

PARENT INFORMATION BOOKLET



2026-2027

Longfellow Elementary School

1400 W. Hendrickson Street

Marion, Illinois 62959

Phone: (618) 993-3230

Table of Contents

Topic	Page
<u>Faculty & Staff</u>	<u>2</u>
<u>Welcome & School Day</u>	<u>3</u>
Dismissal	4
Before/After School Arrangements	4
<u>Parking Lot Safety</u>	<u>4-5</u>
Arrival/Dismissal Procedures	5
Street Crossing Safety	5
<u>Playground Use</u>	<u>5</u>
Student Residency	6
Absences/Tardies	6
Unexcused Absences	6
<u>Excessive Tardiness Guidelines</u>	<u>6</u>
Illness	7
Student Sign-In/Sign-Out Procedures	7
Homework/Make-Up Work	7
<u>PBIS - Being Respectful, Responsible & Safe</u>	<u>7-8</u>
Breakfast	8
<u>Lunch</u>	<u>8</u>
Food Service Rules/Expectations	9
Food Served at School Activities	9
<u>Grades/Report Cards</u>	<u>9</u>
Visitors	10
PTO	10
Communication Services	10
Calls/Messages	10
<u>Medication</u>	<u>10</u>
Head Lice Policy	11
<u>Personal Items/Cell Phones/Water Bottles</u>	<u>11-12</u>
Social Media	12
Personal Appearance	12
<u>Lost & Found</u>	<u>12</u>
Longfellow Leaders	13
Field Trips	13
Birthdays	13
Gift Deliveries	13
Student Use of "I Care" Language	13
<u>Student Discipline</u>	<u>13-15</u>
<u>Student Safety</u>	<u>15-16</u>
Bus Safety	16
<u>Bullying, Intimidation, & Harassment</u>	<u>16-17</u>
Friend Watch – Bullying Prevention	17
<u>Family Educational Rights & Privacy Act (FERPA)</u>	<u>17</u>
<u>Longfellow School Daily Schedule</u>	<u>18</u>
<u>Longfellow Behavior Matrix</u>	<u>19</u>

Longfellow School Faculty & Staff

PRINCIPAL	Mallory Wilson	SOCIAL WORKER	Aileen Stapleton
SECRETARIES	Brittany Hall Amanda Vickery	SPEECH & LANGUAGE	Kelli Hunter Lindsay Williams
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FIRST GRADE	Kelly Fear Lauryn Kadela	TECHNOLOGY	Jess Landes
SECOND GRADE	Tyra Hill Christy Sullivan	PHYSICAL EDUCATION	Josh Mieldezis
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FOURTH GRADE	Rachel Davis Amber Mitchell	MEDIA ASSISTANT	Kellie Treece
FIFTH GRADE	Abby Childers Angela Randolph	HEAD COOK COOKS	Kenya Morse Kathy Frey Marcella Havener
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TITLE I MATH	Rachel Disney Erika Stout	CUSTODIANS	Melinda Brasel Scott Grimes
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SP. ED. ASSISTANTS	Caitlin Borum Jessica Pouncil Anne Purnell Sarah Simpson Heather Smith	AFTER CATS	Emily Gile Kerrigan Homoya Reagan Woods Tonya Woodsum
KINDER ASSISTANT	Tonya Woodsum		

Parent/Student Information

Welcome to all new and returning families from the faculty and staff of Longfellow Elementary! We are looking forward to an exciting year ahead.

From time-to-time, you may have questions regarding school procedures and/or rules. This information booklet will provide most of the answers you seek. Although this booklet looks similar to last year's information booklet, the information has been updated for the current school year. Please read the booklet and go over the current information with your child. This booklet is a building level companion to the district's Parent-Student Handbook found at www.marionunit2.org.

A quality education is most easily provided when home and school work as a team. You are encouraged to help by:

- Attending parent-teacher conferences
- Communicating often with your child's teacher
- Taking an active interest in your child's coursework and homework
- Ensuring that your child attends school regularly

We are looking forward to another successful year at Longfellow Elementary. If you have any questions that are not answered here, please feel free to call or visit the office - (618) 993-3230.

Sincerely,

Mallory Wilson
Principal

mwilson@marionunit2.org

Visit us on Facebook: Longfellow PTO

Stay connected through the Marion Unit 2 App - Longfellow Elementary

SCHOOL DAY

The Longfellow School day begins at 8:10 A.M. However, for those students who wish to purchase a school breakfast, breakfast begins serving at 7:30 A.M. Breakfast will be served daily from 7:30-8:05 A.M. to ensure sufficient time for students to eat and be on time to class before the 8:10 A.M. tardy bell.

Beginning at 7:30 A.M., students may enter the building through the Main Entrance (on Hendrickson) or through door E5 (on Russell). **All visitors MUST enter through the Main Entrance and sign in at the office. Students may not enter the building before 7:30 A.M. to allow for proper supervision.**

Immediately upon arrival, students eating breakfast should enter the cafeteria and join the breakfast line. Students not eating breakfast, or after completing breakfast, should use the restroom if needed and then wait in the appropriate area for dismissal to class (K-1 in cafeteria / 2-5 in gym). Students are not to be on the playground or waiting outside unsupervised before school begins.

Upon dismissal from the cafeteria/gym, students may enter their classroom, go to their lockers, and prepare for the school day. **The tardy bell rings at 8:10 A.M. All students must be in their classrooms at that time.** Tardiness can greatly affect your child's school day. Please be prompt in your child's arrival

to school. Children who are tardy must FIRST report to the school office using the front entrance WITH AN ADULT to sign them in.

DISMISSAL

For student safety, adults designated to pick up students after school are to remain outside the school building during dismissal. Selecting a meeting point prior to sending your child to school is recommended. Please inform all parties picking up your child of this safety policy and the selected meeting area. The dismissal schedule is as follows:

2:45 P.M. Kindergarten
2:55 P.M. Walkers, Bikers and Early Bus Riders
2:58 P.M. Car Riders
3:00 P.M. Late Bus Riders & AfterCats

***Students not picked-up by 3:15 P.M. will be sent to the office or AfterCats (if enrolled) and contact with the parent/guardian will be attempted.**

Adults wishing to talk to their child's teacher may do so by phone, email, or after students have cleared the hallways. (Approximately 3:10 P.M.)

There are times in which our school dismisses early. On these occasions, a notification will be sent home through the classroom, social media posting, and an all-call via text, voice, or email from the district in advance so parents can plan the necessary supervision for their child(ren). Early dismissal time is usually 11:30 A.M. or 1:30/2:20 P.M.

BEFORE/AFTER SCHOOL ARRANGEMENTS

Longfellow School provides staff supervision beginning at 7:30 A.M. Parents are responsible for their child's care prior to this time.

Please advise your child about after school arrangements BEFORE coming to school. Students experience uneasiness when they are unsure about these arrangements. If your child is to leave school in a different way than usual, **please inform the teacher or office by a call/message/note that morning.** Also, if your child is not riding the bus, please inform the teacher. If your child does not have a note and you are not at school when the bus is to depart, we will assume that your child is to ride the bus and he/she will be placed upon his/her designated bus.

PARKING LOT SAFETY

The school district's primary concern is safety. At 3:00 P.M. we are dismissing 250 students. Students will be moving to the cafeteria to then board a bus home or will exit the main entrance or east doors located near Russell St. for car pickup or to walk home.

Guidelines to help you avoid injury to yourself or others and damage to your vehicle or another vehicle:

- Consider arriving at 3:10 P.M. to pick-up your child to avoid the 3:00 dismissal rush.
- Use good common sense and be courteous.
- Drive slowly throughout the parking lot and be patient.
- When using the pick-up lane north of (behind) the school, pull to the east end of the lane before putting your vehicle in park. This allows for the maximum number of vehicles to use the lane.
- Do not exit your vehicle while in the pick-up/drop-off lane.

- If you plan to park and walk up to the building to get your child, please use a designated parking spot.
- If you plan to go into the building for any reason, park in a designated spot and use the main entrance to check in.
- Do not use your cell phone while operating your vehicle in a school zone (state law).
- Continue to cooperate with all parking lot/building staff.
- Do not pick up or drop your child off while stopped on Russell St. or Hendrickson St. Please pull into the parking lot/spaces to do so.
- Do not ask your child to get in the vehicle while you are stopped on the street. The crossing guard and staff on duty will tell the student to wait.
- Do not create your own parking spot.
- Do not drive through the grassy areas or over curbs.

ARRIVAL/DISMISSAL PROCEDURES

If you intend to get out of your vehicle for drop-off or pick-up, please utilize an actual parking space. There should be no stopped traffic in the north lane at dismissal time. We need to keep the north lane clear for through traffic. Kindergarten dismisses at 2:45PM and first grade shortly after. If you have a student in 2nd-5th grades, please consider arriving closer to 3 PM to help avoid congestion. We appreciate everyone being patient and understanding.



STREET CROSSING SAFETY

Students needing to cross a street should use a marked crossing area. These areas are marked at the corners of Hendrickson/Russell, Malden/Russell and Hendrickson/Carbon streets. Adults should not call children out into the middle of the street or other unsafe areas. Everyone should use the marked crosswalk areas.

A crossing guard will be on duty from 7:30-8:15 A.M. and 2:45-3:25 P.M. at the corner of Hendrickson/Russell street. Parents should expect their children to cross the street during these supervised times unless special arrangements are made with the school office.

PLAYGROUND USE

For safety reasons, all families should refrain from being on the playground until after school hours. If classes or AfterCats are still present, there shouldn't be anyone else in the fenced area. Thank you for your cooperation and understanding.

STUDENT RESIDENCY

Students are required by law to attend a school in the district of residence. Students must reside with their parent/legal guardian within the boundaries of Marion Community Unit #2 School District to attend public school tuition free. The district Parent-Student Handbook further clarifies this requirement. Inquiries may be made by contacting the Unit Office at (618) 993-2321.

ABSENCES/TARDIES

Consistent school attendance has a direct impact on student achievement. Your child's attendance is important to us, and we want to teach your child the most he/she can learn! Absences from school negatively impact student performance. Research shows missing just 2 days a month can make it harder to learn to read (attendanceworks.org). Students that attend regularly with few absences are more likely to graduate high school than students that miss an average of 18 days per school year. Please make your child's education a high priority by arranging non-emergency appointments, private lessons, and vacations during non-school hours.

Marion Unit 2 schools partner with Williamson County State's Attorney office and the Regional Office of Education and their Partners Against Chronic Truancy (PACT) program. If you have questions about your student's attendance, please call the office or email Jill Morthland at jmorthland@marionunit2.org.

If a student is ill or a family emergency causes an absence, please call the school at (618) 993-3230 to report the absence. Calls before 7:30 A.M. will be directed to an automated system where you can leave a message regarding the absence. If calls have not been received by 9:00 A.M., our school secretaries will call to check on the reason for the student's absence. Unacceptable reasons are shopping, caring for younger siblings, visiting friends/relatives, minor aches/pains, etc.

If contact is not made, a written excuse must be presented when the student returns to school. A doctor's excuse of reason for absence may be requested by the building principal. Excessive absences or a regular pattern of absences may be reported to the Williamson County Truancy Officer.

Any student who arrives late will be counted tardy. However, any student who arrives after 9:05 A.M. (10:05 A.M. for K-1) and before the afternoon classes begin will be counted absent for one half day. These guidelines meet the minimum time requirements established by the State Board of Education.

UNEXCUSED ABSENCES GUIDELINES

1. *Two* unexcused absences accumulated during the school year will result in a notification letter being sent to the student's home.
2. *Three* or more unexcused absences accumulated during the school year will result in the school referring the student to the Franklin-Williamson Regional Superintendent of School's office for early intervention services. A representative of that office shall meet the parent(s) and student(s) to formulate a plan to get the student(s) back in school on a regular basis.

If the back-to-school plan results in another unexcused absence by the student, the Franklin-Williamson Regional Superintendent of Schools Office shall refer the parent(s) and student(s) to the Williamson County State's Attorney's office.

EXCESSIVE TARDINESS GUIDELINES

1. *Four* tardies will result in a warning letter being sent to the student's home.
2. An accumulation of *seven* tardies or more will result in lunch detentions assigned to the student.
3. *Ten or more* tardies will result in additional detentions being assigned to the student.

The school will contact parents of students that have excessive unexcused tardies or absences. If improvement does not occur, the school will notify the Williamson County Truancy Officer to intervene.

ILLNESS

If your child becomes ill during the school day or has a temperature of 100.4 degrees or higher, a parent or a designated emergency person will be notified. We rely upon the emergency numbers written on your child's enrollment form. Please be sure there are **at least two** alternative local numbers in case of illness or emergency. Additional telephone numbers are helpful. *If these numbers change during the school year, notify the school office and/or your child's teacher immediately.*

***Students should be fever/vomit/diarrhea free for at least 24 hours prior to returning to school.** Please do not give your student Tylenol for a fever and send him/her to school. Medication may mask symptoms and expose other children to a contagious illness. In addition, if your child has had a recent illness/injury and needs to remain indoors or avoid physical activity, please contact your child's teacher.

STUDENT SIGN-IN/SIGN-OUT PROCEDURES

If a student must leave during the school day for an appointment, he/she must be signed out in the office by an adult. When returning your child to school or if arriving tardy, an adult must sign the child in at the school office. Individuals should enter through the school's main entrance. The front door located by the office will be unlocked once the doorbell is used. All other doors will be locked at 8:10 A.M. If someone other than a parent plans to pick up a child, a call or note must be sent by a parent before your child is released. Your child's safety is of primary importance at our school.

HOMEWORK/MAKE-UP WORK

Periodically homework may be assigned to your child by the classroom teacher. Homework benefits students by reinforcing skills learned in the classroom and by encouraging responsibility. Homework assignments should link with district and state curriculum standards. If you have questions or concerns regarding classroom homework assignments, please feel free to contact your child's teacher.

Upon your request, homework and makeup class work may be prepared for children experiencing an illness. If homework is requested during your child's illness, please call before 8:30 A.M. A message will be sent to your child's teacher. Please pick up homework AFTER the 3:00 P.M. dismissal so it will not disrupt the classroom.

PBIS - BEING RESPONSIBLE, RESPECTFUL & SAFE

At Longfellow Elementary and the four other Marion Unit 2 buildings for K-5 students, the expectation for students remains: Be Respectful, Responsible, and Safe at school. It is the basis of our Positive Behavioral Interventions and Supports (PBIS) program. PBIS is a school-wide framework that uses evidence-based practices and data to create positive learning environments and improve student outcomes. The purpose of PBIS is to provide planning and problem solving when preventing and responding to problem behavior.

Longfellow Elementary is a Gold Level PBIS School. We rank in the top 30% of 750 schools in Illinois implementing the program. Schools are successful when they help children grow academically, socially and emotionally. In order for this to happen, it is important that we have a safe environment that is supportive and conducive to growth. As we work this year to set forth clear goals and behavioral expectations and directly teach students about those expectations, it is our goal to create this atmosphere for learning.

Each week we focus on specific behavior expectations that are directly taught by our classroom teachers and social worker. The district's Office Discipline Referrals (ODRs) list infractions under Respect, Responsible, and Safe. Signage throughout the hallways, classrooms, restrooms, gym and cafeteria reminds staff and students of the expectations.

Please remind your student(s) attending Longfellow that you, their classroom teacher, building principal, supervisors, and staff expect them to be Respectful, Responsible, and Safe at school. More PBIS information can be found in our PBIS packet.

BREAKFAST

Breakfast begins at 7:30 A.M. and is served until 8:05 A.M. Students eating a school breakfast must still be in class by the 8:10 A.M. tardy bell. If your child will be eating a school breakfast, please arrange family morning schedules to allow sufficient time to finish his/her meal and be in class by 8:10 A.M. Please do not drop off fast food breakfasts. Our cafeteria has its own food service. Breakfast is \$2.50 for students this year. (Reduced price of \$0.30 for those who qualify.)

LUNCH

All students and teachers have a 50 minute lunch/recess period. Students are given the opportunity to use the restroom and wash their hands prior to lunchtime. Lunch is served each full day school is in session. The price is determined in accordance with federal and state guidelines for the school lunch program. As a participating school district in the Federal School Lunch Program, each student must be advised of the Free and Reduced Price Lunch Program. Each student will receive an application form with a letter giving information on eligibility to participate in the program. Parents must complete the application and return it to the school to determine eligibility.

All lunch accounts will be available online. Parents will be able to make deposits via the online system or drop payments at the office. Students will no longer make lunch purchases with the cashier. Our school lunches are served on the basis of a daily schedule/menu, which is distributed to each child every month. Lunch is \$3.75 for students this year. (Reduced price of \$0.40 for those who qualify.) Milk is included in all school lunches and breakfasts.

Students may bring a sack lunch if desired. Students may purchase milk for \$0.35. Students are not to bring glass bottles or sharp objects in their lunch. Please do not drop off fast food lunches. Our cafeteria has its own food service. Also, please do not send canned sodas for school lunches. Problems arise with the handling of such drinks, and a more healthful drink during the school day is more appropriate for your child. A share cart/bin may be utilized to allow for extra pre-packaged/unopened food items to be available for students. **If bringing a sack lunch from home, please send pre-cooked and ready-to-eat items. There will not be a microwave available for student use.**

For your child's assistance and safety, lunchroom supervisors are on duty to help students. We ask that all students respect the lunchtime rules/expectations and adults. Safety is our number one concern during lunch and on the playground. Each teacher will discuss playground rules at the beginning of our school year. If you have any questions or concerns, please ask.

Food Service Prices

Breakfast - \$2.50 Regular Pay
Lunch - \$3.75 Regular Pay
Extra Milk - \$0.35, Extra Juice - \$0.50

FOOD SERVICE RULES/EXPECTATIONS

Students remain in the cafeteria until they are finished eating. Weather permitting, students will go out on the playground before or after their lunch. The following rules are used to ensure respect and safety of all children and adults during the food service periods.

Please encourage your child to follow these rules:

1. Follow directions of supervisors and cooks.
2. Keep hands, feet, objects, and negative comments to yourself.
3. Speak/visit in soft voices.
4. Practice good/polite table manners.
5. Clean up your space after eating.
6. Remain seated until dismissed from the cafeteria.
7. Walk quietly and in a line in the hallways.

During inclement weather, students return to their classrooms or are taken to the gym. While in the rooms they must sit quietly. They may play approved games, watch approved movies, talk softly, read, draw, etc. Students will be allowed to use the restroom and get a drink of water after their teacher returns.

*Students unable to play outside for a medical reason must bring a note explaining the reason.

FOOD SERVED AT SCHOOL ACTIVITIES

The following guidelines apply to food items served at school that are not prepared under the authority of school personnel or in the school cafeteria by lunchroom personnel:

- The building principal is responsible for granting approval and establishing any needed guidelines for foods served at all school activities.
- Potentially hazardous foods are not to be served. Examples of these types of foods are cream pies, foods with meringue, pumpkin pie, and foods that support bacterial growth. Use common sense about items which may need constant refrigeration.
- NO HOMEMADE FOOD items will be distributed to students during regular school hours. Cookies, cupcakes, fresh fruit, and other **pre-packaged** items are suggested.
- Students are encouraged to eat a school prepared USDA nutritional sack lunch on field trip days. Arrangements for lunch will be made at least three days in advance of the field trip. Prices for sack lunches are the same as the daily lunch charge.

GRADES/REPORT CARDS

Progress reports and quarterly report cards are available online through the Infinite Campus parent portal. If you have any questions about grade access, please call the office. More information regarding grading, reporting, and promotion policy can be found in the district Parent-Student Handbook.

Kindergarten

S - Satisfactory
D - Developing
N - Needs Improvement
U - Unsatisfactory

1st Grade

S - Satisfactory (100-85)
N - Needs Improvement (84-70)
U - Unsatisfactory (69 & Below)

Grades (2-5)

A — 100-90%
B — 89 - 80%
C — 79-70%
D — 69-60%
E — 59-0%

VISITORS

Visitors/volunteers are welcome at Longfellow. However, visitation must be planned with your child's teacher or PTO. We recognize the importance of maintaining a safe environment for our students and staff. Parents and others may be invited by the teacher for special presentations or activities. Care will be taken that such visits not be disruptive to the instructional program. At this time, volunteer opportunities are considered on an as needed basis. Unplanned visits may disrupt the educational process or pose a safety concern. For the safety of your child and the Longfellow staff, pre-approved visitors/volunteers must report to the main office secretary to sign in upon admittance and receive a visitor's pass/lanyard. At the end of your visit, please sign out and return your pass.

PARENT/TEACHER ORGANIZATION (PTO)

PTO volunteering/membership is open to all parents and guardians. There are no dues required for membership in PTO. The PTO works cooperatively and in association with the school district to help provide a better learning environment for the students. We encourage all parents/guardians to volunteer with our PTO events. Longfellow PTO executive board meets throughout the year. PTO volunteers coordinate and assist with many activities such as parent-orientation/conference nights, wildcat t-shirt sales, field trips, classroom parties, fundraisers, book fairs, student activities, educational presentations, teacher/staff appreciation week, family evening events, and numerous other activities which enhance the overall educational environment of Longfellow School. A sign-up sheet and specific information can be located in the office.

COMMUNICATION SERVICES

Parents and guardians can download the new Marion Unit 2 app and join the Longfellow Elementary group to receive regular announcements containing information about school events, updates, early dismissal/non-attendance day reminders, etc. Longfellow PTO also has a Facebook page that will post helpful information as well. Contact the school for more information.

CALLS/MESSAGES

During the day, we realize an emergency may arise and there may be a need to give your child a message. Students will not be taken from class for telephone calls. Please be assured that your message will be given to your child. Keep in mind, however, that it is not always possible to get messages to students after 2:45 P.M. Several students ride early buses or are in preparation for dismissal. Parents wanting to talk to a teacher should leave their name and phone number so that the teacher may return the call after the 3:00 P.M. dismissal. Please make all after school arrangements prior to sending your child to school. The office will attempt to limit classroom interruptions related to end-of-day arrangements.

MEDICATION

Parents are encouraged to work with their child's doctor to adjust prescription medication schedules to avoid school hours. Only students on continuous prescription medication may bring it to the school's nurse. A form must be completed by a parent/guardian and be on file in the nurse's office prior to dispensing. Arrangements must be made with the school nurse. In most cases, medication will be administered by the school nurse. On a rare occasion, medication may be dispensed by a teacher, secretary or principal. Only prescription medicines in the **original** bottles will be kept at school.

For our students' safety, if your child needs cough medicine, Tylenol, rash ointments, etc., it must be brought to school and administered by a parent/guardian. We may only administer over-the-counter medications with a written notice from a physician.

- *Please notify the nurse if your child has a chronic health concern or medical plan.
- *Students may only self-administer medication with a qualifying plan.
- *Our school follows the policy and procedures listed in the district Parent-Student Handbook.

HEAD LICE POLICY

Marion Unit No. 2 School District has adopted a nit/lice-free policy. Any child found to have lice/nits (lice eggs) will be re-admitted to school only after being treated and after being checked by the school nurse and/or other trained personnel and the student is found to be lice and nit-free (egg free). Checks occur on a regular basis.

- An ADULT must accompany the child to the readmittance in case he/she must return home for further treatment and/or nit removal.
- Re-admittance checks will be from 8:00 A.M. - 9:00 A.M. each morning. An appointment should be made by contacting the office.
- State agencies may be notified if parents/guardians/em. contacts are not available to pick up the student(s) or do not follow policy on accompanying the student to the re-admittance check.
- A student may not be sent to school on the bus until he/she has been checked and is cleared to return to school by the nurse/trained personnel.
- A student will be allowed up to two (2) consecutive calendar days of excused absences per incident of head lice once they have been identified. Any school days that occur after these two calendar days have expired will be counted as “unexcused” days until the student returns to school and is cleared of head lice.
- The truancy officer may be notified if a student has unexcused absences due to head lice for 5% or more of the days enrolled or after the third occurrence during a school year.

**Please refer to the Marion Unit #2 Parent-Student Handbook for complete information regarding the district’s head lice procedure/policy.*

PERSONAL ITEMS/CELL PHONES

Educational effectiveness and a positive school climate are important. Certain items are inappropriate and not permitted because they create a distraction, affect student attitudes or behavior, and/or cause harm. Such items may include but are not limited to toys, squishies, electronic devices/games, animals, tradable items, water guns, nerf guns, any type of knife or item that may cause a disruption to the educational process. **Look-alike weapons are strictly prohibited on school grounds and consequences will be enforced according to the district handbook.**

CELL PHONES

Cell phones should not be seen or heard during the school day. Personal phone use is prohibited between 7:30 A.M. - 3:30 P.M. If a phone is brought to school, it should be turned off and remain in the student’s backpack in their locker. Phone use coupled with social media has led to numerous behavior, mental health, academic, and discipline situations.

If the above items are found at school or found to be distracting, they will be placed in the office or taken into the teacher’s possession. Parents will be required to pick up any confiscated items. At the end of the school year, unclaimed items will become the property of the school and will be disposed of.

*Trading or selling items at school or on the bus to other students is not allowed unless it is part of an approved classroom/school activity.

Items brought to school that are dangerous or potentially harmful such as guns, knives, other weapons or look-alikes, tobacco products, electronic cigarettes, drugs, alcohol, controlled substances, etc. may result in immediate suspension from school and, in many cases, a referral to the Marion Police Department.

WATER BOTTLES

Students are encouraged to bring a water bottle to school each day. To help keep our classrooms, hallways, and learning spaces clean and safe, water bottles must have a secure, spill-resistant lid.

Please do not send cups or tumblers with exposed, always-open straws (such as many Stanley-style cups). Water bottles with flip-top, covered, or retractable straws, or bottles with a screw-on or sports-style lid, are welcome.

SOCIAL MEDIA

Some examples of social media include Snapchat, TikTok, and Instagram. The U.S. Surgeon General has called for Congress to enact legislation to require a warning label for social media use platforms that states it can harm a child's mental health. The research shows that the device and social media platforms are addictive by design and can be detrimental to a student's health and academic performance. We will continue to limit access to social media content while your child is at school to the best of our ability. Please review the material your child may be consuming at home, online, and work to reduce or eliminate that activity.

PERSONAL APPEARANCE

A student's appearance will be such that it does not distract other students to the extent that they are prevented from learning. Apparel that endangers the safety of a student or others will not be allowed. The school has the right to determine the appropriateness of a student's appearance. A student who wears inappropriate clothing to school may be sent home to change clothes.

Students are expected to dress neatly and appropriately for school. Students are expected to be clean and well groomed. Apparel that distracts students from learning or endangers the safety of a student will not be allowed. Undergarments should not be seen. Camisole tops and bare midriffs or torsos are not acceptable for school. Students should not have in their possession or wear jewelry, clothing or accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotation, occult/gangs, or display a racist nature while on school grounds.

In the interest of good manners and general safety, students may not wear hats, caps, heavy jackets, excessively baggy clothing, long winter outer coats, sunglasses, chains or any type of head gear while inside the building. Students may not chew gum on school grounds.

Students and adults should respect opinions and differences of others in a calm, respectful manner. Adults that become distracting to the educational setting or deemed potentially harmful to others will not be allowed student contact or classroom access.

LOST & FOUND

The Lost and Found area is located at the main office entrance. Students should check frequently if they have an article of clothing, book, personal item, etc. that is missing. Parents are also encouraged to check this area. *It is important to mark your child's name on articles of clothing (coats, caps, boots, sweaters, jackets, etc.), backpacks, lunch boxes, and other personal items.*

LONGFELLOW LEADERS

Some fifth grade students will be trained to assist students in the school building. Longfellow Leaders act as positive role models, reminding students of the school rules and routines, giving new students tours and assistance, helping during activities, and planning special student events. Please ask your child to listen and respect our school leaders.

FIELD TRIPS

Students are occasionally taken on educational tours to provide experiences available only outside the school. Field trips are linked to the district's curriculum goals. Before such trips are taken, the school must have written permission on file from the parent or guardian.

- Building administration and teachers will determine all chaperone needs.
- **Students may be excluded from field trips due to chronic misbehavior, safety concerns, or having two or more office disciplinary referrals.**

BIRTHDAYS

Student birthdays will be acknowledged each week during daily announcements and may be featured on our Longfellow Legacy weekly videos. Please do not bring birthday refreshments/treats to school. Students will receive a birthday prize from the office. PTO also hosts a birthday table at the end of each month that students are allowed to sit at and receive a birthday treat.

*Students are not to bring or distribute personal invitations at school for parties, programs, or activities unless the entire class is invited to attend.

GIFT DELIVERIES

Student gifts from local florists and gift shops should not be sent to Longfellow School. These items (e.g. flowers, balloons, candy and other similar items) create a disruption to the educational process and can pose a transportation risk.

STUDENT USE OF "I CARE" LANGUAGE

Experiencing conflict with other students may occur on occasion. Conflicts are viewed as a time to learn and grow. Staff members and parents are asked to support students in resolving their conflicts by using "I Care" language. When students experience difficulty with another student, they are asked to use the following "I Care" statements while making direct eye contact:

1. Use the other person's name . . . "John,
2. Tell how you feel . . . I feel angry
3. Identify the problem . . . when you call me stupid.
4. Tell what you want . . . Please stop."

Of course, our staff will intervene when necessary and/or requested. However, the students using "I Care" language and direct eye contact can resolve most conflicts.

STUDENT DISCIPLINE

I. Community Unit No. 2 Discipline Plan

The Marion Unit #2 Parent-Student Handbook provides a current written explanation of Community Unit No. 2 Discipline Policy and the suspension and expulsion guidelines. The Longfellow School Discipline Plan acknowledges and adheres to these policies. The following plan is designed to provide more specific information to the teacher, student and parent on the procedures that this school will use to maintain a proper learning environment and a safe, orderly school.

II. Classroom Discipline Plans

Each teacher develops a written classroom management plan that describes the rules of the classroom and provides possible consequences for infractions of the classroom rules. The consequences may involve verbal warning, verbal reprimands, loss of privileges, parental contact and/or conferences, detention, and/or being sent to the principal's office. The plan also provides for positive reinforcement of desired behaviors. Students and parents will be made aware of this plan at the beginning of the school year. Corporal punishment is not to be used by school personnel.

III. School-Wide Discipline Plan

While each teacher has a discipline plan for his/her classroom, a building-wide plan will also apply to **ALL** students. Using the building rules and guidelines as a framework, the following discipline plan was developed by the school's Positive Behavioral Interventions & Supports (PBIS) Team and will be utilized:

- A. Students will be encouraged to follow school rules and display appropriate behaviors and courtesies. Students will be recognized in various ways throughout the year.
- B. If students choose inappropriate behavior; they will be subject to the consequences outlined in the teacher's behavior management plan or the set of consequences established in the building-wide plan. When a student reaches a predetermined level, he/she will be placed in a detention setting during lunchtime. School rules have been established and posted:
 - 1. Be Safe.
 - 2. Be Responsible.
 - 3. Be Respectful.
- C. Specific location expectations are described on the school's Behavior Matrix.
- D. Repeated lack of completed homework (as determined by teacher) may also result in students being placed in detention.
- E. Certain student behaviors will result in automatically involving the principal. These include:
 - 1. Extreme Physical Aggression (Fighting or intentionally harming others, self-harm)
 - 2. Exaggerated Disrespectful/Defiant behavior toward any adult
 - 3. Object Aggression (Throwing objects, flipping desks/chairs)
 - 4. Stealing
 - 5. Destroying school property
 - 6. Threats of or use of weapons
 - 7. Verbal threats or bullying
 - 8. Possession of dangerous or harmful items
 - 9. Elopement
- F. Additional disciplinary actions may result in an in-school or out-of-school suspension.
- G. It is the responsibility of students, staff and caregivers to report threats of or observances of dangerous activities to the building principal. Open lines of communication create a safe environment for our students and staff.

IV. Response to Intervention (RtI) Teams

The professional staff reviews student information to identify students who exhibit social, emotional or academic difficulties that interfere with their education on a regular basis. Intervention strategies directed at addressing the specific concerns are implemented. Intervention strategies may include: Title I services, small group skills training, curriculum adjustments, disciplinary action, grade placement

revision, parent-provided services and other alternative educational programs. Parents will be notified when a service/action is provided.

Students may also be referred for other evaluations such as a special education case study or to student assistance program services.

*More comprehensive student behavior information, discipline information, and specific suspension and expulsion procedures can be found in the district Parent-Student Handbook.

STUDENT SAFETY

Student safety is of the highest priority. In order for students to maximize their learning experience, their safety must be assured. The objectives of Marion CUSD #2 are to encourage comments and suggestions from students, parents, school personnel and members of the community on ways to improve school safety; to evaluate the safety of Longfellow School on a continual basis; and to incorporate safety plans and responses as a part of our School Improvement Plan, School Emergency Plan and School Discipline Plan.

Safety procedures at Longfellow School include:

- School security/resource officer through Marion P.D. on site from 7:45 A.M. - 3:15 P.M.
- All exterior doors are locked. Only the main entrance has a ringer for entry with two security door access points required to gain entrance to the office and building.
- Parents and visitors are required to check in at the office before a visit can be made to the classroom. A visitor's pass will be issued.
- Two-way radios are used by designated staff to report concerns noted on the playground or building.
- Building security cameras. (Internal & External)
- The playground is reserved for Longfellow School students only during school hours. No persons other than students and staff should be on the playground during the school day.
- Students are required to check in through the office if they arrive after 8:10 A.M. and are required to sign out through the office if they must leave prior to regular dismissal.
- Any type of verbal/non-verbal threats or physical contact made to students or staff to cause harm or to promote an unsafe situation will be disciplined accordingly by school personnel and/or outside agencies.
- Emergency drills are conducted throughout the year. These drills include fire, earthquake, severe weather, bus evacuation, and intruder/lockdown.

Children and parents are strongly encouraged to communicate student safety concerns with school personnel. Communication is key in providing a safe learning environment for our children. Your child's teacher, principal, and the school's guidance counselor/social worker will provide instruction in regards to responsibilities that create a safe school. Students will be instructed on the following topics:

1. Communication Techniques
2. Acceptable Behaviors
3. Bullying/Threatening Behaviors
4. Peer Mediation (5th grade)

Prompt communication about student safety should be discussed with school personnel by either speaking with them in person or by calling the school at (618) 993-3230. We want to handle safety matters of concern promptly, however, a Violence Tipline has been created by the Attorney General's Office in collaboration with the Illinois State Police to accept anonymous reports of threats of violence.

Illinois Attorney General & Illinois State Police
School Violence Tipline
1-800-477-0024

National Suicide Prevention Hotline
1-800-273-TALK (8255)
<https://suicidepreventionlifeline.org>

Safe2Help Illinois Helpline
844-4-SAFEIL

Centerstone Crisis Hotline
855-608-3560 Press 4

BUS SAFETY

Student health and safety is of great importance. Unsafe behavior may endanger self and/or others. Students receiving disciplinary slips from the bus driver may be subject to disciplinary actions assigned by the building principal. Consequences may include a loss of privilege or lunch detention, parental contact and/or suspension of transportation services. Gross misconduct may result in immediate suspension. Multiple offenses will require more severe consequences.

After the bus dismissal bell rings, students are expected to walk down the hallway in an orderly manner, use soft voices and remain seated in the cafeteria until their bus arrives. Students are to sit in their designated areas for each bus. Noise must be kept to a minimum so that each student can hear bus numbers when announced. Students are also expected to respect/follow directions of the supervisor.

Students and parents should be familiar with and follow the Marion CUSD #2 Bus Policy as detailed in the district Parent-Student Handbook.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (7:180)

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 goals.

Bullying on the basis of actual or perceived race, color, national origin, 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

For the purposes of this policy, the term bullying includes cyber-bullying 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.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

FRIEND WATCH – BULLYING PREVENTION

Longfellow School offers a bullying "tip" resource that allows students, parents or guardians to contact the principal and guidance counselor with information about possible bullying occurring among Longfellow students. Visit the Longfellow School website (using the link on the district website – www.marionunit2.org.) Find the Friend Watch logo (an owl) and click on it to send an anonymous, 1-way message. All information will be investigated by the school administration.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Marion Community Unit School District #2, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CUSD #2 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow CUSD #2 to include this type of information from your child's education records in certain school publications. Examples of directory information are included in the District Parent-Student Handbook. If you do not want Marion CUSD #2 to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1 of each school year.

LONGFELLOW SCHOOL DAY SCHEDULE 2026-2027

Schedule A = Full Day of Attendance

7:30-8:10 A.M.	Breakfast in the cafeteria & gym supervision
*8:00 A.M.	Supervision begins in the cafeteria
*8:10 A.M.	Tardy bell - Students dismissed to class
*11:00 A.M.	2 nd & 3 rd grade classes to lunch
*11:30 A.M.	Kindergarten & 1st grade classes to lunch
*11:50 A.M.	2 nd & 3 rd grade classes resume
*12:00 P.M.	4 th & 5 th grade classes to lunch
*12:20 P.M.	Kindergarten & 1st grade classes resume
*12:50 P.M.	4 th & 5 th grade classes resume
2:45 P.M.	Kindergarten dismissed
*2:55 P.M.	Early bus riders, walkers & bike riders dismissed
*2:58 P.M.	Car riders dismissed
*3:00 P.M.	Late bus riders & AfterCats dismissed

Schedule B = 1/2 Day of Student Attendance

7:30-8:10 A.M.	Breakfast in the cafeteria & gym supervision
*8:00 A.M.	Supervision begins in the cafeteria
*8:10 A.M.	Tardy bell - Students dismissed to class
11:15 A.M.	Kindergarten dismissed
*11:25 A.M.	Early bus riders, walkers & bike riders dismissed
*11:28 A.M.	Car riders dismissed
*11:30 A.M.	Late bus riders & AfterCats dismissed

*Denotes bell

LONGFELLOW BEHAVIOR MATRIX

Expectations	Common Areas & Hallways 	Bathroom 	Play 	Cafeteria 	Assemblies 	Arrival & Dismissal & Bus Waiting Area 	Common Instructional & Office Areas 
BE SAFE	1. Walk facing forward and stay to the right. 2. Allow others to pass. 3. Keep hands, feet, and objects to yourself. 4. Get adult help for accidents and spills. 5. Use all equipment & materials appropriately.	1. Keep water in the sink. 2. Use soap & water for washing hands. 3. Do not shake water from hands on the floor. 4. Put towels in garbage can	1. Be aware of activities and games around you. 2. No play fighting. 3. What is on the ground stays on the ground!	1. Keep all food to yourself. 2. Sit with feet on the floor, bottom on bench, and face toward the center of the table. 3. Eat slowly. 4. Use quiet voices.	1. Wait for arrival and dismissal signs.	1. Use sidewalks & crosswalks. 2. Wait in designated areas.	1. Enter these rooms with adult permission. 2. Room door should be open and lights on before going in.
BE RESPECTFUL	1. Use quiet voices with kind words & actions. 2. Be considerate of the classrooms that are in session. 3. Follow adult's directions. 4. When the quiet hand signal is given, stop talking and raise your hand also. 5. Wait for your turn. 6. Hold the door open for the person behind you.	1. Knock on stall door to see if someone is using the toilet. 2. Give people privacy. 3. Use quiet voices	1. Play fairly. 2. Include others. 3. Use kind words & actions. 4. Follow supervisors' directions.	1. When adult supervisor raises a hand, be silent. 2. Use quiet voices.	1. Use audience manners. 2. Sit on your bottom. 3. Use quiet voices.	1. Use quiet voices when moving through the building.	1. Use quiet voices at all times. 2. Wait for your turn.
BE RESPONSIBLE	1. Follow school rules. 2. Remind others to follow school rules. 3. Take proper care of all personal belongings & school equipment. 4. Be honest.	1. Flush the toilet after using. 2. Return to your room promptly.	1. Get permission before leaving the area. 2. If you take it out, bring it back in. 3. Line up when the bell rings or the whistle blows.	1. Get everything you need when going through the line. 2. Clean the area before leaving the table. 3. Wait to be dismissed by the supervisor.	1. Keep hands and feet to yourself.	1. Arrive on time. 2. Leave on time. 3. 7:30-8:00 Arrivals use the cafeteria until dismissed.	1. Follow the school rules for the area.