

Mazon-Verona-Kinsman Elementary School

513 Eighth Street, Mazon, IL 60444

2019-2020



Parent/Student Handbook

**Superintendent: Mrs. Nancy Dillow
Principal: Rusti Hasselbring**

**ELEMENTARY SCHOOL HANDBOOK
FOR
MAZON-VERONA-KINSMAN
2019-2020**

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M~V~K VISION / MISSION & GOAL STATEMENTS

VISION STATEMENT

The Vision Statement for M-V-K District 2C is to build an educational program that creates engaged learners who accept responsibility for their own learning, through a balance of high-performance technologies and other proven learning models.

MISSION STATEMENT

The mission of M-V-K District 2C is to help students become engaged learners who are responsible for their own learning. Students should become self-motivated, energized by their learning, and be able to define their own goals and evaluate their own achievement. The job of learning from the educational system and community should lead to a lifelong passion for solving problems, seeking understanding and transferring knowledge to a variety of situations to become creative problem solvers.

GOALS

- Enable students to build knowledge from a wide variety of sources.
- Develop students who can learn in a constantly changing environment.
- Develop students who can appreciate ethnic diversity.
- Enable pupils to understand systems in an integrated curriculum.
- Create citizens who can think strategically to solve problems as individuals and in-group settings.
- Create a constancy of purpose toward continuous improvement and learning achievement.

AFFIRMATIVE ACTION POLICY STATEMENT

The policy of the MVK School District #2C shall be to provide educational programs for students as needed on the basis of individual interests, values, abilities and potential. There shall be non-discrimination against any student because of race, color, religion, handicap, national origin, sex, or social class. MVK Community School District will take all necessary actions to comply with the letter and the spirit of Title VI of the Civil Rights Act, Title IX of the Educational Amendment of 1972, Title V of the Vocational Rehabilitation Act of 1973 and all other state and federal laws prohibiting discrimination in educational programs and activities.

COMMUNICATION

TELEPHONE NUMBERS

Elementary School

Principal	Mrs. Rusti Hasselbring	448-2471
Secretary	Mrs. Christina Jones	448-2471
Nurse	Mrs. Carol Halpin	448-2471
Social Worker	Mrs. Kylie Parpart	448-2494
Transportation	Ms. Laura McCullough	448-2197

Middle School

Principal	Mr. Tony DiNello	448-2127
Secretary	Mrs. Tiffany Biros	448-2127
Nurse	Mrs. Carol Halpin	448-2127
Social Worker	Mrs. Kylie Parpart	448-2074
Technology Coordinator	Mr. Ralph Rowe	448-2127

District Office

Superintendent	Mrs. Nancy Dillow	448-2200
Secretary/Bookkeeper	Mrs. Alise Marques	448-2200

ELEMENTARY SCHOOL HOURS

8:00	Main Office Opens
8:10	Students Enter School
8:25	Tardy Bell Rings
3:00	Warning Bell
3:05	Student Dismissal Bell
4:00	Main Office Closes

BLACKBOARD & RADIO STATION ALERTS – Civil/Environmental Emergencies, delayed school starts, early dismissal emergencies, and school cancellation notices will be announced over the radio and through the Blackboard system. Since school telephones are limited, parents are asked to tune-in to the following local stations:

WJDK-FM (95.7); WCSJ-FM (103.1)

Blackboard is used to notify parents/guardians of newsworthy items at the school. This system will be used to announce school closings, emergency closings, and reminders for various activities by email, phone call, and/or text.

CIVIL/ENVIRONMENTAL EMERGENCIES - If we are required to vacate the school and/or the Mazon area, we plan to relocate at one of the following locations. These locations may change, however, as the situation warrants:

- **Intruder Evacuation Site:** Mazon-Verona-Kinsman Middle School
- **Building Evacuation Site:** Mazon Congregational Church / Mazon American Legion Hall
- **Area Evacuation:** Pontiac High School

MVK WEB PAGE - Our District Web Page @ www.mvkmavericks.org is another source for important information about your school district. We do our best to keep this information updated and accurate. This year's District Budget is also posted at this web site. Checkout the website for: calendar items, menus, looking up Accelerated Reader quizzes, and much more! Any suggestions for improving this page should be forwarded to our Technology Coordinator, Mr. Ralph Rowe.

TEACHER EASE – Through our MVK Web Page @ www.mvkmavericks.org, parents may access the Teacher Ease program which enables them to review student academic progress and make teacher contacts. Academic information through Teacher Ease is available for 1st through 8th grade students. Meal account balance information is available for all MVK students through the Teacher Ease on-line program. You must provide the school office with a valid email address to access records.

FACEBOOK – Our district Facebook page will allow parents to view information and pictures of events that took place at school as well as reminders of what is coming up at school. <https://www.facebook.com/MVK2C/>

PROGRAMS

EDUCATIONAL PROGRAMS

Early Childhood Intervention Program (3 - 5 Years Old) - All families in Illinois have the right to early childhood intervention educational services if their child is deemed eligible. If interested in this program, please contact the office @ 448-2471. You can also log on to <http://grundyspecialled.org/> for more information.

Students with Disabilities - All students have the right to a free and appropriate educational placement within the public school system. If you have questions related to your child's current educational programming, please contact the principal.

Every Student Succeeds Act (ESSA) - MVK School District is committed to meeting the requirements of the Federal Legislation known as the "Every Student Succeeds Act".

Title I Reading & Math - A specialized reading & math program is available to assist students in first through fourth grades. Mrs. Haas will be providing these services. Please contact her with any questions.

Maverick Intervention Team (MIT) - Mazon-Verona-Kinsman District #2C uses a problem-solving process that helps teachers and parents work together to help students who need support. All persons who have an impact on student learning, including parents, general education and special education teachers, and Grundy County Special Education Cooperative personnel work together during the problem solving process.

The goal is to identify interventions that will help the student, teacher, and parent address the needs the student is experiencing at school. An intervention is a strategy or course of action designed to make a positive difference in the area needing support. The problem solving process looks at teaching methods, the material(s) being taught, the classroom setting, and the behavioral and learning needs of the student. For more detailed information about the Maverick Intervention Team process, please contact the school office.

SOCIAL SERVICES

Social Worker - A full-time social worker is available to assist students in a variety of areas. If your child is experiencing difficulties in any of the areas listed, please feel free to contact Mrs. Parpart @ (815)448-2074.

- **Academic Interventions** – Organization; Time Management; Study Skills
- **Emotional Interventions** – Self-Esteem; Anxiety; Friendships; Anger Management; Regulation

Erin's Law - Erin's Law, House Bill 619, was signed by Governor Pat Quinn in January, 2013. This law requires schools to implement an age-appropriate sexual assault and abuse awareness and prevention education in grades pre-kindergarten through 12. A classroom presentation will be done containing information aimed at helping to protect children from child sexual abuse. All presentations will take place in the classroom with the teacher present. A letter will be sent home prior to the presentation giving parents the opportunity to opt their child out of the presentation if they so choose.

MEAL PROGRAM

Breakfast Overview-At the beginning of school each morning, students will have an opportunity to have a cold breakfast. (\$1.50) Students are encouraged to sign up by Friday for the following week's breakfast, but may eat even if they didn't sign up.

Lunch Overview -Teachers take lunch count each morning. Students may purchase hot lunch (\$2.85) or milk (\$0.35). An extra entrée will be available for \$1.00.

Meal Charges – Students who need to put money in their meal accounts may do so by putting the child's name, amount of money, and purpose on the front of a sealed envelope containing the cash or check. Students must keep current on their payments for meals. Students with a deficit of \$10.00 or more will not be allowed to purchase extra food items.

Free/Reduced Meals – Forms may be picked up at the office. Extra milk, milk with a cold lunch, and snack milk is not covered under the Free/Reduced meal program.

Additional Guidelines

- Pop is prohibited in the cafeteria and in the classroom. Students may not bring pop into the building without prior approval.

PARENT SECTION

MVK PARENTS' CLUB - Parents, guardians, and even grandparents are invited to help support MVK School District through their involvement in classroom parties, fundraisers, and other activities that help students enjoy and prosper more from their educational opportunities. If interested in attending one of Parents' Club meetings or more information, please contact them at mvkpc@mvkmavericks.org

ADULT VOLUNTEERS- We welcome volunteers. If you are available, please notify your child's teacher or the principal.

ROOM PARENT RESPONSIBILITIES

Classroom Parties: Pre-school children are not to come to school with parents when the parents are helping with classroom activities and parties. Parents attending classroom parties are encouraged to make other arrangements for younger siblings. This is a time that should be spent attending to the needs of the party arrangements for your school age child.

Field Trips: Pre-school children are not allowed on field trips. Younger children distract from the adult's responsibility to act as a chaperone.

***Please note that photographs are not permitted by adult volunteers during classroom parties or field trips.**

BUILDING ACCESS

Morning Access-Students may enter the building between 8:10 & 8:25 through the following doors:

- Bus students—Main East Entrance
- Walkers—Playground Entrance-1st Grade Door Only
- Car Riders—North Entrance

North Entrance: Car Riders

- **Drop-Off:** When dropping off your child, make sure that you do not block the drive. You may stop and let your child out only in the designated area near the barricade and then continue on. If you would like to walk your child to the north door, park your car in a parking stall and then walk the child to the building.
- **Pick-Up:** Please be considerate of all students being picked up. We ask that you park in the marked parking spaces provided while waiting for your child/children to be dismissed. Parking in the driving lane prohibits traffic flow as our personnel must see you before your child is dismissed. No car riders should be picked up at any other door than the North Entrance.

Vehicles are prohibited from driving on Park Street along the side of the Elementary building during starting and dismissal times. Please respect the barricades along Park Street and in the north parking lot.

Late Arrivals – If a parent is transporting a child who arrives after the 8:25 bell, the parent must accompany the student into the office and sign him/her "in" for the day. **Please do not park for any reason in the circle drive as buses do drop off/pick up students throughout the day for the early childhood program. Please park in one of the parking lots.**

DISMISSAL PROCEDURES

Parental Access – Parents are welcome to visit our schools. For security reasons, however, everyone is required to report directly to the office upon entering the building to secure a visitor's pass. To minimize classroom disruptions, parents are required to check into the office so that the teacher may be notified.

Parental Escorts AM/PM-Parents are strongly encouraged to remain outside of the building during A.M. arrival and P.M. dismissal times. Your cooperation is greatly appreciated as this will make the hallways much less congested and provide for a more controlled and safe environment. If a situation arises that you need to speak to the teacher at arrival or dismissal time, please check in at the office and the teacher will be notified.

Change of Routine- Eligible bus riders will ride the bus home unless parents contact the school to let them know of a different dismissal routine. When a child's dismissal routine changes during the school year, a note or oral consent is required stating the change, for example a release of student to a different adult or a change in bus routine. Emergencies will be handled on a case by case basis. Each school year a new note is required.

HEALTH

It is highly recommended that a child not be sent to school if he/she has had a fever, diarrhea, or vomited within the last 24 hours.

HEAD LICE –Children found to have either lice or live nits must leave school immediately and can only return once he/she has been treated with a medicated shampoo. An empty medicated shampoo bottle is accepted as evidence of treatment. Students that have been sent home for lice or nits must report to the office upon return to school to be seen by the nurse or appointed personnel prior to admittance to class.

PHYSICALS/ IMMUNIZATIONS – Kindergarten, 6th grade, or new students from out-of-state are required to have an updated health examination completed on a Child Health Examination Form. All students must have documented evidence of compliance with state regulations related to immunizations. ***No child will be permitted into class after October 15th or 30 days after enrollment without proper documentation of full compliance.***

DENTAL – State law requires that students in grades K, 2, and 6 and out of state transfer students have on file with the school by May 15th an Illinois dental examination form. Forms are available in the school office.

VISION – State law requires that students in Kindergarten and out of state transfer students must have on file with the school by October 15th an Illinois vision examination form. Forms are available in the school office.

VISION/HEARING SCREENINGS – Vision screenings must be provided annually for preschool children 3 years of age or older and for school age children in kindergarten, second and eighth grades. Hearing screenings must be provided annually for preschool children 3 years of age or older and for all school age children grades kindergarten, first, second and third grades. All students with Individual Education Programs (IEPs), students that have been referred by a teacher; or transfer students will also be screened for both vision and hearing. *The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority*

MEDICATIONS – Please be sure to contact our school nurse for the required form(s) if your child is required to take any medication during school hours (prescription or non-prescription). The school will either administer the prescription medication or assist a student with "self-administration" of non-prescribed medications once the proper documentation has been completed and secured by the school.

Medication Dosages – Medications will only be administered at the recommend dosages on the container unless otherwise authorized by a licensed physician. Any change in a dosage requires that the doctor complete a new Medication Release form which can be secured from our school nurse.

Possession of Medication/Drugs – Students are not permitted to transport ANY medications/drugs onto school property without a specific recommendation from a physician. Parents should bring all medication to the office. Cough drops may be brought by the students and given to the classroom teacher along with a note from parent.

Requests for Medication – No medication will be provided by the school. This would include cough drops, ibuprofen, aspirin, and Tylenol.

EpiPen® & Inhalers – A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or EpiPen® or the storage of any medication by school personnel.

PHYSICAL EDUCATION EXEMPTIONS – Guidelines for requesting an exemption from physical education are listed as follows. *(Please recognize, however, that a student who is exempt from P.E. will not participate during recess.)*

P.E. Exemption – a parental request for a P.E. exemption will be honored for a period not to exceed two consecutive days and no more than five days total for any given quarter. Longer requests must be accompanied by either a doctor's order and/or evidence of a physical injury.

Chronic Health Exemptions - Students with chronic health concerns (asthma/allergy) which require an exemption from P.E. class on an "as needed" basis must provide written verification from a physician.

RECESS EXEMPTIONS – A parental request for a recess exemption will be honored for a period not to exceed two consecutive days. Longer requests must be accompanied by either a doctor's order and/or evidence of a physical injury.

FOOD ALLERGIES – Parents of students who have allergies to any type of food need to notify the nurse. Parents will need to submit a doctor's note indicating the allergy. The nurse will compile a list for each building to be given to all staff

STUDENT ATTENDANCE

REPORTING AN ABSENCE– Parent contact is required each morning prior to 9:00 A.M. if a child will be absent that day. The school must account fully for all children in attendance and absent each day by 10:30 A.M. **If the school must initiate contact with a parent three times per semester concerning the absence, subsequent absences where the school must make contact will be unexcused.** If your child's attendance concerns continue and are due to illness, a doctor's note or a visit to our school nurse will be required to excuse future absences. You may also be asked to contact the school nurse to sign a consent form to release medical information in order to discuss medical concerns keeping your child from regular attendance. **All unexcused absences will merit half credit on graded assignments.**

TARDY- A student is considered tardy whenever he/she is not in the building as the 8:25 A.M. bell rings.

1-4 tardies in a semester	No consequences
5-9 tardies in a semester	Lunch detention per tardy
10 + tardies in a semester	After school detention per tardy

PLANNED VACATIONS- Parents need to notify the principal in writing of any planned vacation.

***Make-up work for most extended absences may not be provided until the child returns to school.**

MAKE-UP WORK- Parents are encouraged to request make-up work for an absent child. Make-up homework requested prior to 10:00 will be available for pickup after 2:00 unless prior arrangements have been made. Full credit will be given for work completed within the same number of days as the absence.

AFTER SCHOOL PARTICIPATION– Students must be in attendance for at least half of the instructional time on the day of an extra-curricular practice and/or contest and be present at the end of the day in order to participate. **Note:** Doctor appointments that require a student be removed from the school after 12:00 will be excused if verified through a receipt.

FIELD TRIPS – Students who are eligible are expected to attend all field trips. A parental request to keep a child at home on the day of a field trip will be recorded as an “unexcused” absence.

PERFECT ATTENDANCE RECOGNITION– Only students who have been in attendance for the required number of minutes each day will receive this recognition. Even an excused absence counts as an absence.

TRUANCY DOCUMENTATION– It is the responsibility of the administration to alert parents of students when their unexcused absences or tardies are over 5% of the possible attendance days. Students who fall into this category are watched carefully. To delay a possible truancy referral, you are encouraged to keep receipts related to doctor visits and/or prescriptions.

MISCELLANEOUS INFORMATION

BIRTH CERTIFICATES- A birth certificate is required to have on file for each student. Parents must provide the school with a copy of a certified birth certificate within 30 days of enrollment. No child will be permitted into class without full compliance. Law enforcement officials will be contacted 30 days after enrollment for any student not providing a copy of a certified birth certificate.

ANIMALS- Animals are not permitted on school grounds or in the building without prior permission from the office.

ASSEMBLIES AT THE MIDDLE SCHOOL- There may be times throughout the year that the Elementary School is in attendance at the Middle School for assemblies. Unfortunately, this may result in late dismissals. For the safety of your children, all students will walk back to the Elementary School. All students must return to their classroom to be dismissed by their teacher.

ATHLETIC EVENT SUPERVISION- Children that attend the Elementary School must be directly supervised by an adult when attending any extra-curricular event. *(MS students are not allowed to supervise younger children.)*

BIRTHDAY INVITATIONS/THANK YOU CARDS- May only be handed out at school if the whole class or all girls/all boys receive one.

DISCRIMINATION STATEMENT- No person connected with MVK as either a student, employee or in a voluntary capacity shall, on the basis of sex, marital status, creed, color, national origin or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity. Any such person with a complaint of discrimination on any such basis may discuss this with his/her teacher or principal. If the grievance is not resolved, the student may file a written complaint with the District's Equity Compliance Officer, who is the superintendent.

FINANCIAL ASSISTANCE- If your family is experiencing a financial hardship, Financial Assistance Forms are available from the office to request free/reduced lunches and/or textbook fee waivers. Fee waiver forms are for textbook purposes only. All other fees such as field trips, snack milk, chair pockets, headphones, assignment notebooks, etc, are not included. Applications are kept confidential.

PARENT/TEACHER CONFERENCES- Conferences are scheduled at the end of the first grading period. Teachers can also be available at any other time during the year to discuss your child's progress.

STUDENT RECORDS- Parents may inspect or request copies of official records related to their child. When presented to the Principal in writing, this request will be honored within a reasonable amount of time. Additional questions related to student files should be forwarded to the Principal.

RETENTION OF RECORDS – The permanent record is maintained for at least 60 years after the student transfers, graduates or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

DESTRUCTION OF STUDENT RECORDS- Student temporary records will be destroyed after at least five years have passed since the student graduated, transferred, or otherwise withdrew from school. Permanent records shall be kept in accordance with the *Illinois School Code*.

REPORT CARDS- The office will hold individual report cards until all school fees are paid

STUDENT SECTION

ACADEMICS

Academic Recognition –

- High Honor awards are for those 4th grade students who earn all “A’s” on their report card and have “satisfactory” marks in all “Special Classes”.
- Honor awards are for those 4th grade students who have earned “B’s” or higher and have “satisfactory” marks in all “Special Classes”.
- Academic Excellence Awards are for those 3rd grade students who have earned “B’s” or higher and have “satisfactory” marks in all “Special Classes” on their quarterly report cards.

***AR Goals must be met in order to receive Academic Recognition**

Promotion Requirements - “Cumulative” grades of “D-” or higher are required within all **core** subject areas for promotion to the next grade level.

Textbook/Library Fines - Students are expected to protect their books from excessive wear/damage/loss or fines will occur.

BULLYING POLICY

Mazon-Verona-Kinsman ESD 2C is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines **bullying** as follows:

Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose. Please refer to Board Policy 6:40 for additional information.

Examples of bullying are:

- Hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Insulting someone’s race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will make every effort to prevent bullying and help children feel safe at school by:

- Closely supervising students in all areas of the school and playground.
- Watching for signs of bullying.
- Looking into all reported bullying incidents.
- Assigning consequences for bullying.
- Providing immediate consequences for retaliation against students who report bullying.
- Providing programs for students in K-8 to address bullying, respect, proper social behavior, and character education.

It is expected that students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

STUDENT BEHAVIORAL EXPECTATIONS

Discipline Belief Statement - All students have a responsibility to behave in a manner which allows teachers to teach, peers to learn, and does not violate the best interest of any person in the school community. Efforts to encourage proper student conduct should focus upon procedures that will advance the purposes of education while remaining consistent with applicable restrictions. Each student should be free from intimidation, harassment/sexual harassment, and/or bullying while on school property or in attendance at a school event. School Board policies 7:190, 7:195, and 7:220 address the infraction and possible consequences.

General Behavioral Expectations – These behavioral guidelines apply to all MVK students while in school, when at *school sponsored events, while in transit on a school bus, or at the bus stop.*

- Treat peers with respect. No harassment and/or bullying of peers.
- Treat staff and/or bus drivers with respect.
- Keep hands, feet, objects, and rude comments to yourself.
- Demonstrate respect for the personal property of your peers.
- Demonstrate respect for school property including the bus.
- Do your own work. Cheating on tests, plagiarism, or any other type of deception to earn credit without effort is universally recognized as improper conduct.
- Students will abide by the “Acceptable Use of the Internet” agreement.
- Keep lockers closed, clean, and free from prohibited items. (You are accountable for the contents in your locker which can be searched at any time with probable cause.)
- Keep backpacks, purses, and coats in your locker or assigned location during the school day.
- Do not bring the following banned items without first securing permission from the office: liquid whiteout; aerosol cans; mouthwash; pocketknives; helium balloons; and cameras.
- Refrain from bringing distracting and/or expensive items.
- No trading of personal items
- Keep gum and/or candy out of your mouth unless you have permission from a staff member.
- Follow the dress code guidelines.

Electronic Devices-All games, electronic devices such as iPods, cell phones, e-readers, smart watches, etc., should be in book bags before entering the building. Keep all electronic devices in book bags and turned off unless given permission to use by classroom teachers. If students are found using these devices without permission, they will be confiscated by the teacher and held until the end of the day. For repeated offenses the devices will be held in the office until a parent/guardian picks it up. The student and parent assume total responsibility for the device. The school is not responsible for the safe keeping of any device.

Bus Transportation (*Additional expectations not covered above.*)

- Remain seated.
- Remain silent at all railroad crossings.
- A parent must communicate in writing or orally to the school office any request for a child to ride a different bus. (*The principal may deny such requests based upon seating availability and/or behavioral concerns.*)
- Be at the assigned bus stop on time as the driver is not expected to wait.
- Be respectful of the property owners near your stop.
- Please understand that the driver is only permitted to stop at established bus stops.
- Enter and exit the bus in an orderly fashion.
- All games, electronic devices such as I-pods, cell phones, e-readers, etc., may only be used with headphones and the bus driver’s permission.
- Animals/large objects are not to be transported by bus.
- Failure to abide by these expectations will result in a bus referral and possible loss of riding privileges

Lunch/Playground Rules

- Treat lunchroom supervisors, playground supervisors, and cooks with respect.
- Absolutely no throwing food, leaving lunchroom a mess, or destroying lunchroom property.
- All food is to be eaten in the cafeteria. No food is to be taken out to recess, unless special permission is given by the teaching staff.
- No food sharing allowed.

Lunch/Playground Rules Continued

- No pop is allowed in the cafeteria.
- All children are to go directly outside after lunch (on outdoor recess days.) Students should not be in the classrooms or hallways.
- Once students are outside they must stay outside unless they have permission from a playground supervisor.
- Do not play in a rough manner that may cause injury. No Tackle football or similar contact games.
- Students must slide down slides in a seated position with their feet in front of them.
- Students are not allowed to walk or climb up the slides.
- Do not stand/sit on top of monkey bars or climbing walls.
- Do not jump on merry-go-round or overload it with people causing damage.
- Use swings properly. Swinging should be back and forth not side to side. No jumping out of swings while in motion.
- No “flying monkeys” on tire swings. Students must be seated on the tire.
- No tag games played ON the equipment.

STUDENT DISCIPLINE

The School Rules and Regulations should be followed during school and at all school events. Teachers will also have their own classroom rules and consequences that will be enforced. We want to provide a safe environment for all of our children

DISCIPLINARY INTERVENTIONS – Board Policy 7:190 Disciplinary interventions may include, but are not limited to, any combination of the following: verbal reprimand; parent conference; detention; temporary exclusion from the classroom; loss of privileges; suspension; expulsion; referral to the appropriate law enforcement agency. Any student receiving 4 discipline referrals in any one-quarter loses privileges for the remainder of that quarter. A student who consistently demonstrates that he/she is unable to behave may also lose his/her right to participate in end of the year grade level activities (i.e.: field trips, field days. . .) This is an administrative decision that will be reached in conjunction with Staff input. Repeated violations of the discipline policy will result in cumulative disciplinary actions. In other words, if a student has a history of offenses the administration will have the authority to extend harsher punishment. For clarification, the following definitions of interventions are provided:

Removal From Classroom - Student is sent to either the hallway or office for a time-out.

Loss of Recess Privileges-Student is not allowed to participate in recess. This may be served in the classroom or in the office.

Lunch Detention-Student stays and eats lunch in the office for the entire lunch period.

Detention – Student is assigned to the Study Zone at the Middle School or in the Elementary School office for a 40-minute period after school.

In-School Isolation—Student is assigned to the Study Zone at the Middle School or in the Elementary School office during the school day.

In-School Suspension – Student is assigned to the Study Zone at the Middle School for a period of up to 3 days.

Out-of-School Suspension – Student is not permitted to attend school for 1 to 10 days.

Expulsions - This consequence is reserved for those students whose gross/dangerous conduct has resulted in a suspension of more than 10 days. (P.A.89-371: Expulsions/suspensions can be carried over to the following year.)

Bus Suspension - Student is not permitted to ride the bus from 1 to 10 days.

Bus Expulsion - This consequence is reserved for students whose gross/dangerous conduct has resulted in a bus suspension of more than 10 days.

EXPULSION/SUSPENSION CLARIFICATION – Students may be suspended/expelled for a serious violation of school rules. Students are not allowed to attend school activities or be on school property while suspended, expelled, and/or while appealing a decision. Reasons for a possible suspension/expulsion are listed below: (*The District, however, is not limited to this list should another serious situation arise and/or a student becomes a chronic behavioral problem.*)

- Possession/use/distribution of tobacco products, alcohol, drugs, e-cigarettes, medical cannabis, and/or banned substances.
- Gross disobedience/defiance of a staff member, substitute teacher, or bus driver.
- The intention or act of doing bodily harm to a staff member, substitute, bus driver, or student.
- Ongoing issues related to harassment, bullying, extortion, and/or intimidation.
- Theft and/or damage to personal and/or public property.
- Significant disruption of the school environment. (Ex. fire alarms/bomb threats/fireworks, etc.)
- Possession or use of any item which could be perceived as a weapon.
- Language which is deemed unacceptable in a school environment.
- Verbal/physical behavior which is detrimental/dangerous/inappropriate to the school/bus environment.
- Gang related activity including but not limited to the flashing of signs, drawing of symbols, and manner of dress.
- Chronic/ongoing disciplinary problems.

BEHAVIORAL INTERVENTIONS FOR SPECIAL EDUCATION STUDENTS

Unless otherwise specified within a child's IEP (Individual Education Program), all students are held to the same behavioral expectations. A specialized "Behavioral Intervention Plan" may be developed for students with disabilities when the qualifying disability also affects the child's ability to conform to established behavioral expectations. M.V.K. follows all procedural requirements for students with disabilities and their parents/guardians as provided under the Individuals with Disabilities Act (IDEA).

ADDITIONAL DISCIPLINARY INTERVENTIONS

Extra-Curricular Participation – The student is not eligible to attend and/or participate in any Extra-Curricular Program until the terms of the disciplinary consequence have been fully completed.

Assemblies/Trips/Field Day - Participation in assemblies, trips, and field day are considered privileges which may be revoked at any time.

Internet/Computer Access – Students who do not follow the guidelines outlined within the "Acceptable Use of the Internet" agreement will lose computer privileges.

WEAPON REMINDER – Board Policy 7:190 Please remember that anything that could be mistaken as a weapon should never be brought onto school property. Please do not allow students to bring in toys that resemble weapons.

MISCELLANEOUS INFORMATION

Telephone Usage - Student telephone calls will only be authorized for the following reasons:

- Teacher requests in writing that the child must make a parental contact.
- To contact a parent about a change in a school sponsored activity.
- To contact a parent related to a student health concern.
- To secure a ride after extra-curricular activities.

Cameras/Recording Device – Students must submit to the principal a written parent request for permission to either photograph and/or video tape while on school property.

Lost/Damage Personal Items - Students are strongly encouraged not to bring expensive personal items to school. The Board, faculty, and staff accept no responsibility for lost/damaged/traded items. (Collectable cards, jewelry, phones, iPods, electronics, etc.)

All unclaimed lost and found items will be donated to a local charity at the end of each semester.

STUDENT DRESS CODE

Shirts/Blouses/Tops

- Shirts need to cover the pant's waistline when standing by at least two inches.
- Halter-tops, spaghetti-straps, open back, and strapless tops are not acceptable school attire. Straps on tank-tops must be at least 1 inch wide.
- The material on a sleeveless shirt needs to extend from the base of the neck out to where the shoulder meets the arm. The arm opening needs to reasonably cover the armpits and not leave undergarments exposed.
- No more than two buttons from the top may be left open on a button down shirt.
- Hooded garments are to only be worn with the hood down.
- Necklines should not be too revealing. Students may be required to change into a shirt provided by the office.

Shorts/Pants

- Baggy pants are permitted if worn on the hips with the undergarments fully covered. A belt is required if the pants will not remain on the hips and/or drags excessively on the floor.
- Skirts/shorts should extend to the end of the student's finger tips.

Miscellaneous Dress Code Guidelines

- See-through and/or mesh materials are not appropriate school attire.
- Clothing with rips and/or holes in inappropriate locations must have something underneath for cover.
- Clothing/jewelry with a message that is offensive and/or promotes drugs, sex, tobacco, chew, alcohol, satanic practices, violence, racism, hatred, discrimination, or gang affiliation is not appropriate school attire.
- Hats, bandanas, scarves and sunglasses must be removed while in the school building
- Heelies, shoes with wheels, are prohibited.
- Jewelry items which are either deemed dangerous and/or disruptive to the school environment may be prohibited by the administration during the year as situations arise.

Physical Education Dress Attire

- **Gym Shoes** - Must be kept clean w/non-marking soles. Velcro is preferred for students in younger grades who are unable to tie.

Enforcement Statement – Dress code expectations are enforced at all school functions whether it is a home or away event and are applicable to both student spectators and participants.

SCHOOL SAFETY

SMOKE FREE ENVIRONMENT- Smoking on school property at any time is strictly prohibited by federal & state law.

CIVIL/ENVIRONMENTAL EMERGENCIES - In the event of a civil/environmental emergency, refer to the information provided under the Communication Section of this handbook.

HAZARDOUS MATERIALS:

Asbestos Identification – The Asbestos Containing Materials (ACM) present in M.V.K buildings are being managed as follows:

- All buildings have been inspected by ACI (Asbestos Certified Inspector).
- All ACM has been identified as to location, type, and percent content of Asbestos.
- Corrective actions have been determined.
- A management program has been developed and approved by IDPH, (Illinois Department of Public Health).
- The program is a long-term plan for management of all ACM.

Lead Identification - In compliance with Section 1464 of P.L. 100-572, our schools' water supplies have been tested and are clear of lead contamination.

Pest Management Program – Structural/landscape pests can pose significant hazards to people, property, and the environment. It is the policy of M.V.K. District #2C to incorporate Integrated Pest Management procedures for control of pests. MVK 2C will apply pesticides on an as needed basis in both the buildings and the grounds. If you would like to be notified three (3) days in advance of applying pesticides, please contact the District Office at (815) 448-2200. The District Office will notify persons on the list at least three (3) days in advance of application of any pesticide.

SEARCH AND SEIZURE: MVK School District #2C holds all school property in public trust. School authorities may, without a warrant, search students, their possessions, lockers and desks in an effort to maintain order and discipline in the school, promote the educational environment, and to protect the safety and welfare of other students and school personnel. A student is accountable for items of contraband found within his/her locker or desk.

Building Access – Anyone on school property is subject to a physical search should there be reasonable suspicion that an individual presents a security threat to the school environment. Individuals refusing to cooperate with these efforts will be asked to leave the building and school grounds.

Contraband – Contraband may include but are not limited to controlled substances (marijuana/cocaine/amphetamines/barbiturates), paraphernalia, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Household items known to be dangerous when misused are also contraband (white out/aerosol sprays/nail polish/helium balloons).

Dog Search – A police canine unit routinely checks our school for contraband. Probable cause is established when a dog has a positive “hit” on a student’s locker.

Search Protocol – The administration respects each student’s right to privacy and will only conduct a “Non-Maintenance Search” when reasonable suspicion has been established that items of contraband might be present. During such searches, students will be expected to cooperate fully with the staff. Efforts to resist a search will result in police intervention

Mazon-Verona-Kinsman ESD 2C
2019-2020 School Calendar

Tuesday, July 30, 2019	Registration	3:00 - 6:00
Wednesday, July 31, 2019	Registration	9:30-11:30
Wednesday, August 14, 2019	Teachers' Institute	No School
Thursday, August 15, 2019	Teachers' Institute	No School
Friday, August 16, 2019	1/2 Day Teachers' Institute	DISMISSAL 12:05/12:10
Wednesday, August 21, 2019	MS Back to School Night	8th - 6:00 5th-8th at 6:30
Thursday, August 22, 2019	ES Back to School Night	EC - 4th 6:30
Monday, September 2, 2019	Labor Day	No School
Friday, October 11, 2019	School Improvement	DISMISSAL 12:05/12:10
Monday, October 14, 2019	Columbus Day	No School
Thursday, October 24, 2019	Early Dismissal	2:05/2:10
Thursday, October 24, 2019	Parent/Teacher Conf.	4:00 - 7:30
Friday, October 25, 2019	Parent/Teacher Conf.	8:00-12:00 No School
Wednesday, November 27, 2019	Not in Attendance	No School
Thursday, November 28, 2019	Thanksgiving Day	No School
Friday, November 29, 2019	Not in Attendance	No School
Friday, December 6, 2019	EC-4 Winter Music Program	6:00 PM
Monday, December 9, 2019	5-8 Winter Music Program	6:00 PM
Tuesday, December 17, 2019	Snow Date for Winter Program	
Wednesday, December 18, 2019	Snow Date for Winter Program	
Friday, December 20, 2019	1/2 School Improvement	DISMISSAL 12:05/12:10
Monday, January 6, 2020	Return to School	
Monday, January 20, 2020	Martin Luther King, Jr.	No School
Friday, February 14, 2020	1/2 Day School Improvement	DISMISSAL 12:05/12:10
Monday, February 17, 2020	Presidents' Day	No School
TBA	Illinois Science Assessments	
Monday, March 23-27, 2020	Spring Break	No School
Monday, March 30, 2020	Return to School	
TBA	IAR Testing	
Friday, April 10, 2020	Not in Attendance	
Monday, April 13, 2020	Not in Attendance	
Wednesday, April 22, 2020	1/2 Day School Improvement	DISMISSAL 12:05/12:10
Thursday, May 7, 2020	Spring Fest/Open House	EC - 4th 5:30 - 6:45 MS 6:15 - 8:00
Thursday, May 21, 2020	Early Dismissal	DISMISSAL 2:05/2:10
Thursday, May 21, 2020	Graduation Date	7:00 PM
Friday, May 22, 2020	Tentative Field Day, Report Card	DISMISSAL 12:05/12:10
Monday, May 25, 2020	Memorial Day	No School
Tuesday, May 26, 2020	Tentative Teacher Institute	
May 27, 28, 29, and June 1 & 2, 2020	Emergency Days	
***Check website for changes in school information. www.mvkmavericks.org		

MVK School Supplies for Grades K-4 and EC/DK for 2019-2020

Please have your child's name clearly marked on everything except the Kleenex boxes. Items may need to be replaced during the year. Please do not purchase No-run glue, washable crayons or PE shoes with black soles. Backpacks with wheels will not fit into student lockers. Please do not send your child to school with these backpacks. Some supplies may be added at the beginning of the school year. If your child is left handed, please purchase left handed scissors if available

Kindergarten

2 Packages of 8 Skinny Crayola Basic Color Crayons (Name on each, no washable or fluorescent) **Twistable Preferred**
 1 Package of #2 Pencils
 2 Large Pink Erasers
 1 Bottle of Elmer's Glue All
 2 Large Washable Glue Sticks
 Blunt Scissors (Metal Fiskars)
 1 Zipper Pencil Pouch
 Paint Shirt (Over-sized short sleeved T-Shirt with name written on front)
 Gym Shoes with Velcro
 1 Book Bag- no wheels
Plastic rest mat, no larger than 20" X 24" and a few inches thick
 3 Boxes of Kleenex
 1 Box of Zip Closure Baggies (Quart size boys only, Gallon size girls only)
 1 Box of 8, Wide Tip, Washable, **Classic Colors** Crayola Markers
 1 Container of Wet Wipes

Second Grade

2 Pkgs. of 12 # 2 pencils
 1- 4pack of Dry Erase Markers
 1 Pencil Case
 1- 70 Page, Wide Ruled Spiral Notebook
 2 Boxes Crayola Crayons (at least 16 in each)
 1 Box of 8 Wide Tip, Washable, **Classic Color** Crayola Markers
 1- 12 Count Box of Crayola or Prang **Colored** Pencils, **Twistable Preferred**
 1 Large Bottle Elmer's Glue All and 1 glue Stick
 2 Erasers
 Pointed End Scissors with sharp cutting edges, Fiskars are recommended
 Paint Shirt - oversized old T-shirt with name on the front
 3 Boxes of Kleenex
 1 pair of gym shoes
 1 Box of Washable Water Colors (Prang or Crayola) for Art
 1 Book Bag- no wheels
 2 Pocket Folders
 1 Container of Hand Wipes-(Boys)
 1 Container of Disinfecting Wipes-(Girls)

Fourth Grade

2 Erasers
 1 Protractor
 2 Pkgs. of 12 #2 Pencils
 1 24 Pkg. of Crayons
 1 Ruler with inches and centimeters
 7 Inch Scissors with pointed tips
 1 Large Bottle Elmer's Glue All
 5 Pocket Folders
 2-- 150 Pack of Loose Leaf Notebook Paper
 Gym Shoes
 3 Boxes Kleenex
 Colored Pencils - 24 Count, sharpened or twistables
 2- 70 Page Spiral Notebook
 Water Colors (Prang or Crayola please) for Art
 Paint Shirt - oversized old T-shirt with name on front
 1 Box of 8 Wide Tip, Washable, **Classic Color** Crayola Markers
 1 Highlighter
 1 Book Bag- no wheels
 Girls - 2 Fine Point **Black** Sharpie Markers
 Boys - 2 Ultra Fine **Black** Sharpie Markers
 1 Container of Disinfectant Wipes
 2 Pkg. of 4 Expo Markers

First Grade

1Pkg of 12 #2 Pencils
 2 Boxes Crayons (8 Skinny)
 2nd Semester - 16 or 24 size Box of Crayons
 1 Paint Shirt - Oversized old T-shirt with name on the front
 1 Pair Gym Shoes
 3 Pink Pearl Erasers
 1 Bottle of Elmer's Glue All
 4 Washable Elmer's Disappearing Purple Glue Sticks
 1 Book Bag no wheels
 1 Pair of Fiskars Scissors
 8 Folders - 2 green, 2 blue, 2 yellow, 2 orange
 1 plastic school box for pencils, etc.
 1 Box of Washable Watercolors (Prang or Crayola) for Art
 1 Box of 8 Wide Tip, Washable, **Classic Color**, Crayola Markers
 3 Boxes of Kleenex
 Girls - 2 fine point **Black** Sharpie Markers
 Boys - 2 ultrafine point **Black** Sharpie Markers
 2-4 Pack Dry Erase Black Markers
 1 Container of Wet Wipes

Third Grade

2 Pkgs. of 12 #2 Pencils
 2 Boxes of 24 Crayons
 1- 4-pack Dry Erase Markers
 2 Erasers
 1 Pocket Folder
 Water Colors (Prang or Crayola) for Art
 1 Elmer's Glue All **and** 2 Glue Sticks
 Pointed End Scissors with sharp cutting edges
 1 Pair of Gym Shoes
 Paint Shirt -oversized old T-shirt with name on the front
 3 Boxes of Kleenex
 1 Book Bag or Tote Bag- no wheels
 2 Boxes **Classic Color** Crayola Markers
 2- 12 count Box of Crayola or Prang Colored Pencils, sharpened
 1- 1" 3 Ring, Clear View Binder - White
 2 Composition Notebooks
 Flash Cards, **Multiplication 0-12** (School Zone, Fisher-Price or A+)
 2 Pkgs. Wide Ruled Loose Leaf Paper
 1 Pencil Sharpener for Desk
 1 Box Gallon Size, Zip Closure Baggies (Boys)
 1 Container of Wet Wipes (Girls)
 1 6 qt. Sterlite Container for Art Supplies

Early Childhood/Developmental

Kindergarten

1 Box Pip Squeak Markers
 6 Glue Sticks
 1 Folder - Child's Choice
 1 Container of Disinfectant Wipes
 1-3 Pack Baby Wipes
 3 Boxes of Kleenex- Boys
 1 Book Bag- (no wheels full size)
 1 Roll of Paper Towels - Girls
 1 Box of Sandwich Size Zip Closure Bags
 1 Pkg. of Napkins(large) - Girls
 1 Box 8-16 Count Jumbo Crayons
 1-3pack Play-Doh
 1-2" Binder
 1-Lysol Spray-Boys
 1-Large Hand Sanitizer- Girls
 1 Package of 8 Dividers
 Change of Clothing

**PARENTAL/GUARDIAN
STUDENT HANDBOOK ACKNOWLEDGEMENT**

As the Parent/Guardian of the Elementary School student(s) listed below, I acknowledge having received a copy of the 2019-2020 Student Handbook. I plan to thoroughly review the contents of this handbook with my child to ensure that he/she understands the behavior and academic expectations that have been established at M.V.K. Elementary School.

Name of Child Grade

PARENT'S/GUARDIAN'S

DATE

SIGNATURE: _____ / / _____

STUDENT'S
SIGNATURE: _____ / / _____

STUDENT'S
SIGNATURE: _____ / / _____

STUDENT'S
SIGNATURE: _____ / / _____

STUDENT'S
SIGNATURE: _____ / / _____

Please Note- Your signature does not necessarily mean that you are in agreement with everything in this student handbook. Its purpose is to document that you have received a copy and that you plan to thoroughly review it with your child.

This handbook is available on the district website, www.mvkmavericks.org. Go to Students, Handbook, Elementary Handbook 2019-2020. Hard copies are available in the school office