

Jefferson Elementary



**Parent/Student Guidebook
2022-2023**

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**For a more complete explanation of CUSD2 policies, please refer to the District Parent/Student Handbook at www.marionunit2.org*

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2022-2023
Jefferson Elementary
Staff Directory

Office Personnel

Principal
Secretary
Secretary

Jessica Corzine
Angie Marler
Stephanie Nguyen

Classroom Personnel

Kindergarten

Nicole Allen (A3) ext. 103
nallen@marionunit2.org
Kelsey Rohrer (A5) ext. 105
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First Grade

Amy Travis (A10) ext. 110
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Haley Strunk (A11) ext. 111
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Second Grade

Cindy McCarty (A12) ext. 112
cmccarty@marionunit2.org
Brittany Smith (A13) ext. 113
bsmith@marionunit2.org

Third Grade

Kerrie Jo Beers (B2) ext. 202
kbeers@marionunit2.org
Lisa Odum (B4) ext. 204
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Fourth Grade

Angie Blumenstock (B5) ext. 205
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Kristy Menckowski (B3) ext. 203
kmenckowski@marionunit2.org

Fifth Grade

Mary Motsinger (B9) ext. 209
mamotsinger@marionunit2.org
Melissa Moore (B10) ext. 210
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Media Center

Jane Reed,(A25) ext. 125
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Elementary Band	Shay Henshaw shenshaw@marionunit2.org Joel Kirby jkirby@marionunit2.org
Elementary Music	Leah Browning (C15) ext. 137 lbrowning@marionunit2.org Taylor Dunning tdunning@marionunit2.org
Physical Education	Josh Mieldezis jmieldezis@marionunit2.org
Reading and Math Specialists	Ashleigh Maze (A8) ext. 108 amaze@marionunit2.org Terrill Owens (A8) ext. 108 towens@marionunit2.org Elizabeth Mitacek (B6) ext. 206 emitacek@marionunit2.org
Digital Literacy	Kerri Young (C16) ext. 136 kyoung@marionunit2.org
Social Worker	Courtney Ackermann (A4) ext. 104 cackermann@marionunit2.org
At-Risk Coordinator	Aime Chelin achelin@marionunit2.org
Parent Liaison	Jill Morthland (A4) ext. 104 jmorthland@marionunit2.org
Student Support/WCES:	Rachel Wilburn (A15) ext. 115 rwilburn@marionunit2.org Kayla Rutherford (A19) ext. 119 krutherford@marionunit2.org
Speech	Allie Tanner (A17) ext. 117 atanner@marionunit2.org
Strive	Marissa Herzog (C14) ext. 138 mherzog@marionunit2.org
Teacher Assistants	Jada Banks, Ashley Clark, & Kristen Graves

Custodians

Rob Ross
Brian Warren

Nurse

Jaela Doss (A9) ext. 109
jdoss@marionunit2.org

Student Services

Supervisors

**Amanda Babington, Pam Montgomery, &
Jenny Toler**

Cooks

**Sue Stearns, Amanda Tanner, &
Nicole Wright**

CCTE

Briley Engram

AfterCats

Amanda Babington

AmeriCorps

PreK Personnel

PreK Coordinator

Jamie Ragan
jamie.ragan@wces.co

PreK

Sara Taylor (C22) 130
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Shawna Mohler (C20) 132
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Aide:Sara Holst

Pre-K (cont.)

Melissa Peebels (C-9) 141

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Aide: Trish Eubanks

Laura Wilbern (C-7)

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Aide: Cindy Beichner

Aide: Belinda Taylor

Haley Rapp (C10) ext. 140

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Aide: Mariah Stierwalt

Early Childhood

Early Childhood

Tammy Castellano (C17) ext. 140

tammy.castellano@wces.co

Aides: Amanda Crow

Beth Bischoff (C8) ext. 142

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Aide: Deborah Owens

Speech

Jenny Felty (C4) ext. 145

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Caroline Mallow

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Regular School Day Bell Schedule

Jefferson Elementary School

2022-2023

- 7:30** School doors open. Students report to the cafeteria/gym.
- 8:00** Teachers report to assigned building duties/prepare for the school day
- 8:10** Teachers meet students in the classroom, for the *Pledge of Allegiance* & announcements. Attendance and lunch count taken and posted.
- 8:10** Tardy Bell

	PLAYGROUND	LUNCH	CLASSROOM
10:45	5th GRADE		
11:10	4th GRADE	5th GRADE	
11:35	3 RD GRADE	4 th GRADE	5th GRADE
12:00	1 ST & 2 ND GRADE	3 RD GRADE	4 TH GRADE
12:25	K	1 ST & 2 ND GRADE	3 RD GRADE
12:50		K	1 ST & 2 ND GRADE
1:15			K

- **This schedule reflects a 40 min. lunch and 10 min. prep. for classroom teachers.**

- 2:55 Dismissal for walkers, bike riders, early bus riders, and Pre-K/K siblings only. Only teachers who have after school duty may dismiss on this bell.**
- 2:58 Dismissal for car riders**
- 3:00 Dismissal for bus and AfterCats**

- **Please adhere to dismissal times to reduce confusion**

To: Parents/Guardians/Emergency Contacts
From: Jessica Corzine
Date: August 2022
RE: Safety and Security Procedures

I would like to take this opportunity to thank each Jefferson Elementary family for supporting the school throughout the year. We appreciate your support in making Jefferson a safe and productive learning environment.

Today, I want to ask you to join the faculty and staff at Jefferson in our commitment to school safety and security. After 8:10, students will need to be buzzed through an outer door, as well as the office door and entrance into the main part of the building. Visitors must report to the office and receive badges if they are planning to enter the main building. Teachers, staff and the school security officer will stop all visitors that do not display a visitor's badge from the office. You may help us by following our established building procedures:

- Enter the building using the front Boulevard entrance (south doors)
- Do not attempt to enter through side or back entrances (cafeteria)
- Report to the office upon entering the building
- Use the visitor's sign-in/out log when appropriate
- Use the student's sign-in/out log when appropriate
- Continue to wait outside when picking up your child after school
- Call the office to make appointments with the classroom teacher
- **Please refrain from making U Turns in the drop off area**
- Please turn into drop off area from the **east heading west**
- **When dropping off your child in the morning, use only the front Boulevard entrance and have your child (children) report to the cafeteria (applies to K-5 students)**
- **For building access and security purposes, please do not enter the building in the morning unless you have to convey a message to the office staff**
- Please use parking stalls if you are leaving your car unattended in the parking lot.
- Security door camera and system that requires visitors to be seen and then "buzzed" through two additional security doors
- Walkie Talkie @ each grade level
- Please turn right out of the parking lot during the school day (West)
- Updated security cameras
- ***Whitman one-way; and Reeves one-way. Please follow traffic directions.***

We believe that by limiting building access at strategic times during the school day, Jefferson Elementary will be a more secure place to learn. A list of safety/security procedures already in place at Jefferson has been reprinted from the district's Parent/Student Handbook is included on the next page.

If you have any questions regarding the safety and security initiatives outlined above, please call me at (618) 997-5766 or email me at jcorzine@marionunit2.org

Thank you for supporting Jefferson Elementary.

Jefferson Elementary

Established School Safety Initiatives

Normal School Day Operations

- ❖ A comprehensive Emergency / Crisis Handbook in each room of the building
- ❖ Plan reviewed annually by Police and Fire Department
- ❖ Safety drills throughout the school year
- ❖ Two-way radios for internal communications
- ❖ Nurse on campus
- ❖ All exterior doors locked throughout the day with the exception of the office door
- ❖ Sign-in / sign-out visitors system required in office
- ❖ Staff instructed to question parents / visitors that do not possess visitor's badge
- ❖ Alternate site for all evacuations
- ❖ 5 noon supervisors on campus / 2-3 on playground during lunch – 2 breakfast supervisors
- ❖ Crossing guard on Boulevard (AM/PM)
- ❖ Certified staff on hallway duty
- ❖ Updated cameras for security/safety/supervision – hallways & playground
- ❖ Security "check-in" door at main entrance
- ❖ Whitman St. & Reeves St. one way street
- ❖ Turn right out of parking lot (West)
- ❖ No U-Turns into pull through on Boulevard
- ❖ School Security Officer
- ❖ All students must enter through Boulevard entrance, unless riding a bus

PARENT INFORMATION

BEFORE SCHOOL PROCEDURES

All students entering the building between 7:30 a.m. and 8:10 a.m. should report to the cafeteria. Students being dropped off by parents/guardians should enter the building each morning through the **main office door. Only bus riders may enter through the north cafeteria doors.**

Breakfast is served on regular school days in the cafeteria between 7:30 a.m. and 8:05 a.m. **Students are not to arrive at school before 7:30 a.m.** No supervision is available before that time. At 8:07 a.m. the students will line up to report to classrooms. Students will be allowed to go to the restroom and get a drink of water as soon as possible after they return to class. ALL students will remain in the cafeteria until after the 8:00 a.m. bell. Each morning the Pledge of Allegiance and announcements will be recited via the intercom.

A.M. Drop off: 2 options: 1. Use the Boulevard Drop off/Pick up lane in the a.m. to drop off your child at school, pulling up as far to the west end as possible. 2. Use the parking lot loop to drop off your child near the flagpole.

LUNCH PROCEDURES

All students have a 50-minute lunch period. Students are given the opportunity to use the restroom and wash their hands prior to lunchtime.

Student lunches are \$3.25. Breakfast is priced at \$2.00. Adult lunch is \$4.25 and adult Breakfast is \$3.00. Milk is included in all school lunches and breakfasts. Students may bring a sack lunch and purchase a carton of milk (\$.30 for white milk or \$.30 for flavored milk).

Information and forms for the free or reduced lunch program are available in the office. Students remain in the cafeteria until they have finished eating. Weather permitting students will go out on the playground before eating their meal. Noon supervisors are trained by the district and are charged with the safety of the students during the lunch period. **When a supervisor gives an instruction, it is expected that the student will follow that instruction. Please discuss this with your child.** The adult in charge is concerned with the safety of each and every child. Children do not always realize the implication of their actions for themselves or the impact their actions have on others. Encourage them to cooperate!

During inclement weather, students will remain in their classrooms until time to eat lunch (with supervision). While in the rooms, they must sit quietly. They may play board games, talk *softly*, read, draw, etc. Students will be allowed to use the restroom and get a drink of water before returning to class.

Students unable to play outside for a physical reason must bring a note from home explaining the student's condition. The student's name will be made available to the noon supervisors.

Parents wishing to pick up their student for lunch must let the teacher or office know prior to leaving and must be signed out by their parent/guardian. Please try to avoid last-minute pick-ups. Students are to be signed out in the office before leaving the building.

Making Breakfast/Lunch Payments

1. Parents will now have the ability to make lunch payments online with a debit or credit card. Information will be sent home that will explain the details about how to accomplish this. **Parents can expect to be able to utilize this online payment system soon after school starts.** Parents will be notified when this is available.
2. Parents may send daily lunch payments with students. However, we encourage parents to pay ahead as much as possible.
3. Lunch and breakfast payments will no longer be collected in the lunch/breakfast line. In grades **K-8**, payments will be collected in the classroom at the beginning of each school day. In grades **9-12**, students will be responsible for bringing their breakfast/lunch payment to the school office.
4. If parents wish to personally bring breakfast/lunch payments to the school, there will be payment drop boxes inside the entry of the school doors by the office at every school in the district, except Marion High School. The drop box for MHS will be located inside the office itself. **Payments made by parents and left in the drop box HAVE to be in an envelope with the students name on the envelope.** Envelopes are provided at every drop box location.
5. Students are asked not to bring soda in their lunches. Students may bring a water bottle from home.
6. Please do not drop off fast food lunches.

AFTER SCHOOL PROCEDURES

P.M. Pick up: 2 options: 1. Use the Boulevard Pick -up lane in the p.m. to pick up your child, pulling up as far west as possible. 2. Use the parking lot loop to pick up your child. Due to the number of cars in the p.m., when using the parking lot loop, **please remain in your vehicle** until you are able to pull up to the loading area near the flagpole. Students should wait there until they see you arrive at that point and are dismissed to the car by the staff member on duty. Other options include arriving later to pick up your child (3:05) or parking on a nearby street and walking to the building to meet your child.

Please use parking stalls if you are leaving your car unattended in the parking lot.

P.M. Kindergarten Pick Up: Kindergarten students will be dismissed at 2:45. Teachers will only release Kindergarten students to a parent/guardian or a parent/guardian approved contact. Please use the exterior doors on the east side of the building to pick up your Kindergarten Student.

Each classroom has an assigned door. Please park in a stall and walk to the assigned location to pick up your student. Please do not park in the pick up line. No student will be released from school to any adult other than the custodial parent or guardian without written or oral permission of the parent or guardian. Please keep this list updated with the office.

- For ANY student to be released from school other than at regular dismissal time, a note should be sent to his/her teacher who will then send the student to the office at the appropriate time to be signed out by his/her parent or guardian.
- Parents are NOT permitted to stand in the hallways or near their child's classroom while waiting to pick up their child after school. Parents/Guardians must wait outside until their child exits the building.
- Students that walk or ride (bicycle or car) home after dismissal should exit the building through the building's main entrance/exit or B-hall's west exit doors on Whitman.
- No student will be released from school to any adult other than the custodial parent or guardian without written or oral permission of the parent or guardian. This policy and procedure is for your child's safety and protection.
- If there is a need to change the after school arrangements, a note should be sent to his/her teacher indicating the method for that day. If the change becomes known during the school day, please contact the office prior to 2:15 p.m.
- There are times in which our school dismisses classes early. On these occasions, a note will be sent home in advance so parents can plan the necessary supervision for their child/children. Early dismissal time is *usually* 11:30 a.m. or possibly 2:20 p.m.
- Bus students should report to designated areas in the cafeteria. This is necessary so that the students may hear the bus number being called. Any student missing their bus will be sent to the office to phone parents to come and pick them up.
- Parents are urged to **DRIVE SLOWLY and CAREFULLY. LOOK OUT FOR CHILDREN WALKING, RUNNING, OR RIDING BICYCLES. PLEASE OBEY ANY DIRECTIONS GIVEN BY THE CROSSING GUARD.**

STUDENTS RIDING A BUS

All bus riders will enter and leave Jefferson from the north cafeteria/gym doors. Afternoon bus riders will have assigned areas while waiting for their bus. Students should sit quietly by bus number at dismissal time to listen for their bus number to be called. Students late to the cafeteria or not listening for their bus number may miss their bus. The bus is not always able to come back and pick up students who missed their bus.

STUDENT BIRTHDAYS

- Each month birthday students will receive treats during their regularly-scheduled lunch period. Students celebrating birthdays during the summer months will be acknowledged in August or May. *Please make arrangements with your child's teacher prior to sending or delivering birthday refreshments/treats to school with your child. There are many students who attend our school that have medical conditions, such as diabetes or severe food allergies, that must be taken into account.*
- NO PARTY INVITATIONS: Party invitations may not be distributed at school unless the entire class is invited to attend. Telephone numbers and addresses of students will not be distributed for the purposes of sending invitations.

FOOD SERVED AT SCHOOL ACTIVITIES

The following guidelines apply to food items served at schools 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 activities such as school festivals, bake sales, and similar activities at school.
- Potentially hazardous foods are not to be served. Examples of these types of food are cream pies, foods with meringue, pumpkin pie, and foods that support bacterial growth.
- NO HOMEMADE FOOD items will be allowed to be distributed to students. Only prepackaged items such as cookies, cupcakes, or fresh fruits are suggested.
- FIELD TRIPS: Students are encouraged to eat a school prepared USDA nutritional sack lunch on the day of the field trip. Arrangements for lunch will be made at least three (3) days in advance of the field trip. Prices for sack lunches are the same as the daily lunch charge.

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.

Students may be excluded from field trips due to chronic misbehavior.

DELIVERIES AT SCHOOL

In accordance with Marion Unit #2 policy, NO flowers, balloons, candy, gifts, or similar items may be delivered to school.

PERSONAL APPEARANCE

Students are expected to dress neatly and appropriately for school. Students are expected to be clean and well-groomed. Bare midribs are not an acceptable dress for school. Apparel that

distracts other students from learning or endangers the safety of any students will not be allowed. Students are not allowed to 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 or gangs, or are of 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 clothes, pajamas, long winter outer coats, sunglasses, chains or any type of headgear while inside the building. Students may not chew gum on school grounds.

MEDICATION AND FIRST AID

In compliance with a directive from the Board of Education, teachers are permitted to administer first aid in case of an accident.

These guidelines will be followed if a student must take medication during the school day:

1. Medication is administered during regular school hours only when absolutely necessary to maintain the child in school. Administering medications to a student is a service given by the school, but the responsibility remains with the parent.
2. Medications (both prescription and non-prescription or over-the-counter medications) may be given only after a Medication Authorization Form (available from the school nurse or school office) has been completed by the parent/guardian and a licensed prescriber.

Prescription medication must be brought to school by a parent or guardian in its original container from the pharmacy with written dosages and instructions and must have been prescribed for that child. Non-prescription medication must be brought to school by a parent or guardian with the manufacturer's original label with ingredients listed and the child's name affixed to the container. Do not send medication to school with the child.

A copy of the Medication Authorization Form is to be sent to the student's teacher for him/her to be aware of the child's need.

3. Medication at school MAY be administered by a nurse (LPN/RN), teacher, secretary or principal according to the practice of the school. In certain situations, the parent may be required to administer medication to his or her child.
4. When the medication is administered, the person(s) giving the medication shall record in the appropriate place on the student's Medication Sign-off Sheet the date, dosage, time, reaction (if any) and sign their name. Medication should be given within approximately 30 minutes (either way) of time requested on the Medication Authorization Form. After the medication is discontinued, the Medication Authorization Form shall be placed in the student's health file.
5. The parent or guardian must notify the school as soon as possible if medication is changed, discontinued, or the dosage adjusted. The school must receive changes in writing from a licensed prescriber. The school will notify the parent/guardian if a problem or reaction from medication arises.
6. All medications kept at school shall be stored in an appropriate place with no student access.
7. Students should be evaluated on an individual basis regarding the need to carry emergency medication. If it is necessary for a student to have medication(s) on their person at all times, (i.e., inhaler, epi-pen) and self-administer medication(s) during school hours, the school must have the following on file in the school office:

- a. Self-Administration Policy Statement Form (available from the school nurse or school office) completed by the parent or guardian.
 - b. Medication Authorization Form (available from the school nurse or school office) completed by the parent or guardian and a licensed prescriber.
8. All long term medications shall be evaluated annually and a Medication Authorization Form must be completed by the parent/guardian and a licensed prescriber at the beginning of each school year or if the medication dosage is changed.
9. Medications should be picked up by a parent or guardian at the end of the prescribed time. Any medication not picked up by the parent or guardian will be disposed of by a responsible adult and one witness at the end of the school year. This will be noted on the student's Medication Sign-off Sheet and placed in the student's health record.

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 the student is found to be lice and nit-free (egg free).

- An **ADULT** must accompany the child to the re-admittance in case he/she must return home for further treatment and/or nit removal.
- Re-admittance checks will be from 8 a.m. to 9 a.m. each morning at your child's school. An appointment should be made by contacting the principal's office.
- State agencies may be notified if parents/guardians/emergency 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 school nurse.
- A student will be allowed up to two (2) excused absence days per incident for head lice. The third day and any day thereafter will be counted as unexcused.
- **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.**

HEALTH SERVICES

Marion CUSD #2 provides comprehensive health services to district students, staff, and their families. Every building has a nurse on duty. Nurses are available to students on a daily basis to provide a variety of services, including: administer routine medications, provide general first aid for accidents and injuries, perform head lice checks, conduct health screenings (vision and hearing), make referrals to physicians or the district's Wellness Center, and conference with parents and staff.

District students, staff and their families may utilize the medical services of the district's Wellness Center, which is located at Marion High School. The Wellness Center provides physical examinations as well as immunizations. A licensed physician's assistant is available for appointments on a daily basis and is authorized to prescribe medications as necessary. The Wellness

Center staff may be contacted at 969-8228. The Wellness Center is open Monday through Thursday, 7:30 a.m. – 4:00 p.m. and on Friday, 7:30 a.m. until noon.

For more information about the district’s nursing staff or services provided by the district’s Wellness Center, contact the District’s Director of Nursing, at the Administration Office at 993-2321.

HEALTH EXAMINATIONS/IMMUNIZATIONS

Required Health Examinations and Immunizations: A student’s parent(s)/guardians(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grade; and
3. Enrolling in an Illinois school, regardless of the student’s grade (including nursery school, special education, early childhood programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
4. Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school of the current school year may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted

within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

EYE EXAMINATION

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

DENTAL EXAMINATION

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from: this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

ATTENDANCE/TARDINESS

There is a high correlation between good attendance and student achievement. Students should always do their best to be in school whenever possible. However, students with fever should stay home until 24 hours after their fever is gone. We will contact you by phone if your child becomes ill at school.

According to the Parent/Student Handbook, the parent or guardian is required to call the school by 10 a.m. each day your child is absent. When you call, please provide the following information: **Parent name, student's name, student's teacher, and reason for absence.** If the call is not received, the school will attempt to contact the parent/guardian. By doing so, we will know that your child is accounted for and something has not happened to him/her on the way to school. **If contact has not been made, a written excuse must be presented when the student returns to school. If no contact is made by the parent, the child will be given an unexcused absence.** If you expect an extended period of unavoidable student absences, please contact the school to make arrangements for your child to keep up to date in their classroom work.

All students should enter the building no later than 8:05 a.m. Please allow enough time for your child to enter the building and be ready to begin before our 8:10 tardy bell. Any student not in their classroom at this time is considered tardy. Chronic tardiness will not be tolerated. Attendance, important announcements, and other pertinent information are shared at this time. If there is a reason for your child to be late, please notify the school or write a note explaining his/her tardiness. **Please schedule doctors' appointments, etc. for after school hours, if possible.**

SCHOOL VISITORS

Jefferson School encourages parents to visit the school. We want parents to visit and participate in school activities. We also encourage parents to volunteer their time in one or more of our many parent volunteer programs mentioned in this information booklet. However, we also recognize the importance of maintaining a safe environment for our students and staff. Therefore, we require that ALL visitors come to the office to receive a visitor's badge. Visitors will be asked to sign in and state the reason for visiting. Visitors are not to be in the halls or classrooms without first checking in with the office. Staff has been informed not to meet with anyone unless you show your visitor's badge.

If you need to meet with a teacher, please set up a time convenient for both of you. **It is not possible for a teacher to leave the class and conference with you during the school day.** Parents must have an appointment to observe in a classroom. Student visitors are not permitted unless special permission is given by the building principal for exceptional reasons.

TELEPHONE CALLS

From time to time it may be necessary for parents to contact their children or leave a message for the children during the school day. Unless it is an **emergency**, messages will be taken by the office personnel and delivered to the student at the earliest convenience. **Parents should call before 2:15 p.m. if they want their message to be received by the child prior to 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. Students are not allowed to use the telephone unless deemed an emergency. Personal matters such as making arrangements to go home with a

friend MUST be made beforehand and with the parent's permission and knowledge. **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 –the-day arrangements.**

ACADEMICS

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 5.
2. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyber-bullying awareness and response.
3. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
4. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
5. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Activity*.

For more details see Marion CUSD #2 Board Policy at www.marionunit2.org.

STUDENT PROGRESS REPORTS

Parents and guardians of K-5th grade students will receive a student progress report card every nine weeks. Grades K-2 use an S (satisfactory); N (needs improvement); U (unsatisfactory) reporting system. Grades 3-5 use an A-B-C-D-F reporting system. Parents can access their child's grades through Infinite Campus. You can access this through the Marion Unit 2 website at www.marionunit2.org. User ID and password stay the same from year to year. If you have not signed up, please do so as soon as possible. If you do not remember your username and password, you must re-register online.

PROMOTION POLICY

The promotion policy of the schools of Community Unit School District #2 is based on the premise that all students differ in experiences, abilities, interests and attitudes, and in their pattern of growth and development.

The school district follows a policy of placing a pupil in the grade or group that is considered best for that particular pupil. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, appropriate progress in reading skills for a particular grade level, attendance, performance based on mandated State assessments, standardized locally adopted assessments and/or other testing measures. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

The district has administrative procedures concerning student retention in current grade. Parents of any student at risk of retention will be notified of this possibility by documented parent-teacher conference, mail, or telephone no later than January 31. Parents will be given the opportunity to schedule appointments with the child's teacher(s) if they wish. If the possibility of retention still exists following this process, an additional contact to parents will be made no later than March 31. Decisions regarding student retention will be completed by May 15, and parents will be notified by certified mail.

Parents will have an opportunity to discuss the placement with the teacher, but the final decision will be the responsibility of the school.

At the secondary level, there are additional requirements concerning credits earned, class rank, determination of academic honors, and graduation. These are explained in the junior high and high school information booklets.

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 evaluation such as a special education case study or to student assistance program services.

GRADING AND REPORTING

Parents may access their child's grades at any time using the district's online grading and reporting system Infinite Campus. A secured login and password may be acquired by visiting the district's website at www.marionunit2.org and following the links to apply.

Quarter and semester grades are compiled for viewing at the end of each quarter/semester. A paper copy of a student's report card will be sent home and may also be obtained by contacting the school's office.

Kindergarten progress reports are standards based and document skill growth. A cumulative report will be available online and sent home at the end of each grading period.

Kindergarten

S - Secure 100-93
D - Developing 92-74
N - Needs Improvement 73-66
U - Unsatisfactory 0-65

Grades 1-2

S - Satisfactory 100-85
N - Needs Improvement 84-70
U - Unsatisfactory 69 and below

Grades 3-12

A100-90
B 89-80
C 79-70
D 69-60
E (failing) 0-59

In addition to the regular progress report to parents, other communications may be sent to parents whenever a teacher wishes to call attention to outstanding work, marked improvement in a particular area, unsatisfactory work, irregular attendance, etc. The format for these communications varies by building.

FRIEND WATCH

Friend Watch allows a student/parent/guardian to send an anonymous message to a counselor or administrator. This form does not allow for two-way communication (the school can't send a reply back to you). Any message that is sent will be acted on appropriately and/or shared with the appropriate authorities. Please visit the Jefferson School website (<https://www.marionunit2.org/Domain/41>) to send a message.

JEFFERSON SCHOOL BEHAVIOR PLAN

I. Community Unit No. 2 Behavior Plan

The 2022-2023 Parent-Student Handbook provides a written explanation of the Community Unit No. 2 Behavior Policy and the Suspension and Expulsion Policy. This informational guide can be found online at www.marionunit2.org. The Jefferson School Behavior Plan acknowledges and adheres to these policies. The following plan is designed to provide more specific information to the teacher, students, and parent on the procedures that this school will use to maintain a proper learning environment and a safe, orderly school.

II. Classroom Behavior Plans

Each teacher has 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 warnings, 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 behavior. Corporal punishment may not be administered by any school employee or on the school premises.

III. School-Wide Behavior Plan

While each teacher has a behavior plan for his/her classroom, a building-wide plan will also apply to ALL students. Using the building rules and guidelines as framework, the following behavior plan will be utilized:

- A. Students will be encouraged to follow rules and display appropriate behaviors and courtesies. These students will be recognized in various ways throughout the year in a positive reinforcement program.

- B. If students choose inappropriate behavior, they will be subject to the consequences outlined in the teacher behavior management plan or those established in the building-wide plan. Rules have been established and expectations discussed in regard to classroom, hallway, lunchroom and playground behavior.
- C. Repeated failure to complete homework may also result in the student being placed in detention.
- D. Certain student behaviors will result in an automatic meeting with the principal. These behaviors are:
 1. Fighting or intentionally harming others
 2. Disrespectful behavior toward any adult
 3. Stealing
 4. Destroying school property

These behaviors will result in consequences that may include:

In-school lunch detention(s), loss of privileges, in-school suspension, out-of-school suspension, parent contact, and possible parent conferences.

- *Jefferson Elementary School reserves the right to suspend from school any student who is guilty of gross misconduct or gross disrespect.*

IV. Bullying & Friend Watch

Students may utilize the online form that is anonymous from Jefferson's Webpage or a reporting form they can get from any teacher (<https://www.marionunit2.org/Domain/41>)

PREVENTION OF BULLYING, INTIMIDATION & 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 school and 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 nonschool-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.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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.

Cyber-bullying 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. *Cyber-bullying* 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*. *Cyber-bullying* 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 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.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.

8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.

V. Firearms, Weapons, or Lookalikes

Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.

WEAPONS

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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 alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

VI. Suspension and Expulsion Policy

The following procedures for implementing the district's suspension and expulsion policy have been adopted by the Board of Education.

DUE PROCESS FOR STUDENTS

1. A student shall receive a copy or have online access to the Parent/Student Handbook within fifteen (15) days after the beginning of the school year or when entering school during the school year.
2. The adopted Board of Education rules, guidelines, and procedures for elementary, junior high and high school are published annually in the Parent/Student handbook for the appropriate level.
3. An authorized administrator shall attempt to confer with a student who is being considered for disciplinary action before any action is taken and the student shall be afforded an opportunity to respond to the administrator.

If, in the opinion of the administrator, a student is an immediate threat to school personnel, students or school property, or poses an ongoing threat of a disruptive nature to the education process, the student may be removed from school without a conference as set forth in the above statements. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents or guardian. The notice may also be given in person to the parents or guardian if they remove the student from school. This notice shall request the student to attend a conference called by the administrator as soon as possible after the notice is received. Failure to attend shall constitute a waiver of such conference. The parents or guardian shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

SUSPENSION NOTIFICATION

1. If the disciplinary action results in suspension, the parents or guardian of the student shall be advised immediately of the decision by certified mail, return receipt requested.
2. This notice shall include:
 - a. The duration and dates of the suspension
 - b. A notification of the reasons which warrant such action
 - c. A statement of the parents' or guardians' rights to review the action with the Board of Education or its representative
 - d. A statement that a failure to request a review with five (5) days after receipt of notice or eight (8) days after mailing date, whichever is first, shall be deemed a waiver of the right of a review.
3. A request to review the suspension proceedings will be written and made to the Superintendent's Office. If a request for review of the suspension is made within the time

limit, the parents or guardians of the suspended student shall be given written notice of the place and time one (1) week prior to the review with the Board of Education or their representative. This notification to parents shall include a copy of the Procedures for Suspension/Expulsion Hearing.

4. The Superintendent shall be notified of all student suspension by the school administrator who shall forward a copy of the parental notice of the suspension to the Superintendent.

SUSPENSION PROCEDURES

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

- a) A threat to school safety, or
 - b) A disruption to other students learning opportunities.
- ii. For a suspension of 4 or more days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student’s continuing presence in school would either
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 - 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board’s written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Policy 7:200

EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

- 1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.

- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the District may refer the student to appropriate and available support services.

Policy 7:210

MISCONDUCT BY STUDENTS WITH DISABILITIES

The district shall comply with the provisions of the Individuals with Disabilities Act (IDEA) when disciplining students. Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

The practices and policies developed and approved by the Williamson County Special Education District for behavior interventions and for discipline of special education students will be used by the district to meet the requirement of this act. Copies of the practices and policies are available upon request by parent(s)/guardians(s).

VII. Lockers

Students may be assigned a locker which may be shared with another student. No locks are permitted to these lockers. The locker is to be kept clean inside and outside. Students may not decorate their locker with stickers, decals, or other permanent decorations. Lockers may be searched by officials at any time.

ADDITIONAL STRATEGIES

Students exhibiting more severe, inappropriate behaviors or who misbehave often may need a more involved intervention strategy to improve behavior. This may include the involvement of the school guidance counselor, a referral for a special education case study, a conference with all adults having supervision of the student (may include parents), and consultation with other individuals that have information that may be useful in improving the situation. Under certain circumstances, the principal may impose an in-school suspension for a student. The student will be expected to complete all given assignments on a timely basis. Students are also subject to an out-of-school suspension for gross disobedience and gross misbehavior as specified in the 2022-2023 Unit 2 Parent-Student Handbook

CAFETERIA

Students are to keep the noise level to a minimum during lunch to allow supervisors the ability to communicate with students, hear student problems, etc. Students should not talk louder than a whisper while in the cafeteria.

CAFETERIA REQUIREMENTS

1. Follow directions of supervisors and cooks.
2. Keep hands, feet, and objects to yourself.
3. Speak in *soft* voices only.
4. Practice good table manners and remain seated until dismissed.
5. Clean up your space after eating.

BUS RULES/EXPECTATIONS

Misconduct on the school bus will result in consequences which may include the following:

- A green slip from the bus driver to be signed by parent
- A letter sent to parent by certified mail outlining the problem
- Possible suspension from riding the bus
- Consequences at school for bus misconduct

A student may be suspended from the bus for any violation of the bus safety rules. Students are expected to wait quietly in the cafeteria for their bus to arrive. It is important that the noise be kept to a minimum so that each student can hear when bus numbers are called.

SAFETY OBJECTIVES

The Marion Community Unit #2 School District's safety objectives are as follows:

1. To encourage comments and suggestions from students, parents, school personnel and members of the community on ways to improve safety.
2. To evaluate the safety of Jefferson School on a continual basis.
3. To incorporate safety plans and responses as part of the School Improvement Plan, School Emergency Plan, and School Discipline Plan.
4. Periodic safety drills will be conducted for the safety and well being of students and staff. Drills will be performed for fire, earthquakes, severe weather, bus evacuation, and any other event that might need addressed.

Children and parents are encouraged to communicate safety concerns with school personnel. If you have questions or concerns or would like to serve on the school's Safe School Advisory Committee, please contact the Jefferson office at 997-5766.

PARKING LOT SAFETY

Jefferson School has made many positive changes over the years to improve parking lot safety, especially during drop-off and pick-up. The problem of congestion is still a concern during the afternoon dismissal time. The school district's primary concern is safety. I would like to share a few guidelines to help you avoid injury to yourself or others, and damage to your vehicle or another vehicle.

- Do not make U-turns into the pick-up lane from Boulevard. Please turn into the lane from the east heading west.
- Do not pick up or drop your child off while stopped on Boulevard. Please pull in to the parking lot or onto a side street to pick up or drop off.
- Do not ask your child to get in the car while you are stopped on Boulevard. The crossing guard and teachers on duty will tell the student to wait.
- **Do not create your own parking stall.**
- Do not drive through the grassy areas near the school's entrance.
- Do not park too closely to the corner of any side street (Otis, Whitman, etc.) This is a hazard to all drivers, walkers, and bike riders.
- Do not park your car in the pick-up loop and enter the building to speak to a teacher or office staff--Park your car first in a parking stall.
- Continue to loop through the parking lot and wait in your vehicle.
- Continue to drive slowly through the parking lot and be patient.
- Consider arriving at 3:05 to pick up your child to avoid the 3:00 Boulevard rush.
- Continue to use good, common sense and be courteous.
- Refrain from using you phone during pick-up times.
- **When using the pick-up lane in front of the school, pull to the west end of the lane before putting your car in park and picking up your child. This allows for the maximum number of cars to use the lane.**
- **At dismissal, please only turn west (right) out of the parking lot.**

- **Whitman (North)/Reeves (East) One Way**

If you have any questions, please call 997-5766 or e-mail jcorzine@marionunit2.org Thank you for your consideration and for keeping everyone safe!

PARENT/TEACHER ORGANIZATION (P.T.O.)

The 2022-2023 officers and members of Jefferson School's P.T.O. welcome you. Membership is open to all parents and guardians. There are no dues required for membership in P.T.O. The P.T.O. 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 join the Jefferson P.T.O.!

Jefferson P.T.O. meetings will be determined by the officers. Flyers will be sent home with meeting date(s) and time.. For more information, contact the Jefferson Office (997-5766).

P.T.O. OFFICERS 2022-2023

<i>President:</i>	<i>Jenny Toler</i>
<i>Vice President</i>	<i>Amanda Mosler</i>
<i>Secretary:</i>	<i>Angie Marler</i>
<i>Treasurer:</i>	<i>Stephanie Nguyen</i>

P.T.O. Sponsored Past Events:

*Open House
Fall Fundraiser
Scholastic Book Fair (2)
Spring Fundraiser
Cool Tool Quarterly Celebrations
Candy/Cake Bingo
Skate night*

VOLUNTEER PROGRAM

There will be many opportunities for parents to volunteer in some fashion during the upcoming 2022-2023 school year. Please consider signing up for some of these activities.

Classroom: Classrooms are enriched when community volunteers assist with the classroom teacher. Volunteers may listen to students read, assist with writing activities, help with art projects, assist with learning centers, assist with special music classes, chaperone students on field trips, and a variety of other activities. The classroom teacher is responsible for the selection, scheduling, and supervision of classroom volunteers. **Please let your child's teacher know if you are interested in volunteering. If you are unable to volunteer at school but wish to help at home, please contact your child's teacher.**

Escort: Volunteers are needed to escort classes to and from certain events such as picture day, book fairs, Miles of Smiles dental check, and vision and hearing clinics. These are helpful ways to volunteer and to get involved.

Materials Aide: Are you unable to come to school but would like to help by cutting out bulletin board items, preparing instructional materials, or sorting items for use by classes? If so, please contact your child's teacher or the school office.

PBIS

POSITIVE BEHAVIOR/CHARACTER PROGRAM

This school-wide program is based on three simple expectations: Be Respectful, Be Responsible & Be Safe. (You may have seen our hallway signs and magnet calendars). Our entire discipline/behavior program is dependent on our Cool Tool expectations. Students receive positive feedback from faculty and staff during each week of the program. Students can accumulate small incentives and be recognized as Blue Ribbon winners each Friday. A monthly school-wide Cool Tool assembly is held to recognize our Blue Ribbon winners, take their picture, celebrate, and introduce the following week's Cool Tool. This is a research-based program that encourages positive behavior and at Jefferson has dramatically reduced discipline incidents.

AFTERCATS AFTER SCHOOL CARE PROGRAM

Coordinator: Amanda Babington

Parents interested in this 3:00 - 5:30 p.m. AfterCats program should pick up an application in our office or during the first day of registration. AfterCats follows the school schedule and provides structure and supervision for students in grades K-5. The program offers a variety of field trip experiences as well as arts/crafts, recreational activities, computer and homework completion opportunities. Cost for the program is \$4 an hour with a \$10 application fee. In the event of inclement weather and early dismissal, AfterCats could be canceled. Please be prepared to make appropriate arrangements.

TEACH YOUR CHILD TO BE SAFE

DOES YOUR CHILD KNOW??

- The safe way to get to and from school (cross only at crosswalks, walk on sidewalks when possible, walk facing traffic when there are no sidewalks).
- To never ride with strangers and never speak with strangers.
- To go for help if no one is home when the child arrives.
- His/her phone number and two other emergency numbers in case the parent cannot be reached.
- Parent's full name and place of employment in case he/she is involved in an accident.

*Many children do not know this information. Please inform your child of changes of phone numbers and employers throughout the year. **It is important to also notify the office in the event that your place of employment or phone number changes during the year.***

TO HELP YOUR CHILD STAY SAFE

- Students cross only at crosswalks where a crossing guard or safety office can assist
- Students not riding a bus or walking need to be picked up promptly after school. There is no playground supervision after dismissal.
- Make sure your child knows how they are to go home each day (parent, aunt, grandmother, etc.) Students will be released to individuals listed on their enrollment sheet. The office should be notified in advance of any changes to this routine.
- Please make arrangements for early dismissals due to inclement weather.

VIRTUAL BACKPACK

Sign-up using the link at www.marionunit2.org.

Guidelines for Submitting a Flyer for Consideration

- Individuals/Groups wishing to submit information to be posted on this Virtual Backpack site must email required information to **backpack@marionunit2.org** and attaching a PDF image of the flyer **at least 10 days in advance** of the desired posting date.
- Requests must include the following required information:
 1. Name (First & Last)
 2. Company/Organization
 3. Email Address
 4. Phone Number/Fax Number
 5. Flyer Title
 6. Posting Date Range (Post flyer to/from dates)
 7. Attach flyer in a PDF format.
- Flyers shall not require non-participants to collect monies, distribute information, answer inquiries, etc. Organizations are limited to one posting a month with a two-month limit for any one posting.
- Approved postings will be updated on an approximately weekly basis.
- Only district club/organizations and approved community non-profit organizations, governments, and businesses with a direct partnership with Marion CUSD 2 will be allowed to have materials posted on the Virtual Backpack site.
- Distribution of materials for commercial business or organizations not involved as school/district partner will not be permitted.
- All activities or information must be appropriate for students. Activities should relate to a school function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
- Application should be made **10 days prior to the distribution date** and one electronic copy of the proposed flyer must accompany the request for distribution.
- Materials are posted for information purpose only. Posting does not imply district endorsement.
- Select **SUBSCRIBE** button located at the bottom of the previous webpage to receive notice when the backpack has been updated.