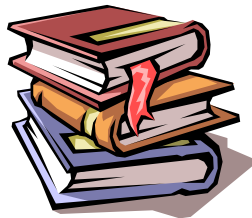


MONROE CENTER GRADE SCHOOL



PARENT/STUDENT HANDBOOK 2018-2019

17500 Hwy. 72
Monroe Center, IL 61052

Phone: (815) 654-2230
Fax: (815) 393-4530
Bus/Transportation Phone: (815) 645-2230

District Website: www.meridian223.org

Deana L. Simpson – Director of Learning
dsimpson@mail.meridian223.org

Dear Monroe Center School Students, Parents and Guardians,

Welcome to Monroe Center Grade School and to the start of the 2018-2019 school year! Please read your student handbook thoroughly and make sure that you have a clear understanding of all policies and guidelines for Monroe Center School. As a proud Leader in Me school, we look forward to being a positive part of the academic, physical, and emotional growth of our students this year. Let's work together to make this a great year for our children.

Please involve yourself by volunteering to help when you can. Continue to support the P.T.O. by providing support and assistance for our major fundraiser and fundraising activities. The P.T.O. helps raise funds for supplies and activities that greatly benefit all of our students. Parents are needed to help as room parents or guardians, organizing and working various fundraisers, along with Santa and Elves. Library helpers are needed each week, and individual classroom assistance is needed. Many opportunities are available to get involved!

We will post a comprehensive newsletter and calendar on our website at the beginning of each month. Please read all of the latest news about your child's grade level activities on our monthly newsletter at www.meridian223.org. Also, check your child's backpack nightly for homework and notes from school that will keep you informed of special events and academic progress.

Thank you to parents and guardians for being good role models and teachers of honesty, manners, respect, and responsibility. Your role in leading and teaching is very valuable. Read to your child and have your child read to you. Give your child great experiences like visiting zoos and museums. These experiences support the learning process and help children to succeed in school and prepare them to be responsible adults. Keep your child actively engaged in the learning process and continue to help your child to develop as a responsible, well-behaved, and productive citizen. Encourage perfect attendance every single day.

As educators, we encourage excellent attendance from bell to bell to minimize the disruptions to the boys and girls in their classrooms. Please refrain from picking your child up before the end of the day. Dismissal is at 2:30 p.m. Schedule regular doctor and dentist appointments for times before or after normal school hours when possible. Attendance habits develop early. Give your child the greatest start in developing these skills for a productive life.

Monroe Center School will strive to give each child an exciting and educationally profitable experience in a warm and caring environment. The rules and regulations provided in this handbook for Monroe Center School are general guidelines designed to promote safety and freedom from interruption in your child's academic program. As parents, we encourage you to stay actively involved in your child's education. Your participation this school year will enable us to provide the most positive educational experience for your child.

Parents and guardians please read this handbook thoroughly and go over all major points with your child. Please contact us to discuss your educational concerns. Please sign the Monroe Center School handbook form confirming that you have read over this handbook with your child. We look forward to another great year at Monroe Center School, and thank you for your support.

Sincerely,

**Deana L. Simpson
Director of Learning**

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SECTION 1 GENERAL INFORMATION

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223
SCHOOL DISTRICT PHILOSOPHY**

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum implemented by a knowledgeable and dedicated staff.

MERIDIAN ELEMENTARY SCHOOL'S MISSION STATEMENT

It is the mission of Monroe Center School to nurture children's development to their fullest potential in all academic, social, emotional, and physical realms for the betterment of society.

ADMINISTRATION

Mr. P.J. Caposey Meridian Superintendent of Schools	(815) 645-2230
Mrs. Leslie Showers Stillman Valley High School Principal	(815) 645-2230
Mr. Jeffrey Voltz Asst. High School Principal	(815) 645-2230
Mrs. Heather Alderks Activities Director	(815) 645-2230
Mrs. Jill Davis Meridian Junior High School Principal	(815) 645-2230
Mrs. Deana Simpson Monroe Center Grade School Principal	(815) 645-2230
Mr. Joe Mullikin Highland Elementary School Principal	(815) 645-2230

Board of Education - Meridian Unit District #223

Mr. John Smith – President, Mrs. Kristine Youman – Vice-President,
Mr. Matt Rhodes, Dr. Tim Flynn, Mrs. Marsha Welden, Mr. Tim DeVries, and
Mrs. Jill Hueber

The Board of Education meets the first Thursday of each month at 7:00 P.M. in the District Boardroom located

in Meridian Junior High School.

**THE MERIDIAN COMMUNITY SCHOOL DISTRICT #223 IS A NON-DISCRIMINATING SCHOOL DISTRICT.
2016-2017 School Personnel
Monroe Center School**

Monroe Center Faculty & Staff

Director of Learning	- Deana Simpson	dsimpson@mail.meridian223.org
Third Grade (3B)	- Laurie Bartlett	lbartlett@mail.meridian223.org
Third Grade (3D)	- Joi Dundas	jdundas@mail.meridian223.org
Third Grade (3M)	- Kathleen Mandzen	kmandzen@mail.meridian223.org
Third Grade (3T)	- Jenna Taseff	jtaseff@mail.meridian223.org
Third Grade (3TO)	- Jennifer Tompkins	jtompkins@mail.meridian223.org
Fourth Grade (4G)	- Ann Green	agreen@mail.meridian223.org
Fourth Grade (4K)	- Shannon Kaltenbach	skaltenbach@mail.meridian223.org
Fourth Grade (4M)	- Michele Massari	mmassari@mail.meridian223.org
Fourth Grade (4T)	- Deb Thibodeau	dthibodeau@mail.meridian223.org
Fourth Grade (4S)	- Christina Shula	cshula@mail.meridian223.org
Fifth Grade (5BE)	- Kathy Benesh	kbenesh@mail.meridian223.org
Fifth Grade (5K)	- Mary Kimrey	mkimrey@mail.meridian223.org
Fifth Grade (5MC)	- Michele McDevitt	mmcdevitt@mail.meridian223.org
Fifth Grade (5M)	- Amy Metzger	ametzger@mail.meridian223.org
Fifth Grade (5P)	- Christa Papke	cpapke@mail.meridian223.org
Special Education	- Jamie Melin	jmelin@mail.meridian223.org
Special Education	- Kristina Porter	kporter@mail.meridian223.org
Special Education	- Doug Schiltz	dschiltz@mail.meridian223.org
Physical Education	- Scott Wilhite	swilhite@mail.meridian223.org
	- Danielle Kunce	dkunce@mail.meridian223.org
Title I Reading	- Teresa Eden	teden@mail.meridian223.org
ESL	- Megan Zamora	mzamora@mail.meridian223.org
Speech Therapy	- Alissa Kirchner	akirchner@mail.meridian223.org
Art Education	- Monika Wolarek	mwolarek@mail.meridian223.org
Music Education	- Rachel Zern	rzern@mail.meridian223.org
Librarian	- Dana Brooks	dbrooks@mail.meridian223.org
Library Assistant	- Patsy Mahoney	pmahoney@mail.meridian223.org
ELA Instructional Coach	- Lisa Hilliard	lhilliard@mail.meridian223.org
Math Instructional Coach	- Beth Kleinschmidt	bkleinschmidt@mail.meridian223.org
School Counselor	- Stephanie Haugh	shaugh@mail.meridian223.org
School Psychologist	- Nicole Connell	nconnell@mail.meridian223.org
School Social Worker	- Pam Henderson	phenderson@mail.meridian223.org

Education Support Personnel

Administrative Assistants	- Jodi Meyer and Kathy Bybee
Paraprofessionals	- Carrie Dawdy, Deb Sweeney, Lori Wetzel Jill White, Elizabeth Jacobson
Grade Level Interventionists	- Renee Szymanski, Cindy Brown, Angie Meyer
Math Interventionist	- Deb Lawson
School Nurse	- Libby Martinovich, Kayla Simpson
Head Cook	- Tracy Nason
Kitchen Staff	- Charlotte Garren, Joy Kohler
Head Custodian	- Trevor Simmons
Evening Custodian	- Ashley Simmons

Meridian Elementary PTO

The Meridian Elementary Parent Teacher Organization's objectives are to fundraise for resources that benefit students at Highland and Monroe Center Schools, to further parental involvement in the school system, provide events that promote family togetherness, and support our teachers. The Meridian PTO has been instrumental in providing our elementary students and teachers with invaluable tools. Through the "Christmas in May" program the PTO provides "wish list" items to educators in areas such as technology, reading, special education, and library programs to broaden the educational opportunities of our grade school students.

Your support is crucial to continue to fund the many educational experiences and resources for our classrooms. Last year the Meridian PTO funded over \$30,000 in resources for our students including guided reading materials, literacy materials, math and reading intervention materials, and bilingual materials and books. The PTO also funds time-honored traditions in our school district such as Second Grade's Mother's Day Tea and the Christmas around the World program, the Library's Monarch and Bluestem programs, and Field Day.

If you are a parent or guardian with a child in the elementary schools, you are already a member of the Meridian PTO. The PTO traditionally meets on the second Monday of every month at 5:45 pm and alternates the meetings between both elementary buildings. For a schedule of our meeting dates, please go to the PTO link on the Meridian School District website. Please join us as our meetings are open, and we welcome any input. There are no dues, but there are numerous ways to support our organization. Any person interested in joining the board, should contact a member listed below. If you cannot make the time commitment to join the board but would still like to be involved, you can volunteer at any of our events or join a committee to help plan events.

Make time to stop by the PTO table at Open House to see the fundraisers and family fun events we have scheduled throughout the year. The PTO will keep you up to date and informed with numerous flyers and newsletters. Any concerns, questions, or feedback can be emailed to stillmanvalleypto@gmail.com.

We thank you in advance for your interest and support!

Tina Prodzinski (President)

Sandy Aughenbaugh (Vice President)

Jacey Schneiker (Secretary)

Traci Cheeseman (Treasurer)
cheez821@gmail.com

**Meridian Community Unit #223
State Health Requirements for Students**

Dear Parents,

The required physical examination form is enclosed for your student. Section 7-8, Chapter 122 of the Illinois School Code requires that all pupils entering Pre-K, K, 6th and 9th grades must have completed the following before being admitted to school:

1. A physical examination on the specified state form. Physical exams must be completed within one year prior to school entry.
2. Immunizations required for DPT, Polio, Measles, Mumps, Rubella, Td Booster every 10 years, Varicella and Hepatitis B Vaccine Series
3. Physician's documentation indicating lead assessment and/or screening (for high risk zip code areas) is required at kindergarten or first entrance to a program. (i.e.; Early Childhood or Pre-K).
4. Physician's documentation indicating diabetes risk assessment (Pre-K, K, 1, 6, and 9)

KINDERGARTEN HEALTH NEEDS:

1. Required physical and recommended dental exam
2. DPT and Polio Boosters must be given after the 4th birthday.
3. MMR (Measles, Mumps, Rubella) 2 doses of measles vaccine required:
1st dose on or after 12 months of age
2nd dose at least one month later
4. Varicella vaccine(Chickenpox) –1 dose on or after 12 months of age
5. If the above immunizations have not been completed at the time of the physical exam, a written schedule from your physician to complete the required doses must be presented with the physical exam at the time of registration.
6. Proof of dental exam prior to May 15th of the school year

2ND GRADE HEALTH NEEDS:

1. Proof of dental exam prior to May 15th of the school year

6TH GRADE HEALTH NEEDS:

1. Required physical and recommended dental exam
2. Hepatitis B Vaccine series completed
3. Required proof of one dose of meningococcal conjugate vaccination (MCV) received on or after 11 years of age.
4. Required one dose of Tdap vaccination.
5. Two doses of varicella vaccines
6. Required immunizations current
7. Proof of dental exam prior to May 15th of the school year

A student risks exclusion from school on and after October 13th if the physical examination and immunization requirements have not been completed and returned to the school.

Sincerely,

Mr. P.J. Caposey
Superintendent

Kayla McKinney RN, BSN
Lead Nurse

Revised 3/08

SECTION 2

SCHOOL HEALTH PROGRAM

Required Physicals:

According to Illinois State law, **all** students entering Pre-K or K (first entrance), 6th, and 9th grades are required to present evidence of a physical examination, completed within the last year, with a complete immunization record, and the recommended dental exam. Students who do not fulfill these requirements will not be allowed to enroll and/or will be excluded until records are presented. In case of transfer from another school/state, the student will be given 30 days to comply with any health record requirement. A “sports” physical does NOT satisfy this requirement.

Administration of Medications

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school related activities is discouraged unless it is necessary for the critical health and well-being of the student. Teachers and other non-administrative school employees, except registered nurses, shall not be required to administer medication to students. If a circumstance exists where medication is necessary during school hours; a “MEDICATION AUTHORIZATION” form **must be** signed by the parent **and** the physician and kept on file in the nurse’s office. This authorization is required to be renewed EACH school year. The medication must be in the original prescription or over the counter, container and stored in the main office unless otherwise directed by the physician and parent. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in the Administration of Medications policy and its implementing procedures. A student **MAY** possess **emergency** medications (i.e. Epipens, inhalers) provided a “Medication Authorization” form has been completed by the physician AND the parents/guardians. During school field trips, all medication must be sent with the supervising teacher.

An **occasional** acetaminophen may be taken by a student during school hours, in the absence of written doctor’s orders, **ONLY** after evaluation AND direct telephone contact has been made with the parent/guardian for verbal consent. The school nurse will keep documentation of this administration.

When Should I Keep My Child at Home? Students should not return to school until they have been “fever-free” for at least 24 hours (without medication) and until symptoms (vomiting, diarrhea, etc.) subside. Also, if your child has vomited, they should not return to school until they have not vomited for at least 24 hours and are able to keep a light meal down without feeling nauseated.

Head Lice (Pediculosis) Meridian District has a **no-nit policy**. A student sent home and treated by the school nurse or designee must not see head lice before being allowed to return to the classroom to assure there is no evidence of lice/nits.

Pink Eye– Students with pink eye are to be excluded from school until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.

Screenings:

The school nurse conducts vision and hearing tests. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents of those students who do not pass these screenings will be contacted and are urged to comply with the recommendations made by the nurse.

Emergency Contact in Case of Injury: If a student incurs serious injury requiring medical attention, parents will be notified immediately. Parents are asked to supply the **name and phone number** of a responsible adult to be notified when the parent cannot be reached. In the event that the parent or emergency contact cannot be reached, the student will be transported to the hospital for emergency treatment.

Contact in Case of Illness: In the event a student becomes ill at school, the school nurse will contact the parent or guardian to discuss the course of action to be taken. Students will not be sent home unless a parent or guardian is there to care for them. Children should be fever and symptom free for 24 hours before returning to school. This will help keep the student from picking up another illness with an already weakened immune system and will decrease the likelihood of them sharing their illness with others.

Counseling Services

Counseling services provide students with an opportunity to increase their self-awareness, self-esteem, and social/emotional growth. Maximizing these areas gives students the ability to excel at academic tasks as well. The school counselor provides individual and group counseling, classroom presentations, parent education programs, consults with classroom teachers and parents, makes referrals to outside agencies when appropriate, increases student awareness of career opportunities, and assists students with life transitions. Every student will have the opportunity to interact with a counselor through classroom presentations, individual, and/or group settings. Parents/guardians, students, or school staff may request counseling services. Counselors can be reached by calling Monroe Center School at (815) 393-4424.

SECTION 3 SCHOOL FEES INFORMATION

Parents frequently ask why we have a book fee and what the fee supplies. State law forbids school boards from distributing textbooks to students without charge unless the voters have approved a special enabling referendum. Voters in District #223 have not been asked to approve such a referendum. School fees are payable during on-line registration. These fees defray the cost of the hard and soft covered books used by the students.

Registration Fees

Third Grade-	Registration Fee: \$158.00
Fourth Grade-	Registration Fee: \$153.00
Fifth Grade-	Registration Fee: \$153.00

Registration Fees can be paid using a credit card or debit card during the on-line registration period. Checks should be made payable to the **Meridian Community Unit School District #223**.

Notice to Parents

This is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross household income is under that which is set in federal guidelines for free lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the District Office at the time of registration. Forms for submission of such requests are available in each principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the building in which your child is enrolled.

Insurance

Accident insurance is offered for grades K-5. This insurance covers your child from the time he leaves home until he returns, provided he goes directly to and from school. While carrying this insurance is optional, we recommend that each student, especially those in athletics, elect this coverage. This will aid in expenses incurred in the event of an accident. Insurance applications are available in the school office. Emphasize to

your child that reporting to the event supervisor any injury is important in collection of insurance.

Book Refund Policy

Any student entering Monroe Center Grade School during the first semester shall pay the full year's price for books. A student entering during the second semester will pay one-half the full year's fee for books. One-half the full year's fee will be refunded to anyone leaving during the first semester. A student leaving during the second semester will get no refund for books. All partially used books will be returned to the office so they may be used for new students entering school.

SECTION 4 SCHOOL AND OFFICE OPERATIONS INFORMATION

Change of Contact Information

It is important that we have your address and telephone number at all times. This information is especially important in cases of emergency. Please notify Mrs. Meyer or Mrs. Bybee in the school office immediately upon changing your address or telephone number.

School Hours

Grades - 3rd, 4th, & 5th 8:00 A.M. to 2:30 P.M.

Office Hours and Policy

The school office is officially open from 7:30 A.M. to 3:30 P.M. Monday through Friday. Your principal embraces an "Open Door Policy." This means that all may feel free to come in to discuss matters with the principal at any time. Many times a school administrator is required to be out of her office for different reasons. For your convenience, it might be wise to call to make an appointment prior to coming. If you do not mind taking a chance on waiting to see the principal, you may come at your convenience.

Use of School Phone

Messages will be taken for students and teachers, but it is not always possible to deliver these immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before school, noontime, and after school. **Students are not allowed to use the classroom phones except in cases of emergencies. Student cell phones are to remain off and in backpacks during school hours. The consequence for a student using his or her cell phone during school hours is an After-School Detention. If a student's cell phone is on during the day, it will be confiscated and kept in the office until a parent or guardian can pick it up.**

Arrival Time

Every parent should ensure that their child does not arrive at school **before 7:30 AM**. We do not have available play areas inside the building nor adequate supervision to permit children to come to school long before school starts. Bus students will be admitted and supervised upon their arrival at school.

Pick-Up Time

Our school-day ends at 2:30 PM. Students should be picked up no later than 2:45 PM.

Before School Expectations

1. Students should arrive at school from **7:30–7:55 AM** unless special arrangements have been made for them to arrive earlier or later.
2. Once children are under the supervision of school personnel, the expectations outlined in the **Monroe Center School PBIS Policy** are in effect.
3. After the bell rings, students should walk quietly and in an orderly manner to their classrooms.

The School Code of Illinois: 10.22.6.

The building principal has authority over all students in District #223.

Positive Behavior Intervention and Support

PBIS stands for **Positive Behavior Intervention and Support**. At Monroe Center School, we are committed to creating a learning environment that will encourage positive behavior and interactions, while discouraging problem behaviors. This approach is based on directly teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, correcting them when they do not and celebrating their successes. The goal of PBIS is to create a positive school culture by reducing problem behavior and providing maximum academic time for students and staff. We ask parents to support their child and the school in guiding children to make good choices.

Students will be awarded Cardinal Cash when caught making positive choices. Staff will acknowledge the student by stating what positive choice has been made. Cardinal Cash may be put into the weekly drawing from the office whenever the student chooses to enter. Drawings for prizes will be done weekly and quarterly with winners from each grade level. School-wide PBIS assemblies will be held at the end of each quarter to promote positive character, have the drawings and celebrate the school's success. Students also have the option of saving their Cardinal Cash to purchase an item or items in our M.C. School Store. Other incentives for students not receiving behavior lunch detentions, after-school detentions, and/or suspensions will also be available!

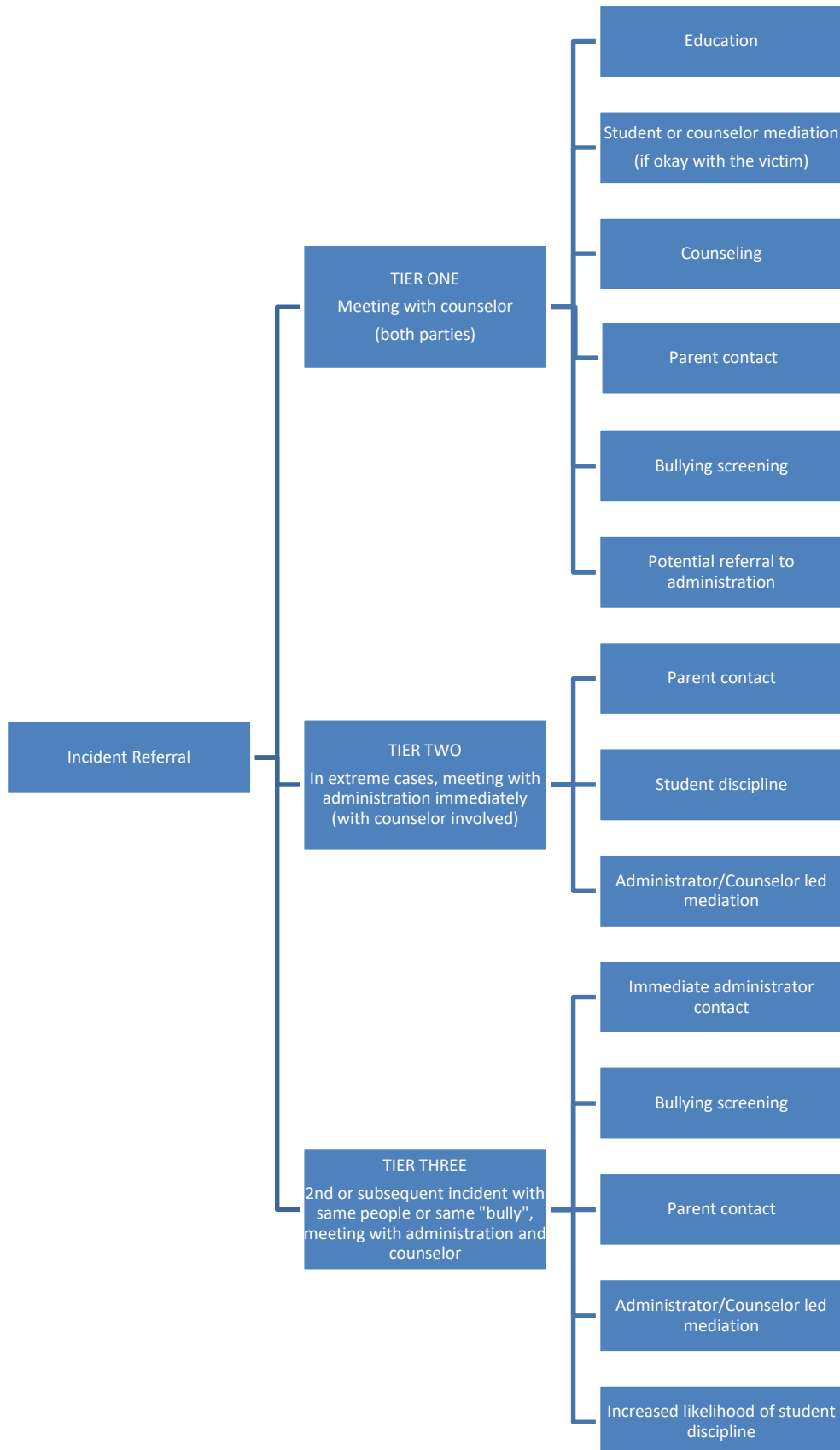
Behavior interventions are necessary when the behavior matrix is not followed. Some examples of Minor Behavior Offenses that will be documented by staff are: lack of preparedness, throwing small objects, noncompliance, minor disruptions, cheating, put downs, attitude, chewing gum, inappropriate dress code, etc. Parents will not be called after the first minor behavior offense unless a lunch detention is assigned. After the second minor behavior offense, parents will be notified. The third minor behavior offense will result in an automatic lunch detention. If the student receives a fourth minor behavior offense, it will result minimally in an after-school detention. More serious offenses are considered Major Behavior Offenses. These offenses are dealt with immediately by the administration and will result in an after-school detention or an in-school or out-of-school suspension. Some examples of major behavior offenses that will be documented by staff are: fighting, bullying, vandalism, discriminatory/inflammatory/inappropriate language, severe insubordination, verbal threats, etc. Parents will be contacted on any major behavior offenses. **Board of Education Policy will direct more serious disciplinary issues.**

As we continue to work to instill good values and positive character in all of our students, we cannot make progress without the support of our families. It is very important that you talk with your child about making positive choices. Parents are asked to support the mission of our school, along with our behavior expectations and any disciplinary actions taken at school.

It is the mission of Monroe Center School to nurture each child's development to their fullest potential in all academic, social, emotional, and physical realms for the betterment of society.

Preventing Bullying, Intimidation, and Harassment

Protocol:



Definitions:

Bullying: *Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

In order to be considered bullying, the behavior must be aggressive and include:

- *An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.*
- *Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.*

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Harassment: *Unwelcome conduct or communication that either substantially interferes with a student's school performance or that creates an intimidating, hostile, or offensive environment at school. This includes the use of ethnic or racial slurs.*

Articles Prohibited in School

Problems arise each year because children bring articles to school that are hazards to the safety of others or interfere in some way with school procedures. Such items as guns, caps for cap guns, water guns, knives, matches, hard balls, bullets, lighters, and cigarettes brought to school will be confiscated and disciplinary measures will be taken. **All electronic devices, including cell phones smart watches, radios, iPads, and iPods, must be turned off and kept in a student's backpack during the school day. If a student is found using an electronic device during the school day, it will result in an After-School Detention and a parent or guardian will be required to pick up the electronic item from the school office. Students may use electronic games, tablets, or cell phones while waiting for the bus in the** afternoon. Heelies, or similar shoes with wheels, as well as skateboards, scooters, etc. are also not allowed at school. All types of toys are discouraged, including trading cards. When a student has such items at school, they are subject to being broken or stolen. The school cannot be responsible for such items. There are no locks on the students' lockers, and students are not permitted to bring locks from home. The lockers are the property of Meridian District 223 and must be accessible by a building principal. Parents are requested to help children keep these items at home. Check backpacks at night and in the morning to reduce the presence of these items at school.

Care of School Property

Any damage done to school property must be repaired or replaced at the expense of the offender. Parent cooperation is requested in helping us teach children to respect school property, material, furnishings, equipment and the building itself.

Dress Code

Our behavior patterns are affected by what we wear. There are very few restrictions concerning dress because the school believes if a student is "neat and clean" then he or she will usually meet the standards of school dress. The weather during the beginning and ending of the school year contributes to some rather warm classrooms. Consequently, lighter dress for students is necessary to be comfortable. **The following types of dress are not acceptable; baseball-style caps/hats, any clothing with alcohol or tobacco logos, short shorts, spaghetti-strap tank tops, halter tops, flip-flops for PE or recess, and any clothing with wording considered inappropriate by the staff.** Any tank top worn must have straps that have "two adult fingers" width. This would be approximately "three-fingers" width for most children. Shorts and skirts should be at children's fingertips, or longer, if they are standing with their hands at their sides. During the fall, winter, and spring months, children will need to have winter coats when the temperature is below 45°F in order to participate in outdoor recess. On days when the temperature is below 60°F, children will need at least a

sweatshirt or jacket for outdoor activities. No shorts will be allowed outside when temperatures are below 60 °F. **Also, snow pants and winter boots are required for any student planning to play in the snow during recess (this includes all recess areas other than the blacktop). Please contact our School Counselor if your child is in need of these items.** Obviously, these are general guidelines and there can always be some situations that are not covered by generalities. Should any questions arise regarding a student's dress, the building principal will determine the acceptability of the attire. The district feels that parents have the responsibility of having their children dress in an appropriate manner. Your impression upon others and their impression of the entire school are influenced by what you wear. If students have pride in their school, they will dress accordingly.

SECTION 5 ATTENDANCE

It is essential for children to attend school regularly in order to obtain maximum benefit from their education. It is also important because State Aid reimbursement to schools is determined by a school's average daily attendance. It is the responsibility of parents or guardians to see to it that their children attend school regularly. **The Monroe Center Grade School absence policy has the following classifications:**

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

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS¹, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

Parents should provide documentation explaining the reason for a student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

b. TRUANCY: Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A referral may be made to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention/prevention Program after (5) five unexcused absences during the previous 180 days of school attendance.

Notes Required:

The school requires notes from parents or guardians for the following reasons:

1. Absence
2. Requests for special dismissals
3. Field Trips (permission slips will be supplied)
4. Medications to be taken at school

Leaving School Grounds

Students will not be released to any individual who is not designated in Skyward. In the event a parent must remove a child from school before the close of the day, a note should be sent to school in advance to inform the teachers of this change from the normal routine.

Early Dismissal

Teachers have been instructed not to excuse any child without a written or personal request from parent or guardian, nor to permit any child to go from the school premises with an unidentified person. This has been done in order to help protect your child. When a child leaves early the office should be notified when that child is leaving the building.

Meridian #223 Weather-Related / Emergency-Related School Cancellation / Early Dismissal

As a general rule, Meridian C.U.S.D. #223 believes it is best to transport students to and from school at the regular times because area drivers are accustomed to our busses on the roads at these times and statistics prove less bus/traffic problems occur at these times. Under unusual circumstances or approaching winter storm advisories, we may make the decision to close schools early. We plan to make this decision by noon and notify the below listed media immediately and use our Parent Notification Call System to inform parents.

The decision to cancel school because of weather/other emergency will be made by 6:00 AM if possible with the below listed media notified immediately. Our district-wide All-Call Notification Phone System will also be used to inform parents of a school closure. Every attempt will be made to follow this 6:00 AM time line. The decision to cancel school is made in consultation with national/state weather radar, township road commissioners, and school district personnel. The philosophy of the district is to cancel school rather than transport students to school and have to send them home. While this is the general rule, occasionally storms develop during the day and an early dismissal is warranted. We only have 175 days of school each year. Making up missed school days is done in the spring when weather is not an issue.

GENERAL weather guidelines for cancellation/early dismissal due to weather:

A heat index of approximately 100 degrees for an extended number of days will generally warrant early dismissal or a Wind Chill Index of approximately -30 to -35 degrees will generally warrant school cancellation. While these are general guidelines used by the district, we understand parents are the final authority for their children. Only parents know the specific health and transportation concerns of their children.

Therefore, parents should feel comfortable in determining whether or not their children should attend school due to weather conditions. If you determine your children should not attend school due to weather, please call the school and notify the office of your child's absence as early as possible.

education teacher as soon as this condition is evident. The doctor's note should indicate the restriction specifically.

3. A daily excuse from gym must be accompanied by a parent's note and presented to the gym teacher before gym class. It is strongly urged that parents use discretion in providing this type of excuse.

HOMEWORK GUIDELINES FOR PARENTS

1. Make it clear that you value the work and think it is important.
2. Provide a quiet, well-lit location good for studying.
3. Provide appropriate additional resources as necessary.
4. Do not complete your child's homework. Instead, be available to informally go over directions and check the work.
5. Check assignment notebooks/planners to see what work your child has.
6. Look over homework to see if the assignment is completed and placed back into the child's backpack or folder.
7. Ask your child to explain the homework to you.
8. Praise your child's efforts when the work is well done.
9. Notify your child's teacher when family emergencies prevent the completion of given assignments.
10. Vacation homework – Teachers will use their own discretion as to what will be made up and what will be sent home prior to vacation.

**** If you have special circumstances regarding your son/daughter's absence, please see the teacher. ****

THIRD GRADE HOMEWORK POLICY

Our policy is limited or controlled homework. The purpose of homework is to strengthen or increase skills. Homework is in the nature of enrichment activity, such as a specific practice or drill (i.e. reading, practicing spelling words, addition and subtraction facts, etc.). Unfinished homework may result in missing a portion of recess. If this is a repeated habit, other methods will be implemented. You will be notified if this happens.

FOURTH GRADE HOMEWORK POLICY

A fourth grade student should expect to complete homework assignments on an everyday basis. The length of time will vary due to time allowed in class and the student's utilization of this time during class. If your fourth grader does bring his/her work home, it is to be finished and returned the next day. Unfinished homework may result in missing a portion of recess. If this is a repeated habit, other methods will be implemented. You will be notified if this happens.

FIFTH GRADE HOMEWORK POLICY

Homework

A fifth grade student should expect to receive assignments on an "everyday" basis. Any class work not completed during the school day will become "homework". The length may vary due to time allowed in class and the students' utilization of this work time. Most times the students should not be spending more than an hour per night on regular assignments.

Late/Missing Work Policy

Students who are in attendance are expected to complete assignments within the given time frame. Work in all subjects will be accepted a maximum of one day late. Assignments, excluding tests and quizzes, receiving a score of 69% (D+) or lower, may be corrected for additional credit up to a "C" during the first two quarters. Any missing or failed assignments should be turned in and fixed BEFORE the test for those assignments.

Homework Policy for Excused Absences

Completion of school work missed due to illness should be turned in upon the student's return to class. A request for homework for students who are ill should be made by 9:00 am of the second day they are absent. This work should be picked up at the end of the school day.

Cheating

Cheating on tests, plagiarism, or any other type of deception to get credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with very severely by the classroom teacher. Students found cheating on homework/daily work will earn a Minor Discipline form. Students found cheating on formal assessments (Tests, Quizzes, Projects, Essays, etc.) will earn a Major Discipline Referral. Parents will be notified by the teacher and/or principal.

Report Cards and Reports to Parents

The report card in grades 3, 4 and 5 reflects academic grades per subject, figured as a collective average of a child's academic progress during a given term. Comments that reflect a child's conduct, effort, cooperation, behavior, etc. may be included by the teacher.

Midterm progress reports are generally sent home at the half way point of a term, and quarterly progress reports are typically sent home shortly after the completion of a given quarter.

Parents and guardians can view their son or daughter's grades at any time by logging in through Skyward. If you need help accessing your Skyward account, please contact the Monroe Center office. Parents and guardians are encouraged to check their child's grades often.

Parent - Teacher Conferences

Parent - Teacher conferences will be held two evenings (October 9 and October 14) this year. Teachers will schedule before or after school conferences to accommodate parent schedules. Parents should arrange additional conferences directly with the classroom teacher. Occasionally, teachers will request that parents come in for special conferences during the school year.

SECTION 8

TRANSPORTATION

Parking Areas

Please park away from the front of the Monroe Center Grade School at morning arrival or evening dismissal times. The busses take up a large segment of the available space and these busses will be given priority on this parking space. If you have signed up to attend one of our school parties, please park only in our front parking area. During school functions that occur after regular school hours, the blacktop area in back of school may be used for parking. Please stay on the hard surfaces.

Transportation Policy

All eligible students will be provided transportation to school from their homes or a designated location such as a baby-sitter, grandparent, etc. If a student is to be transported from a location other than the home where he/she resides, the school must be aware by August registration. Please contact the school office and transportation if any changes should occur during the year. If a change does require any adjustment on the part of the school district, the parent will be responsible for the transportation of their child. Day to day changes in pick up and drop off locations are the direct responsibility of the parent.

School Bus Transportation

Many Meridian C.U.S.D. #223 students are transported each day to school on buses provided by the school district. Since bus drivers must follow a rigid schedule, there is a set of rules, which applies to those who ride

buses.

1. Students should be at the bus stop and ready to enter when the bus arrives. If the driver were required to wait for tardy pupils, it would be unfair to other families, prolong the duration of the trip, and possibly contribute to unsafe practices. Help keep the bus on schedule.
2. When pupils must cross the road to be picked up in the morning, the driver, after looking for approaching cars, will signal when it is safe to cross. Children should be instructed to wait for a proper signal and to cross promptly. They should wait completely back from the street or road.
3. Students who live on the left side of the road always cross 10-15 feet in front of the bus when getting off the bus in the afternoon. The student should be instructed to walk to a point 10-15 feet in front of the bus on the right shoulder of the road and remain there until a signal is given by the driver to cross.
4. All students must remain in their seats at all times while the bus is in motion. Please get on and off the bus without pushing or shoving.
5. Students should refrain from marking, defacing, or in any way damaging school buses on the inside or outside. The parents of the students will pay for any such damage. School buses are very expensive to purchase and maintain. Please help your child to see the importance of maintaining school property. Pupils must refrain from unnecessary conversation with the driver. Drivers are very busy with the job of safe driving. Shouting and screaming is not a part of bus riding. Neither students nor driver should use any profanity. Students should be absolutely quiet at all railroad crossings and dangerous roadway intersections.
6. Students should be a safe distance from a moving bus for the safety of everyone. Students, not on the bus, should not touch the bus when it is moving.
7. School buses are required to travel only public roads to pick up school children.
8. One and one-half miles is the legal distance a child may be required to walk to meet transportation or to the school building.
9. In case of school being dismissed early during the day (hot weather, snow, etc.), parents should have an emergency plan in place.
10. Conditions regarding bus schedules due to bad weather:
 - a. Foggy morning: School buses may be delayed one (1) hour. This information will be communicated to parents through our District Emergency Notification Call System.
 - b. Bad weather (snow): When it is decided that buses will not run, television stations will be informed. This information is to be broadcast no later than 7:30 A.M. We will do our best to broadcast the information over T.V. channels 13, 23 and 17. We will also utilize our District Emergency Notification Call System to keep you informed.
 - c. Please remember these stations are very hard to contact on mornings such as this and all cannot be informed at once.
 - d. Check the district website for updates if weather conditions are poor.
11. It will be the parents' responsibility to bring children to or from school if portions of the routes are impassable.
12. The driver has the authority and responsibility to maintain proper conduct on his/her bus.
13. Students are not to eat, chew gum, or drink on the bus.
14. The bus driver has the authority to assign seats on his/her bus for as long a period as he or she considers it necessary.
15. Students should get the driver's permission before opening or closing windows. It is also very important that students not lean or reach out of bus windows at any time.
16. If the bus driver and school officials have difficulty with a student's behavior, after he/she has been warned, a school official will contact the parents of the child. If the call or letter does not correct the behavior problem, the student will be removed from the bus. Parents will then supply the transportation.
17. Problems or complaints concerning the transportation of your child should be of concern to all of us. Safe transportation is made possible by the cooperative efforts of many people. If you have a concern or

a question, please contact the transportation director at 645-2613 or your child's building principal.

School Bus Expectations

For the safety of your child and all the children on the bus, please stress the importance of obeying the rules established by the bus driver. All students riding the bus will be responsible for the PBIS Transportation Expectations. The Bus Drivers will review PBIS Bus Expectations with their students at the beginning of each school year.

Students that cannot adhere to bus riding regulations risk losing their bus riding privileges. Parents will be made aware of their child's behavior on the bus when it occurs. Second offenses generally result in removal of bus riding privileges for a period of time. Regular bus students must ride the bus unless a note from the parent is given to the teacher, or they are attending a scheduled activity.

SECTION 9 LIBRARY INFORMATION

CIRCULATION POLICY MONROE CENTER ELEMENTARY LIBRARY

The Monroe Center Grade School Library has books for every grade and reading level. More books can be checked out when all other books are returned. Lost or damaged books must be paid for. Library reference books may be taken to the classroom, but must remain in the building.

Third – Fifth Grades: Students are allowed to check out two books at a time. Overdue books are charged a fine of \$0.05 per day. There is a three-day grace period; if the book is returned in the first three days it is overdue, the fine is waived. On the fourth day, the fine is retroactive to day one. A student may not check out any other books until all overdue books are returned and fines are paid.

POLICY FOR LOST AND DAMAGED BOOKS: MERIDIAN JUNIOR HIGH SCHOOL LIBRARY, MONROE CENTER ELEMENTARY LIBRARY & HIGHLAND ELEMENTARY LIBRARY

Lost Books:

1. Fine: Replacement cost plus \$3 processing fee
2. Minimum amounts due: Hardcover: \$10 plus \$3 processing fee, Paperback: \$5 plus \$3 processing fee

Lost/Found/Returned Books:

1. Book returned before replacement ordered: refund minus \$2 handling fee
2. Book returned after replacement ordered: no refund

Damaged Books:

1. \$3 repair fine if book can be salvaged
2. Replacement fines go into effect if book is beyond use

SECTION 10 EMERGENCY PROCEDURES

FIRE

1. Students and staff leave their rooms according to the designated routes, quickly and orderly.
2. Extra rooms and washrooms are checked.
3. Students walk completely away from the building to a designated, grassy area where the teacher calls

roll and utilizes their emergency procedures.

TORNADO

1. Teachers are notified if a tornado watch is in effect. They are later notified if the watch is lifted.
2. In case of a warning, classes report to their assigned locations. They crouch on the floor (on their knees), facing a wall if possible, with their hands covering their heads.
3. Classes outdoors will try to reach their inside location of safety or lie flat on the ground.

EARTHQUAKE

1. If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building.
2. Stay away from glass.
3. If outside, stay away from building and utility wires.

We also practice additional emergency drills; such as, Lockdowns and Reverse Evacuations.

SECTION 11 OTHER PARENT INFORMATION

Parent Visits to Our School

The safety of our students and faculty is a top priority at Monroe Center School. Parents are welcome to visit our school. If you would like to meet with a teacher, please call ahead and make arrangements with the teacher. Please make sure that you sign-in through the office when you enter the building for any reason. You will be required to wear a volunteer/visitor sticker. Also, please do not forget to sign-out with the office staff. **If you need to visit a teacher before, during, or after school, you must have an appointment with that teacher.** Parents will not be allowed to visit with a teacher without an appointment.

School Parties

There will be three parties per year school-wide for grades 3, 4 and 5. These are Halloween, Christmas, and Valentine's Day. Third, fourth, and fifth grade parties will begin promptly at 1:45 PM. Please be considerate of classroom parties for the grade-level students. Siblings should not attend classroom parties, along with other family members. **Only room parents who are signed up to volunteer may attend the classroom parties due to our limited parking space. Please remember that all treats must be store-bought. If you signed up to provide an activity on the day of the party, please be sure to plan an activity that will fill the allotted time slot.** Also, birthday treats must also be store-bought and left in the office. An office staff member will deliver the treats to your child's classroom.

Name Labels

Any articles of clothing that your child removes at school should be labeled (boots, caps, sweater, etc.) Money sent to school with all children should be placed in an envelope with the student's name, and the amount of money written on the outside.

Lost Articles

Lost and found boxes are maintained in the school. Money found should be turned in to the teacher or office.

Field Trips

Field trips are correlated with the educational program and are used to either introduce or review a unit. Field trips are considered to be an extension of the classroom. Field trips are planned experiences, which can best be taught outside the classroom. It is also used as a part of the enrichment program. This is concrete learning rather than abstract. Adequate preparations in the subject area and definite objectives are made before each trip. Evaluation and review of material seen on the field trip is made after the trip has been completed. Children

should attend school when a field trip has been scheduled. Field trips are extremely limited due to cost.

All students must have a signed permission slip to go on a field trip. Safety rules are strictly enforced on these trips, and children not conforming to the rules may be barred from participating in future trips. The Monroe Center School PBIS Policy applies to all trips.

Classroom Supply Lists

Classroom supply lists are available for each grade level on the district website under the Monroe Center School link. If you do not have online access, you may pick-up a hard copy at the school office.

Meridian CUSD #223 Legal Notices Title I School Notification

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Meridian CUSD #223 School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your district superintendent at 815-645-2606.

Meridian CUSD #223 Legal Notice Behavioral Intervention Policy

It is the purpose of this policy to comply with P.A. 89-191 of *The School Code* on the use of behavioral interventions for students with disabilities.

The Meridian District #223 recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedure (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

Meridian CUSD #223 Legal Notice
Annual Asbestos Management Plan Notice

This is to inform you of the status of the Meridian CUSD #223 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos containing materials are in the school building.

As required, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and a re-inspection conducted every three years. Any evidence of disturbance has been, and will continue to perform the required inspections through the services of IDEAL and Associated Environmental Engineering Services, Inc.

The Inspection/Management Plan is available for public review in the District Office at Meridian Junior High School. Should you wish to review the plans, please call to make an appointment between 8:00 AM and 4:00 PM on weekdays.

Any concerns relative to asbestos containing materials should be directed to Mr. John Finley.