers cannot meet with parents during class time.

VOLUNTEERS

Volunteers are very special people who offer their services to teachers and students. They are very much appreciated. Any volunteer wishing to donate his/her time should contact the teacher, principal, or PTA. All volunteers must sign in at the office before proceeding to their assigned destination. Any that volunteers on a regular basis will be required to have a TB test and a background check.

***ALL STUDENTS MUST LEAVE THE SHOOOL GROUNDS WHEN THE SCHOOL DAY IS OVER. PARENTS-IF YOU REMAIN ON SCHOOL GROUNDS WITH YOUR CHILDREN (I.E.-TO PLAY ON SCHOOL EQUIPMENT), YOU ARE RESPONSIBLE FOR YOUR CHILDREN AND ANY OTHER ACTIVITIES/INCIDENCES WHICH MAY OCCUR. THERE WILL BE NO SCHOOL PERSONNEL ON DUTY WHEN THE SCHOOL BELL RINGS (2:45 PM).**

Please complete and sign the form below and return to the school immediately. Thank you.

I have received copies, read, and understood both the Unit 10 Handbook and Maryville Elementary Handbook. I will discuss the contents with my child.

Date: _____

Student's name: _____ Grade _____

Parent's signature: _____