

**Marseilles Elementary School
Student Handbook
2026-2027**

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SUPERINTENDENT'S MESSAGE

It is my pleasure to welcome you to Marseilles Elementary School! We look forward to developing a true partnership as we work together to meet our learners' needs. It is our goal to provide a collaborative environment that produces self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

We are here to serve our community and please do not hesitate to contact our school with any concerns, comments, or valuable feedback. We believe in continuous improvement and know that this year will be the best yet for all of our learners.

Brenda Donahue

PHILOSOPHY & GOALS

MES District #150
Mission Statement (revised 2005)

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

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

2026-2027 School Calendar Highlights
(2:00 Dismissal every Tuesday)

Tuesday, August 18, 2026	Teacher Institute #1
Wednesday, August 19, 2026	Teacher Institute #2
Thursday, August 20, 2026	First Day of School
Thursday, August 27, 2026	Kindergarten- 8th HALF DAY DISMISSAL
Monday, September 7, 2026	First day of Pre-Kindergarten
Friday, September 11, 2026	No School – Labor Day
Wednesday, September 16, 2026	11:30 Dismissal for School Improvement
Friday, October 9, 2026	Picture Day
Monday, October 12, 2026	No School – Teacher Institute #3
Friday, October 16, 2026	No School – Indigenous Peoples’ Day
Tuesday, October 20, 2026	First Quarter Ends
Thursday, October 22, 2026	Parent / Teacher Conferences (3:00-6:30)
Thursday, October 29, 2026	Picture Retakes
Friday, October 30, 2026	Parent / Teacher Conferences (3:30-6:30)
Tuesday, November 3, 2026.....	11:30 Dismissal for School Improvement
Wednesday, November 11, 2026	No School- Election Day (Subject to change)
*Wednesday, November 25, 2026	No School - Veterans’ Day
Thursday, November 26, 2026	No School- Thanksgiving Break
Friday, November 27, 2026	No School- Thanksgiving Break
Friday, December 18, 2026	No School – Thanksgiving Break
Monday, December 21, 2026	Second Quarter Ends - 11:30 Dismissal
Monday, January 4, 2027	Winter Break Begins
Monday, January 18, 2027	School Resumes
Friday, February 12, 2027	No School – Martin Luther King Jr. Day
Monday, February 15, 2027	11:30 Dismissal for School Improvement
Monday, March 1, 2027	No School – Presidents’ Day
Friday, March 19, 2027	No School – Casimir Pulaski Day
Friday, March 19, 2027	Spring Pictures
Monday, March 22, 2027	Third Quarter Ends - 2:00 Dismissal
Tuesday, March 30, 2027	Spring Break Begins
Friday, May 14, 2027	School Resumes
Thursday, May 20, 2027	11:30 Dismissal for School Improvement
Friday, May 28, 2027	8th Grade Promotion @ 6:00 p.m. & Last Day of Pre-K (tentative)
Monday, May 31, 2027	Tentative Last Day of School (June 8 IF ALL emergency days are used)
Tuesday, June 1, 2027	No School – Memorial Day (if still in session)
	Teacher Institute #4

With parent / teacher conferences being conducted on 10.20 & 10.29, school will not be in session on 11/27.

IMPORTANT PHONE NUMBERS

MES School Office	815-554-4338
MES School Fax	815-554-4339
Ottawa Township High School	815-433-1323
Illinois Valley Community College	815-224-2720

LaSalle County Offices

Easter Seals	815-434-0857
L.E.A.S.E.	815-433-6433
Regional Office of Education	815-434-0780
Truancy Officer	815-434-0780

Emergency Numbers

Police	815-795-2131 or 911
Fire Department	815-795-2121 or 911
Ambulance Service	815-795-5757 or 911
LaSalle County Sheriff	815-433-2161
OSF St Elizabeth Medical Center	815-433-3100

Mental Health / Counseling

Choices Outpatient Mental Health Services	815-434-4382
North Central Behavioral Health	815-434-4727
IVCH Passages Behavioral Health Services	815-223-8077
Catholic Social Service	815-223-4007
Arukah Institute of Healing	815-872-2943

Child Welfare

Department of Children and Family Services	815-433-4371
DCFS Child Abuse Hotline	800-252-2873
LaSalle County Youth Service Bureau	815-433-3953
LaSalle County Court - Probation Department	815-434-0736

Health

Marseilles Nursing Service	815-795-4332
LaSalle County Health Department	815-433-3366
Regional Poison Control Center	800-942-5969

REGISTRATION PAYMENTS

Registration fees help defray the cost of supplies and materials used by each student.

Annual Fee for Grades K-8	\$50
Out-of-District Tuition	\$14,445.00
Annual Fee for Pre-School	NO FEE

Late Enrollment

Pre-School August-May	NO FEE
August-December	\$50
January-May	\$25

Refund for Students Transferring out of the District

Exiting before December 21 st	\$25
Exiting after January 1 st	\$0

Other Registration Fees

Graduation Expense (8 th Grade Only)	\$45
School Yearbook (optional)	\$20
Student Sport Fee (per student, per sport)	\$25

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent(s) or guardian(s) to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver.

A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The school will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack, and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Students are responsible for textbooks, technology, and library books checked out to them. In cases where books or materials are lost or severely damaged, students will be assessed a fine in the amount of the replacement cost of the lost or damaged material. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's account.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:00 a.m., classes begin at 8:25 a.m., and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats, hoods, and bandanas shall be allowed at the teacher's discretion and for medical or religious reasons.
2. Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove, or hit others.
3. Students shall not write on walls, desks, or deface or destroy school property.
4. Skateboards are prohibited on school property except when approved by the administration on a case-by-case basis.
5. Water guns, play guns, and/or real guns, or any other weapon like object are not permitted at school.
6. No radios, tape players, CD players, cameras, speakers, or any digital device that plays music are permitted without permission from the principal. ALL authorized devices must be stored in student lockers.

ATTENDANCE

School Schedule - School will begin and end at the same time for students in K-8. Students arriving late are to report to the front office for a permit to enter class.

Schedule A: 8:25 am – 3:00 pm

Schedule B: 8:25 am – 2:00 pm (Tuesday Schedule)

Schedule C: 8:25 am – 11:30 am (School Improvement Day)

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

ABSENCES – It is the parent's responsibility for the student to be in attendance the entire time school is in session. If the student is not going to be attending for a day or any part thereof, the parent/guardian must notify the school with a specific reason for the absence. **School officials, not parents/guardians, will determine if an absence is excused or unexcused.** The office does not accept notes from parents. The parent must call or text the office within the first hour of school and explain the reason for the student's absence or it will be considered unexcused. For your convenience, messages may be left before or after school hours through our **voicemail system at 815-554-4338, option 2.** Families may also send text messages to our school **text line at 309-459-2758.** Administration, or their designee, reserves the right to call and confirm with any parent and/or guardian the reason for a student's absence. After three consecutive absences, a doctor's note may be required.

A. Anticipated Absences – If you must take your son or daughter out of school for any reason, please notify the school office at least three days in advance. Such notice should also be given in writing to the classroom teacher at least three days in advance if makeup or homework is requested. If work is not able to be provided ahead of time, the student will have the number of days absent to complete and return missed assignments.

B. Excused Absences – Marseilles Elementary School District #150 will follow the attendance policies established by the State of Illinois in reference to excused/unexcused absences. A student's absence will be considered excused for the following reasons:

1. Illness/Injury – Students returning to the school after a doctor or dentist appointment must have a doctor's note confirming the time frame that the student was seen by a medical professional. Students should remain at home until they have had no episodes of vomiting/diarrhea and have been fever-free (without the use of fever-reducing medication) for 24 hours. Below are the general guidelines of appropriate reasons for a student's absence:

- Temperature greater than 100 degrees Fahrenheit within the last 24 hours
- vomiting/diarrhea within the last 24 hours
- Severe headache, stomachache, earache, sore throat, chills, or allergic reaction
- Excessive coughing
- Rash of unknown origin
- Head lice and scabies (first 36 hours)
- Communicable diseases (we follow IDPH guidance per disease)

2. Death in the family

3. Family emergency

4. Observance of religious holidays -The parent/guardian of a student who is absent to observe a religious holiday or for religious instruction must provide written notice to the building principal at least five (5) calendar days before the anticipated

absence(s). This written notice shall satisfy the notice requirement referenced above. The district provides each student who is absent from school due to the observance of a religious holiday an equal opportunity to make up any school work requirements including exams that are missed due to the absence.

5. Anticipated absence WHEN approved by school administration

6. Court appearance – Students returning to the school after a court appearance must have documentation confirming the time frame that the student was in court.

7. Administrative suspensions of students.

8. Mental health days.

9. Civic Events (This allows a school board to provide at least one day-long excused absence per school year for any middle school or high school student to engage in a civic event. Civic is defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public.”) Prior notice of absence and documentation of participation is required.

10. Other situations beyond the student’s control

11. Other reasons as approved by the superintendent or designee.

C. Unexcused Absences – In order to comply with the School Code, the school reserves the right to determine if an absence is unexcused. If the main office has not received a phone call from the student’s parent or guardian within the first hour of school on the day of the absence, the student will be considered unexcused. Unexcused absences are defined as those absences which are not authorized and/or school related. Unexcused absences may result in zero credit for any classes missed, with no opportunity to make up missed work unless the work could have a major impact on the student’s grade (e.g. major test, paper, etc.), provided the student makes proper arrangements. The school considers the following reasons examples of absences without valid cause, thereby resulting in an unexcused status. The list is to be used for illustrative purposes only and includes, but is not limited to:

1. Oversleeping

2. Car trouble

3. Missing the bus

4. Giving rides to the airport

5. Babysitting

6. Shopping

7. Traffic

8. Vacations (family or otherwise). The district believes that students should take family trips during scheduled school breaks and should be in school when school is in session. We actively discourage the practice of students being taken out of school for family trips as vacations are recorded as unexcused absences.

D. Sign In/Out Policy for Students – Any absence which results from a student signing into the building late or signing out of the building early will be considered excused or unexcused based on the criteria for excused and unexcused absences. A student must sign in with the main office secretary anytime they arrive after the official start of the school day and must sign out with the main office secretary anytime they leave prior to the official end of the school day. Parents must meet their students at the office to sign them both in and out of the building. Only parents or legally appointed guardians may give permission for a student to sign in/out of school. Students being signed out due to illness or injury will

be deemed excused or unexcused by the school nurse.

E. Excessive Absences – Marseilles Elementary School District #150 believes that in order for a student to obtain the most from the educational opportunities provided, it is important that the student strive to work together with parents and/or guardians to keep student absences to a minimum. We will consistently monitor our attendance and send informational letters to families to keep them abreast of their student's attendance pattern. Please be aware that whether a student is excused or unexcused, excessive absences will have a negative impact on student learning and success. The following procedures are in place to ensure that there is communication between the schools, parents, and students regarding absences:

- A letter to parents regarding attendance.
- A letter to parents requiring them to provide medical documentation if absences continue.
- Administrators may call a parent and request a meeting to discuss attendance patterns.
- A referral will be sent to the County Attendance Caseworker (Truant Officer).

F. Truancy – Chronic or habitual truancy is defined as a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

G. Home and Hospital Instruction - A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

H. Extenuating Circumstances - Students will not be penalized for absences that result from documented disabilities and/or extenuating circumstances, including but not limited to medical conditions, temporary injuries, hospitalizations, mental health needs, car accidents, or other serious personal events. These absences will be considered excused for attendance reporting and participation requirements when the following conditions are met:

- The student provides appropriate documentation supporting the reason for the absence.
- The student makes up all missed work within a reasonable timeframe.
- The student maintains a grade of "C" or above in their coursework.

School staff will work collaboratively with students and families to support academic progress during and after periods of absence. Individual cases will be reviewed by administration to ensure fair and consistent application of this policy.

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

Guidelines for TRUANCY PROGRAM in LaSalle Co.

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

TARDY - It is the student's responsibility to be on time to both school and class. A student who is tardy to school at the beginning of the school day must report to the office before going to class. Any K-8 student who is tardy after 8:45 and considered 1/2 day absence. Any student absent for more than (4) hours is considered absent for a full day. The school reserves the right to call or contact parents/guardians and express its concern over absences/tardies of a student.

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

CONTACTING CHILDREN WHILE THEY ARE IN CLASS - In case of emergency, a message will be delivered to the student. Parents may contact the school office in person or by using the school phone in such emergencies. All parents must sign in at the office and request permission to go to a student's classroom. Students should not be receiving phone calls or text messages on their personal cellular devices during the academic day.

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

VISITING SCHOOL - Parents are encouraged to visit the school and become familiar with the child's teacher and classroom. **All visitors to the school must use the main entrance. Parents should notify teachers ahead of time to make arrangements for visits, so as not to disturb ongoing classes.** Visitors must present a valid driver's license or state ID to obtain access to the school. A visitor's badge will be issued to guests wishing to visit classrooms, and it shall be worn

visibly while in the school building.

CHAIN OF COMMAND

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

CUSTODY

School officials must be neutral in cases of child custody. Each school year, the noncustodial parent must make a written request if he/she wishes to have report cards and mailings sent to him/her. If there are custodial issues, current legal papers must be on file in the school office. If changes in custody occur, the school should be notified as soon as possible. If a parent has not been denied privileges but does not have their child/or student living with them legally, they may have access to school information and student reports. The parent, however, must contact the principal to make these wishes known.

EMERGENCY SCHOOL CLOSINGS OR EARLY DISMISSALS

Should the school need to be closed due to weather conditions or emergencies, a message will be sent using text, email, Facebook, Class DoJo, and the following stations will be notified:

AM--WCMY-1430 FM--WAJK-99.3 FM--WRKX-95.3 FM--WKOT-96.5
Alert Now System FM--WALS- 102.1

USE OF E-LEARNING DAY: At the Superintendent's discretion, an E-learning/Remote Day may be utilized.

SAFETY DRILLS - The plan for exiting the building and for taking safe positions in the building are posted in every room.

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year.

There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance, and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

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

on the following radio stations:

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

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

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

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

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

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

As required, our building was initially inspected for asbestos. The AHRA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

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

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

HEALTH POLICIES

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

New students to our school district coming from another state are required to have an **Illinois School Physical Exam** completed within 30 days of starting school, or proof of an appointment from the doctor's office stating the student's name, date, and time of appointment. This can be in the form of an appointment card or a fax from the doctor's office. When the physical is complete, a copy of the physical form must be presented to the school. All new students to Illinois must also have an **Eye Exam** performed by a licensed

optometrist and a copy of it given to the school. Since all states have different immunization requirements, new students to Illinois must be up to date and current with the **Illinois Immunization Requirements**.

Preschool students are required to have a **Physical Exam** performed and dated within 12 months prior to entering Preschool and must also be in compliance with **required immunizations**. Preschool students must follow all guidelines outlined in the Preschool handbook.

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

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

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

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

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

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEALTH REQUIREMENTS

Grade	Physical Exam	Dental Exam	Eye Exam	Sport Physical	Immunization
Preschool	Yes				Yes
Kind.	Yes	Yes by May 15 th	Yes by Oct 15 th		Yes
Grade 1					
Grade 2		Yes by May 15 th			
Grade 3					
Grade 4					
Grade 5				*Yes	
Grade 6	Yes	Yes by May 15 th		*Yes	*Yes
Grade 7				*Yes	
Grade 8				*Yes	

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

HEAD LICE – MES follows the current **Recommended Head Lice Control Guidelines for LaSalle County Schools** and guidance from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC). It is the parent/guardian's responsibility to routinely check their child at home, contact the child's pediatrician for an effective treatment product if live lice or nits (eggs) are found, and to follow through with properly treating the child's bedding, clothing, and home environment.

If live lice are discovered during school, the nurse will contact the parent/guardian and the child should be picked up as soon as possible to begin treatment, or may stay until the end of the school day if the child is unable to be picked up. If a parent cannot be reached by phone, a letter will be sent home with the child. Please begin treatment promptly so the student may return to school in a timely manner.

Parents/guardians are encouraged to remove all live lice and nits to ensure successful treatment. It is not the school nurse's responsibility to remove lice or nits. Students may return to school after appropriate treatment has been initiated. The presence of nits alone will not exclude a student from school attendance.

Before returning to class, the student must be brought to the nurse's office to be checked by the nurse. If live lice are found, the child may be sent home again for additional treatment. Upon being cleared to return to school, the child will receive follow-up checks to assist the parent/guardian in monitoring for re-infestation.

School administration retains the authority to address repeated active infestations of live lice when there is a lack of adequate follow-through by the parent/guardian and may take appropriate action consistent with district policy and public health guidance.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

MEDICATION TAKEN AT SCHOOL – When possible, students should take any needed medication at home. In the event that a student needs to take medication during school hours, a medication authorization form must be obtained from the office, completed by the parent/guardian and physician, and returned to the office. All medication must be in the original prescription container and instructions must be clearly marked. All medication must be brought to the nurse's office where it will be kept in a locked cabinet. Medication cannot be sent to school with a student and will not be administered without the properly signed paperwork. Medication cannot be sent back and forth daily between home and school. If dosages are needed for both home and school, please ask the pharmacist to dispense in two containers. According to state law, students may carry and administer their own oral inhaler for asthma with the required signed parent/physician authorizations and a copy of the inhaler label on file.

Parents are responsible at the end of the treatment for picking up any remaining medication left at school. If a parent does not pick up the medication by the end of the school year, the school nurse must destroy the medication.

Students are allowed to have cough drops at school. Students may keep them in their desk or locker. If cough persists for more than (7) seven days a doctor needs to be notified by the parent as indicated by the manufacturer of the cough drops. It remains at the discretion of the School District to grant or deny permission for medication to be administered during school hours and administration of medication will follow School Board Policy.

Only students who are qualifying patients who are registered with the Illinois Department of Public Health (IDPH), have written authorization from a parent/guardian, and provide a registry identification card can use a medical cannabis-infused product in a school setting. 105 ILCS 5/22-33(b).

FOOD FREE CLASSROOMS AND CELEBRATIONS – MES maintains food-free classrooms in an effort to manage student food allergies and reduce the potential for life-threatening allergic reactions. **Students may not bring food treats, snacks, or drinks to school for birthdays or individual celebrations.**

Teachers may choose to hold classroom celebrations throughout the school year and may invite

families to provide items from an approved snack list. **Participation in providing snacks is voluntary and only permitted when specifically requested by the classroom teacher.** All snacks must be commercially prepared, pre-packaged, and contain clearly labeled ingredients. Homemade foods and unlabeled items will not be distributed to students. With prior administrative approval, food may be used in the classroom for educational purposes, nutritional instruction, or other school-sponsored activities. It is up to each individual teacher to communicate classroom celebration procedures and approved snack options to families.

Thank you for following the MES Food Free Classroom and Celebration guidelines, which help ensure the health, safety, and inclusion of all MES students.

APPROVED SNACK LIST

The following is a list of approved snacks that will be allowed for all classroom parties, which includes holidays and other classroom celebrations such as incentive parties. **Snacks are NOT allowed for individual or birthday celebrations.** Approved snacks are only allowed when specifically requested by the classroom teacher. **Please note that all items must be individually wrapped, factory sealed and have intact nutritional information. (Items in multi-pack containers need not be individually labeled, however, must be sent to the school in the original sealed container.)**

FRUIT/VEGETABLES

Fruit Cups (applesauce, peaches, mandarin oranges, pears, mixed fruit)
 Apple Slices (bags)
 Carrot Sticks (bags)
 Celery Sticks (bags)
 Raisins (individually boxed)

CHIPS

Sunchips, 1 oz bags
 Smartfood or Skinny Pop Popcorn, 1 oz bags
 Veggie Straws
 Pringle Variety Cups

COOKIES/TREATS

Mother's Frosted Animal Crackers
 Oreo Minis, 1 oz bags
 Keebler Chips Deluxe, 1 oz bags (includes Great Value, Kroger brands)
 Rice Krispie Treats, up to 1.4 oz (includes Great Value, Kroger brands)
 **Please check calorie content per flavor. Some flavors of some brands are over the allotted 200 CAL per serving)

CRACKERS

Goldfish
 Ritz Bitz Cheese Crackers (includes Great Value, Kroger brands)

MISC

Fruit Roll Ups
 Fruit by the Foot

BEVERAGES

Water

100% Fruit Juice Capri Sun

100% Fruit Juice Boxes (Minute Maid, Juicy Juice)

Any item not listed above will not be allowed into the school. For items requiring spoons/straws, they must be supplied along with the treat or the treat will not be served.

FOOD ALLERGY PLAN GUIDELINES - MES will follow the appropriate guidelines listed in the Food Allergy Plan for a student with a life-threatening food allergy. A parent/guardian may request a written copy of the plan or view a copy on the school's website.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-554-4338.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

MEDICAID HEALTH CARE SERVICES - MES District #150 is a Medicaid Health Care Services Provider with the Department of Public Aid/Medicaid. Parents are requested to inform the school District if Medicaid covers their child, or children. If so, please give the school office your child's 9-digit Medicaid recipient number. Your cooperation in this program will assist the School District in meeting the cost of providing health care services to the students of MES. Questions regarding Medicaid Services may be directed to the District Office by calling 815-554-4338.

It is helpful to share records and information about your child with Medicaid. The school district needs to share information with Medicaid pertaining to your child, including name, date of birth, gender, and type of services provided. With your permission, the school district will be able seek partial reimbursement for services provided by Medicaid. Each year, the district will provide you with notification regarding your permission; you do not need to sign a for every year. Under Federal law, the school district cannot share with Medicaid information about your child without your permission. (34 C.F.R. 99.30(b); 34 CFR 300.154(d)(2)(iv)(A)-(B)). As you consider giving permission, please be advised of the following:

1. The school district cannot require you to sign up for Medicaid for your child to receive the health-related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services. This means that the school district cannot require you to pay a co-pay or deductible that it can charge Medicaid for services provided. The school district can agree to pay the co-pay or deductible if any such cost is expected.

3. If you give the school district permission to share information with and request reimbursement from Medicaid:
 - a. This will not affect your child's available lifetime coverage or other Medicaid benefit; nor will it in any way limit your own family's use of Medicaid benefits outside of the school.
 - b. Your permission will not affect your child's special education services or IEP/IFSP rights in any way, if your child is eligible to receive them.
 - c. Your permission will not lead to any changes in your child's Medicaid rights; and
 - d. Your permission will not lead to any risk of losing eligibility for other Medicaid or Medicare funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time.
5. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

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

INJURIES - Students who are injured and cannot participate in physical education must have a note from a doctor excusing them from physical activity which includes recess. Students who are excused from physical education classes with a doctor's note will also be excused from physical activity during recess.

INFORMATION AND PROCEDURES

SCHOOL DRESS CODE & STUDENT APPEARANCE - Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, hoods, and bandanas shall be allowed at teacher discretion and for medical or religious reasons.
4. Dress, and accessories that pose a safety hazard are not permitted in the laboratories or during physical education.
5. Students should wear clothing that is age appropriate, neat, clean, and well fitting. Pants with holes, rips, or tears must comply with the Dress Code. Generally, clothing must extend from the top of the shoulders to the mid-thigh area (or longer), and undergarments shall not be visible.
6. Appropriate footwear must be worn at all times.
7. If there is any doubt about dress and appearance, the building principal will make the final decision.

8. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
9. Students may not wear or cover up with blankets at school.

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

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

LOCKERS - The school is aware of the responsibility of protecting each student's Constitutional rights to personal privacy. However, the student should be aware that lockers, located in the hallway or locker rooms, are the property of the school. The administration and their designees of MES reserve the right to inspect and search any and all lockers, and the contents therein, at any point in time. The students are responsible for materials in their lockers. Do not attach stickers or anything else with adhesive backing to the inside or outside of the lockers. Do not misuse the locker by kicking it open or prying it when not in proper working order. Damage done to lockers by students may result in repair costs owed by the student/family.

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

LOST AND FOUND - Found items should be immediately turned in to the school office or given to a teacher. Placing an identifying label on clothing, notebooks, etc. is a great help in guaranteeing that items are quickly returned to the proper owner. All unclaimed items will be discarded quarterly and at the end of the school year.

PARENT COMMUNICATION - A calendar of school activities, menus, PTA news, and general information regarding the programs at MES is available on-line on the school's web-site, www.mes150.org. Communication will also be shared via Class Dojo and Facebook. There is public access to the internet at the Marseilles Public Library.

PANDEMIC - A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if

necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

FIELD TRIPS - Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may result in disciplinary action.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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

SENDING MONEY TO SCHOOL WITH STUDENTS - We discourage students from bringing unnecessary sums of money to school. If money needs to be sent, please place the money in a

sealed envelope with both the child's name, grade, teacher and the purpose of the payment written clearly on the envelope.

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

TECHNOLOGY ACCEPTABLE USE POLICY

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principals will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic material for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or

- entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or the Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the

Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- c. The *fair* use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- d. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an educational tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.
- f. Students who use school email will sign a contract outlining expected behaviors. Parents will be given the opportunity to opt their child(ren) out from use of school email.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet

safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator, teachers, and Building Principals shall monitor student Internet access.

Google Workspace for Education

As part of the tools and technology provided by Marseilles Elementary School, we use Google Workspace for Education, including many of its third-party services. By signing the handbook (at registration, electronically), you are giving your consent for your student/child to use Google Workspace for Education and its third-party services. Marseilles Elementary still maintains control over the apps that are made available to you child/student, and they will be of an educational nature as needed. Please advise us if you have an issue with this policy before signing the handbook.

For Students and Parents:

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

The District does not provide liability protection for personal devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that there is age-appropriate; and (c) the student's parent/guardian has signed the Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, Search and Seizure.

Responsible use in the program incorporates into this policy the individual's Acceptable Use of Electronic Networks agreement pursuant to policy 6:235, Access to Electronic Networks,

Responsible use also incorporates the established usage and conduct rules in policy 5:125, Social Media and Personal Technology; Usage and Conduct for staff and 7:190, Student Discipline for students. Failure to follow these rules and specific BYOT program students' guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 Student Discipline, 7:200, Suspension Procedures, or 7:210, Expulsion Procedures; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

Student Social Networking Passwords & Websites- School authorities may require a student, parent, or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission from a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be reviewed using plagiarism detection software, artificial intelligence detection tools, teacher review, and other methods deemed appropriate by the District.

Student 1:1 PROGRAM

1:1 User Agreement

The Chromebook (henceforth known as "Device") is the property of Marseilles Elementary School District, and as such, all terms of the Marseilles Elementary School's Responsible User Agreement apply. The District retains the right to revoke the privilege of use which may result in disciplinary action by the school for the following reasons:

1. The Device will be used for educational purposes only.
2. The Device will not be used for unethical use of the Internet or email by students or their family members.
3. Students must bring their Device to class each day fully charged.
4. The device must remain in the school-provided case at all times, if applicable.

5. If a student is taking an extended vacation, they are required to turn in the Device into the Tech Department.
6. The Device and any accessories must be returned prior to the end of each school year in the condition they were issued.
7. Students who leave Marseilles Elementary Schools during the school year must return the Device, along with any accessories to the Tech Department at the time they leave the District. Failure to return a Device within three days of withdrawal from the school district may result in legal action.
8. The Device is the property of the Marseilles Elementary Schools and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the device or a school-supplied and supported email service. The School has implemented a device monitoring solution (Securly) that provides the ability for staff to view the device's screen and Internet browsing history.
9. At all times, students are expected to follow classroom rules and expectations regarding the appropriate use of the Device. Google Apps for Education (Gmail, Docs, Classroom, etc.) is to be used only as an educational tool for school purposes only.
10. Parents/Guardians accept full responsibility for any loss, stolen, or damage done to the Device while issued to your student. Should a Device be damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administration. The filing of a police report by the parent/guardian may be advised at that time. In the event of lost or stolen Device and once a police report is filed, the Marseilles Elementary School District, in conjunction with police, may deploy location software which may aid the police in recovering the Device.
11. If something is not covered under factory warranty, the student/parent agrees to pay the amount in accordance with the damage repair cost list. If the administration deems the device to be purposefully and neglectfully damaged, the student/parent agrees to pay full repair or replacement.
12. Devices and accessories should not be defaced.
13. Current Damage Repair Cost List:

Battery—	\$50
LCD Display—	\$30
Charger—	\$15
Keyboard—	\$50
Keys—	\$5/per key
Camera—	\$20
Top Cover—	\$25
Bottom Cover—	\$25
Bezel —	\$20
Hinge Set—	\$20
Full Replacement—	\$300

K-5 Classroom Chromebook Program

- The Chromebook (henceforth known as “Device”) is the property of Marseilles Elementary School District and as such all terms of the Marseilles Elementary Schools’ Responsible Use and Internet Safety Agreement apply. The District retains the rights to revoke the privilege of use and may result in disciplinary action by the school if the device is not used appropriately.
 - o The Device will be used for educational purposes only.
 - o The Device will not be used for unethical use of the Internet or email.
 - o The Device is the property of the Marseilles Elementary School and as a result may

be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the device or a school supplied and supported email service. The School has implemented a device monitoring solution (Securly) which provides the ability for staff to view the device's screen and Internet browsing history.

- o At all times, students are expected to follow classroom rules and expectations regarding appropriate use of the Device. Google Apps for Education (Gmail, Docs, Classroom, etc.) is to be used only as an educational tool for school purposes only.
- o Parents/Guardians accept full responsibility for any lost, stolen, or damage done to the Device while assigned or used by your student. Should a Device be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. In the event of a lost or stolen Device and once a police report is filed, the Marseilles Elementary School District in conjunction with police, may deploy location software which may aid the police in recovering the Device.
- o If the administration deems the device to be purposely and neglectfully damaged, the student/parent agrees to pay full repair or replacement costs.
- o If something is not covered under factory warranty, the student/parent agrees to pay the amount in accordance with the damage repair cost listed below.

STUDENT USE AND CARE OF THE DEVICE

No food or drink is allowed next to your Device. Cords, cables and removable storage devices must be inserted CAREFULLY into the device. Do not attempt to gain access to the internal electronics or repair your Device. If your Device fails to work or is damaged, report the problem to your teacher as soon as possible. The technology department will determine Device repair/replacement options. You may be issued a temporary Device or other materials until your Device is working properly or replaced. Never leave a Device unattended. When not in your personal possession, the Device should be in a secure, locked environment. They should never be shoved into a desk or a locker, or wedged into a book bag, as this may break the screen. Unattended Devices will be collected and stored in the school's technology office. Devices should be shut down when not in use to conserve battery life. Students should never carry or "work on" their Device while walking around the classroom or down the hallways. Never expose a Device to long-term temperature extremes or direct sunlight; this may cause damage to the Device.

Devices do not respond well to liquids. Avoid applying liquids to the Device. The Device can be cleaned with a clean, soft, anti-static, or microfiber cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Device. Avoid placing weight on the Device screen or placing anything on the keyboard before closing the lid (e.g. pens, pencils, or notebooks). Some Devices come equipped with a camera and video capacity. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity. All students should recognize and guard their personal and private information.

While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. You shouldn't toss, drop, or slide a bag if your Chromebook is inside. Marseilles Elementary Chromebooks come with a charger. Care must be exercised when plugging and unplugging these accessories. Student-issued accessories are the responsibility of the student. Marseilles students are responsible for bringing their Device to class every day unless otherwise directed by a staff member. Failure to bring a Device or any other class material(s) does not release the student from

their responsibility for class work. If a student repeatedly fails to bring materials to class, including their assigned Device, the student will be subject to disciplinary action.

PARENT GUIDE TO STUDENT USE OF TECHNOLOGY

Marseilles Elementary School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Device during the school day and at home. Take extra steps to protect your child. Encourage your child to use and store the Device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online. Review your child's friend list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information. Limit the time your student is on the Device. While the Device is a very engaging tool, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Device is cared for and when and where its use is appropriate. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Device. Read and share with your child the Marseilles Elementary Responsible Use and 1:1 Device Care Policies. By reading and discussing the use and care policies, you can create a clear set of expectations and limitations for your child.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act [1]

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising

using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment Information
- Assessment data, grade, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g. disability information, English language learner, free/reduced meals, or homeless/foster care status)
- Conduct/behavioral data
- Health Information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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

CELLULAR DEVICES - Students may possess cell phones and/or cellular smart watches on school property. Students in Pre-Kindergarten through 2nd grade are strongly discouraged from bringing personal cellular devices to school. If a Pre-Kindergarten through 2nd grade student needs to bring a cellular device for a specific reason, the parent/guardian must communicate this need to the student's classroom teacher in advance.

During the instructional day, all cell phones and cellular smart watches must be powered off or placed in silent mode and kept out of sight unless expressly authorized by a teacher, administrator, or as otherwise permitted by law, an Individualized Education Program (IEP), Section 504 Plan, health plan, or emergency situation. Unauthorized use of a cellular device during the school day may result in disciplinary action and/or confiscation of the device in accordance with school procedures.

Students in violation of this procedure are subject to the following consequences:

1. First offense—The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense— The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense— The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense— The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

[1] Consequences must align with your school's student discipline code.

ACADEMIC

PROTECTION OF PUPIL/FAMILY RIGHTS AND PRIVACY ACT—

"Parents are entitled to inspect all instruction materials used in connection with any survey, analysis or evaluation. Also, no students will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C., Sec. 123h without prior written consent of parents. Copies of the law which is referenced are available in the District office for inspection during regular business hours."

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

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment.

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

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

GRADES 4-8 RETENTION POLICY– **A student receiving 8 or more Fs in any of the four grading periods will be retained.** A student can’t have more than 3 Fs in any one subject. The final decision is subject to administrative discretion.

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

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

FAMILY LIFE & SEX EDUCATION CLASSES- Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

ENGLISH LEARNERS- The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District’s Transitional Bilingual Education Programs Parent Advisory Committee.

PROMOTION- In order to receive a signed certificate at the promotion ceremony, all obligations

must be satisfied. Obligations may consist of class work, unfulfilled detentions, etc.

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

Eighth grade students who exhibit gross misbehavior may lose the privilege of attending the promotion ceremony or reward activities unless determined to be a manifestation of disability. The school also reserves the right to exclude any student from the promotion ceremony for any misconduct during the course of the year.

HOMEWORK- Homework is beneficial. It is designed to extend, enrich, or reinforce classroom learning. In most cases, assignments are begun in class under the supervision of the teacher and should be finished at home.

Teachers/Parents/Students will be responsible for academic success. Teachers/Parents/Students will also be accountable for all students' grades. For incomplete work, students will be given opportunities to complete assignments before or after school, or during lunchtime.

K-3 student grades will be based on Standards Based Grading. This type of grading is based on demonstration of mastery. Work will include standards-aligned activities (projects, worksheets, quizzes, essays, presentations, etc.) and teachers assess the student performance and determine the appropriate mastery level that was demonstrated using a scale from 1-3.

GRADE(S)	A	B	C	D	F
K-3	Standards based grades are given				
4-8	100-90	89-80	79-70	69-60	Below 60

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

High Honor Roll Requirements:

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

Honor Roll Requirements:

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

MID-TERM REPORT CARDS (GRADES 3-8)- In addition to the (9) week reporting system, a Mid-Term/Deficiency Report will be available online with students in grades 3-8 at mid-term (4 ½ weeks) of each (9) week period.

PARENT/TEACHER CONFERENCES (GRADES K-8)- Parent-Teacher Conferences are held on the Thursday following the end of the 1st quarter from 3:00pm-6:30pm and the following

Tuesday from 3:00pm-6:00pm. Additional conferences may be arranged at any time throughout the year, by appointment, with the teachers.

REPORT CARDS (GRADES K-8)- Good communication among teachers, administrators, and parents is essential. It is vitally important for teachers and parents to work together in close cooperation for the best welfare of the student. **Parents are urged to email or call the school any time they have questions or concerns.** To ensure concerns are addressed efficiently and effectively, parents are encouraged to follow the appropriate chain of communication, beginning with the staff member most directly involved before seeking assistance from school administration.

First quarter report cards are available online on/before parent/teacher conferences after the 1st quarter ends. Report cards for the remainder of the year will be available online (including the final report card). Report cards are typically issued the Wednesday following the end of each (9) weeks and at the end of the school year.

STUDENT AND FAMILY PRIVACY RIGHTS

Survey: All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party: Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information: School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than the required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not

penalize any student whose parent(s)/guardian(s) exercised this option.

Selling or Marketing Student's Personal Information is Prohibited: No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for the purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or educational activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

STUDENT RECORDS

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Record kept in a staff member's sole possession.
2. Record maintained by law enforcement officers working in the school.
3. Video and other electronic recording (including without limitation, electronic recordings made on school buses, that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received for law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

PERMANENT AND TEMPORARY RECORDS

District 150 shall maintain both a permanent and temporary record for each student. The "student

permanent record” shall consist of the following: basic identifying information, including the student’s name and address; birth date and place; gender; the names and addresses of the student’s parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and the unique state identified assigned and used by the Illinois State Board of Education’s Student Information System; attendance record; health record; and record release of permanent record information in accordance with 105 ILCS 10/6 (C0). The permanent record may also include: honors and awards received; and information concerning participation in school-sponsored activities or athletics or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record shall be kept in the student temporary record, which must include: record of release of temporary record information in accordance with 105 ILCS 106©; scores received on State assessment tests administered in the elementary grade levels (kindergarten through grade 8); completed home language survey; information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another that resulted in expulsion suspension or the imposition of punishment or sanction; any final finding report received from Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; health-related information; accident reports; and any documentation of a student’s transfer, including indicated the school or school district to which the student transferred.

PARENT/STUDENT RIGHTS

State and federal law grants students and parent(s)/guardian(s) certain rights with respect to their students' school records. These rights include:

1. The right to inspect and copy their student’s school records no later than 10 business days right after the date that the District receives a request to inspect and/or copy, unless the District extends the timeline for responses by no more than 5 business days from the original due date. The District may charge a fee for copies, not to exceed .35 cents per page. This fee may be waived for those unable to afford such costs. No person who is prohibited by an order of protections from inspection or obtaining school records of a student shall have any right to access to, or inspection of, the school records of that student.
2. The right to challenge and/or request an amendment to their student’s school student records that the parent/guardian believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that federal and/or State law authorizes disclosure without consent. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the student’s parent(s)/guardian(s) where:
 - a. The disclosure is to other school official whom the District has determined to have legitimate educational interests;
 - b. The disclosure is to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purposes of the student's enrollment or transfer;
 - c. The disclosure is to appropriate officials in connection with a health or safety emergency;
 - d. The disclosure is to comply with a judicial order;
 - e. The information to be disclosed is designated as “directory information” (see below); or
 - f. The disclosure is otherwise authorized or required by State or federal law, including but not limited to, the Family Educational Rights and Privacy Act (“FERPA”) and

Illinois School Student Records Act ("ISSRA").

4. The right to prohibit the release of information concerning the student that is designated as "directory information." Throughout the year the district may release directory information regarding its students, limited to:
 - a. Student's Name;
 - b. Address;
 - c. Grade Level;
 - d. Birth date and place;
 - e. Parent(s)/guardian(s) names, addresses, email addresses, and telephone numbers;
 - f. Photographs, videos, or digital images used for informational or new-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers or sporting or fine arts programs;
 - g. Academic awards, degrees, and honors;
 - h. Information related to school-sponsored activities, organizations, and athletics;
 - i. Major field of study; and
 - j. Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by notifying the Building Principal in writing within 10 days' receipt of this notice.

5. The right to copy any student records proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates or permanently withdraws.
6. The right to inspect and challenge the information contained in a school student record prior to transfer of the student to that district.
7. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the District to comply with the requirements of FERPA. The U.S. Department of Education can be contacted at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

No person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured by Illinois law.

BEHAVIORAL POLICIES & PROCEDURES

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

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

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

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

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

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

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

BEHAVIORAL RECORD - A behavioral record is maintained by the Administration of all students who are referred to the office for behavioral reasons. Student consequences include, but are not limited to, the following measures (not listed in specific order): reprimand, detention, detainment, social probation, written report to parents by teacher and/or Administration, parent conference with teacher and/or Administration, program change, in-school suspension, out-of-school suspension, alternative placement, referral to Superintendent and/or Board of Education, and expulsion from school by the Board of Education. All office referrals will be reviewed on an individual basis.

DISCIPLINE MAINTENANCE (Sect. 24-24 State of Illinois Code) - Teachers and other educational employees shall maintain discipline in the schools, including school grounds,

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

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

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

SCHOOL POLICIES

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if

bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

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 Email: bdonahue@mes150.org

Complaint Manager:

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 201 Chicago St.
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.³

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited (')

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute

harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

ANTI-HAZING POLICY:

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

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

Hazing is defined as:

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

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

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

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

Any activity that includes causes or requires the student to perform a task that involves a violation

of state or federal law.

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

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

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

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

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-basis nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. 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 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 touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited:

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement:

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

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Complaint Managers:

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SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

National Suicide Prevention Lifeline (call 988)

Crisis Text Line (text HOME to 741741; www.crisistextline.org/)

Safe2Help Illinois (call:844-4-SAFEIL; text: 72332; email: HELP@Safe2HelpIL.com)

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information can also be obtained from the school guidance office.

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

1. The dance is for current Marseilles Elementary students only. No outside guests are allowed.
2. When a student comes to a dance, he/she will remain at the dance until it ends.

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

STUDENT BEHAVIOR - Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the IHSA/IESA's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom the medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition of this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited

by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which student engaged in behavior that would lead a reasonable person to believe that the student expressly or implied represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or control substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may be reasonable be considered to; (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For the purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and support shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school

voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school detention or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days.
- A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or

intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, alternative school setting or in-patient treatment facility/hospitalization. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended or provided psychological/social/medical support to complete or make-up missed work for equivalent academic credit.

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

made up in accordance with the make-up policy for suspensions.

TEACHER DETAINMENTS - Keeping a student after school is left to the discretion of the teacher. All detainments will be held in the teacher's room with the teacher present. The student and parent/guardian will receive a (24)-hour warning before the detainment is held, unless other arrangements have been made between the teacher and parent.

DETENTIONS - Detentions are held after school or during lunch periods Monday through Friday. Alternate recess will be put in place for those serving a lunch detention. While serving a detention, each student is expected to work quietly on schoolwork.

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

Procedures:

1. The student will be allowed (1) restroom break in the morning and (1) in the afternoon.
2. The student will not be allowed to leave the area for lunch.
 - a. The student may either bring a sack lunch or purchase a lunch from the cafeteria.
 - b. The student may not bring snacks, radios, etc., to the suspension area.

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

- In all cases of suspension, students are required to hand in their assigned class work on the **first day of their return** to classes. Full credit will be given for work completed, that work which is not completed will be completed before or after school. Students will make up quizzes or tests either on the day they return to class or the next day. Full credit will be given for make-up quizzes or tests. Help is available via email or phone calls for any student serving a suspension more than 3 days.
- If a student earns an **in-school suspension, or out-of-school suspension**, he/she may not participate in, or attend, school-sponsored extracurricular activities (practices, dances, athletic, academic team, or club events, etc.) for the duration of the day(s) he/she is suspended. This includes weekend activities when a suspension is to be served on a Friday. Suspensions officially end at the beginning of the first school day that the student is permitted to return to class.

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

Acts of Misconduct and Possible Consequences

Acts of misconduct	Misbehaviors may include and are not limited to:	Possible consequences:
Type 1 Behaviors which disrupt the school environment. Such behavior can be handled by any staff member	- Classroom & hallway disturbance - Failure to follow classroom rules - Littering - Tardiness - Inappropriate apparel - Gum, spitting - Unprepared	- Follow classroom discipline plan. - Detainments - Lunch detention - Phone call/note to parents
Type 2 Behaviors disruptive to the learning environment either by severity or frequency. These behaviors need administrative intervention	Continuation of Type 1 - Cheating - Forgery - Bus misconduct - Inappropriate language/gestures - Public display of affection - Skipping class - Throwing objects - Inappropriate cell phone usage - Damage to property	- Detention - Saturday Detentions - 2 Detentions - Alternative Learning Center - Suspension of bus riding privileges - Financial restitution - Temporary removal from class - Phone call to parents - Recess/lunch detentions - Social Probation
Type 3 Behavior directed toward persons or property and endanger others	Continuation of Type I & 2 - Possession &/or use of Tobacco/E-Cigarettes products school grounds &/or during school sponsored activities - Vandalism - Theft &/or possession of stolen property - Gang activities - Bullying (intimidation/threats) - Skipping school - Disrespect/insubordination - Fighting/Aggressive Behavior - Racism	- ALC and Detention - Saturday Detentions - Alternative Learning Center - Out-of-school Suspension - In-School Suspension - Temporary removal from class - Financial restitution - Law enforcement notification - Suspension of bus privileges - Suspension of extra curricular activities - Social Probation

Type 4 Behaviors which are serious enough that they always need administrative action	Continuation of Type 1, 2, & 3 - Possession, use, sale, or being under the influence of alcohol, drugs, inhalants; contraband & controlled substances, including drug paraphernalia - Possession &/or sale of stolen property - Gang activity - Possession of a weapon (as defined by school Code) - Other acts which seriously disrupt &/or create a safety hazard to students, staff, &/or school property - Gross misconduct	- Saturday Detentions - Law enforcement intervention - In-school suspension - Out-of-school suspension - Expulsion - Alternative programs
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SUSPENSION PROCEDURES:

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

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

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

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

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

- The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student;
- The beginning date and total number of days of the suspension;

- The right to a review of the suspension. A request for a review hearing shall be submitted in writing within (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

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

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

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

GENERAL PROCEDURES FOR EXPULSION-

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

POLICE INTERROGATIONS AND INVESTIGATIONS - It is the responsibility of the District

Administrators to protect each student under their control, assuring that the student's legal rights are not violated.

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

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

SEARCH AND SEIZURE

In order to maintain order safety 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.

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 building principal 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 or 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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

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

1. An 8th grade student shall not have passed his or her 16th birthday and a 7th grade student shall not have passed his or her 15th birthday during any part of the season.
2. A student shall not be repeating the 7th or 8th grade.
3. A student must be passing in all subjects. If a student receives (1) "F", he/she is ineligible for the following week, beginning Monday through Sunday evening. Exceptions may be granted only by the school administration in extenuating circumstances.
4. Students participating in athletics must have the results of a physical exam for the current school year on file at the school prior to tryouts.
5. **Students must be in attendance the entire school day in order to be eligible to participate in an extra-curricular event.** Exceptions may be made under certain circumstances pre-approved by the Administration, i.e. doctor or dental appointment, etc. Students must be in attendance the entire school day on Friday, in order to be eligible to participate in an extra-curricular event/activity on Saturday.
6. All students who participate in athletics are expected to follow dress code guidelines established by their respective coaches. The district allows a student to modify his or her team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.
7. Suspended students may not attend or participate in school-sponsored activities. Suspensions officially end at the beginning of the first school day that the student is permitted to return to school. If a student is suspended through Friday, he/she is ineligible for activities on Saturday.

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

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

POLICY AND SCHOOL RECOMMENDATIONS FOR TRANSGENDER PARTICIPATION

The Illinois Elementary School Association approves this policy and process to address the participation of transgendered students in all IESA athletics and activities. For the purpose of this policy the following definitions will be in place:

- Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and/or chromosome

- pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female.
- Gender Expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.)

Privacy Statement

All discussions and documents at all levels of the process either by a member school, appeals panel, and/or IESA shall be kept confidential unless specifically requested by the student and family.

School Procedure

1. The student and/or parents shall contact the school administrator or athletic director at their member school notifying them that the student has a different gender identity than listed on the student's school registration card or birth certificate and that the student wishes to participate in athletics/activities in a manner consistent with their gender identity. The school shall collect the following for the participation ruling:
 - a. Gender identity used for school registration records
 - b. Medical documentation (hormonal treatments, sexual reassignment surgery, counseling, medical personnel, etc.)
 - c. Gender Identity related advantages for approved participation
2. Once the school administrator has collected the relevant information, the member school shall contact the IESA office in writing of the request for the ruling, the student's gender identity, and the selected athletics/activities that the student would like the opportunity to participate in if they are selected through the team try-out process.
 - a. Once the student is approved, participation is granted through the duration of their junior high/middle school career, it does not need to be annually renewed.

IESA Procedure

IESA will make final rulings on student participation. The IESA may establish a group of medical personnel to act in an advisory role when reviewing rulings. Appealing parties should provide the following documentation:

1. A current transcript and school registration information
2. Documentation of the student's consistent gender identification (e.g. affirmation statements from student, parent/guardian, and/or health care provider)
3. Any other pertinent documentation or information

The IESA will respond to the member school in writing the decision of the participation ruling. If the request is not approved, Section 5.050 of the IESA Handbook shall govern all appeals.

Areas of Awareness:

- Have a plan in place
- Use correct names/pronouns – according to student's self-identification
- Gender appropriate restroom accessibility
- Locker room accessibility
- Educational training for teachers, counselors, coaches, administrators and students on transgender sensitivity in relation to
 - student
- Manner of dress according to gender identity

- Access to resources and accurate information

LUNCH/RECESS

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

FREE AND REDUCED-PRICE BREAKFAST AND LUNCHES - MES qualifies for the Community Eligibility Lunch and Breakfast Program. All students are eligible for free breakfast and lunch.

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

MES's meal programs are Offer vs. Serve which means at Breakfast 3 of the 4 items served need to be taken with 1 item being a ½ cup fruit. Lunch 3 of the 5 items must be taken with 1 item being a ½ cup fruit or vegetable to be counted as a reimbursable meal. Additional milk may be purchased for \$.35. Exact change is needed at the time of purchase.

Menus are available on the MES website and Teacher Ease.

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

Lunchroom Rules:

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

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

1. Weather permitting; K-5 students will have some outdoor activity time each day. The decision to have outdoor recess during inclement weather depends on such factors as precipitation amounts, temperature and wind chill factors.
2. School rules and policies are in effect on the playground during school hours.
3. **No student will be allowed to leave the school grounds during school hours without proper authorization. Before leaving, it is necessary for the student to be signed out from the office and accompanied by a parent or guardian.**
4. Students may not bring toys, balls, sports equipment, or other recreational items from home for use during recess. This rule helps reduce the risk of injury, loss, theft, and conflicts among students.

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

RESPONSE TO INTERVENTION (RTI)

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

WHAT IS RTI?

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

WHAT ARE THE BENEFITS OF RTI?

Perhaps the greatest benefit of the RTI approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. While the interventions are taking place, school staff monitor any progress that these students are making in their problem areas. These progress monitoring techniques used within the RTI process provide information that allows teachers to better evaluate student needs match instruction, resources and interventions appropriately.

SPECIAL EDUCATION SERVICES

Special Education programs and services are currently available either in District #150 or through the LaSalle County Education Alliance for Special Education (L.E.A.S.E.). Services are available for all handicapping conditions and exceptionalities. Referrals of students for special education programs and services may be made by parents, as well as school personnel. Referral forms are available from the office of the Superintendent or Principal. Parents may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education", by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, Illinois 62777-0001. A Parent's Rights booklet may be obtained from the assistant principal's office.

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

1. Annual screenings of children between the ages of (3) and (5).
2. Hearing and vision screenings conducted at regular intervals.
3. Speech and language screenings for each child upon initial enrollment and at regular intervals.
4. An annual screening completed by classroom teachers.
5. Parents or District personnel may request a case study evaluation to determine a student's eligibility for home or hospital services.

6. Parents, District personnel, the child, or persons having primary care and custody of a child may make a referral for a comprehensive case study evaluation to determine eligibility for special education services. The Principal of the school is designated as the receiver of the case study evaluation referral.

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

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

Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child:

1. Has a physical or mental impairment that substantially limits one or more major life activities.
2. Has a record of a physical or mental impairment.
3. Is regarded as having a physical or mental impairment.

The District maintains related service log records that document the type of related services administered under a student's individualized education program (IEP). The related service logs also record the minutes of related services that have been administered. This notice is to inform parents and guardians of their ability to request copies of any IEP related service records maintained for their child to Stephanie Atchley, Director of Student Services.

PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services through the Illinois Department of Human Services (IDHS) Division of Developmental Disabilities. At each annual review for a student with a disability, the IEP (Individualized Education Program) team must determine if the student is registered for PUNS and, if not, refer the family to a designated employee who has completed the PUNS training. For information on PUNS, please contact one Stephanie Atchley, Director of Student Services, satchley@mes150.org

If parents have any questions regarding the availability of special education in District #150, please call the Asst. Principal, Stephanie Atchley at **815-554-4338**. If parents/guardians have questions about state or federal requirements, or other programs provided by L.E.A.S.E., please call the L.E.A.S.E. Director at **(815-433-6433)**.

PROTOCOLS FOR SERVICE ANIMALS, EMOTIONAL-SUPPORT/THERAPY ANIMALS, AND PETS

The Americans with Disabilities Act (ADA), provides that "service animals," which are trained dogs or miniature horses, are permitted to assist persons with disabilities by performing specific tasks in places of public accommodations. The Marseilles Elementary School District follows the provisions of the ADA with regard to allowing service dogs and miniature horses to assist an individual with a disability on school district property.

Emotional support, therapy, comfort, companion, and other animals do not qualify as “service animals” within the definition of the ADA. Due to health and safety concerns for students, staff, and community members, non-service animals are not permitted on District property.

How to Identify a Service Animal

In Illinois, only dogs and miniature horses may be designated as a “service animal.” Service animals are not required to be specially licensed or certified, and are not required to have tags, vests, or other markings that immediately identify them as a “service animal.” While service animals must be trained, they are not required to be professionally trained, and people with disabilities have the right to train the animal themselves.

Additionally, the ADA prohibits places of public accommodation from asking certain questions related to the service animal and/or the owner. In fact, the school district is only permitted to ask two specific questions to determine whether the animal is a service animal, namely;

1. Is the dog/minature horse a service animal required because of a disability?
2. What work or task has the dog/minature horse been trained to perform?

You may not request any documentation, require the animal to demonstrate the task, or inquire about the nature of the person’s disability.

Responsibility for the Care and Supervision of the Service Animal

The owner and/or handler is responsible for the safety, care, and supervision of the service animal. This includes toileting, feeding, and grooming the animal. The owner/handler of a service animal is responsible for maintaining the service animal on a harness, leash, or tether at all times. The owner/handler must be in full control of the animal.

Permissible Restrictions if the Service Animal is Behaving Poorly

A Service Animal may be excluded or asked to leave only if: (1) the service animal is out of control and the owner/handler is unable to or does not cure the problem; or (2) the service animal is not housebroken. If a particular service animal is behaving in a way that poses a *direct threat* to the health and/or safety of others, has a history of such behavior, and/or is not under the control of the owner/handler, you may exclude the animal. This should be a case-by-case assessment, and may not be based on fears or generalizations about certain animals or breed of animal.

Under control also means that a service animal should not be allowed to bark repeatedly in a classroom, lecture hall, theater, library, or other quiet places. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control for purposes of excluding the animal.

If the service animal is out of control and the owner/handler is unable to or does not cure the problem, you may request the animal be removed from the premises.

Considerations if a Student or Staff Member Has Asthma, an Allergy, a Fear of Dogs/Animals, or Other Medical Condition that is Brought on by a Service Animal

If there is another individual present that is unable to be near a service animal, you should engage

in a conversation with that person to determine how to best accommodate their needs. The service animal may not be excluded.

Some common accommodations to consider and offer might be:

- i. Allow the individual to participate from a different location within the room or facility (i.e. seated on the opposite side of a meeting space)
- ii. Provide an alternative path to travel to and from entrances, restrooms, etc.

What to Do When Non-Service Animals Are Brought onto District Property

Emotional support, therapy, comfort, companion, and other terms are used to describe animals that provide comfort just by being with a person. These animals have not been trained to perform a specific task for a person with a disability, and therefore do not qualify as “service animals.”

Due to health and safety concerns for students, staff, and community members, animals that are not service animals are not permitted on District property. If the animal is not a service animal (i.e. is a pet, emotional support, therapy, comfort, or companion animal, etc.) – you should request the animal be removed from the premises immediately.

It is important to explain to the owner that, while the District understands the owner’s desire to have the animal accompany them, and while many non-service animals may be well-behaved, vaccinated, and under the control of their owner, we must consider the health and safety of all our students, staff, and community members.

SOCIAL WORK SERVICES

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

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

TITLE 1 PROGRAM

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

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

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

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

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

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

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

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

meetings, building newsletters, and the Parent Handbook and other District publications.

TRANSPORTATION

ALTERNATE MODES OF TRANSPORTATION –

Includes but is not limited to the following:

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

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

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

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

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

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

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

Which students are bused to school? Students living north of the CSX Railroad tracks, West of

Main Street, and/or south of the river will be bused to school.

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

BUS TRANSPORTATION

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus behavioral problems can be handled by the bus driver. In the case of a written office referral, student bus problems will be investigated and handled by the building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc., on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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

- **BLUFF & MAIN**
- **BLUFF & PEARL**
- **BLUFF & ORANGE**
- **BLUFF & WILSON**
- **BLUFF & SHERMAN**

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

STUDENT DROP-OFF/PICK-UP - Children driven to school must be dropped off in the lane parallel to Illinois Street. Students should be ready to exit the vehicle quickly in an effort to keep the traffic flowing safely. Children may then enter through door 24. They may be picked up in the same location at the end of the day. If you need to come into the school to get your child, please park in one of the provided parking spots.

On Tuesday, May 5, 2026 at 2:15pm., the following members of the Discipline/Handbook Committee met with the following members present:

Lindsey Johnson, principal
 Jessica Crosby, board member and parent
 Sarah Manz, teacher
 Laurie Leslie, parent and teacher

Amanda Schomas, assistant principal
 Bejan Roumi, teacher
 Taylor McIntosh, teacher
 Lainey Hicks, teacher

MESSAGE FROM THE ADMINISTRATORS

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

Brenda Donahue, Superintendent
 Stephanie Atchley, Assistant Superintendent, Director of Student Services
 Lindsey Johnson, Principal
 Amanda Schomas, Assistant Principal

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