Marine Elementary School

Student/Parent Handbook 2026-2027



Jessica Bracamontes
Principal

Marine Elementary
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Marine, Illinois 62061
618-667-5404
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Please retain this handbook for future reference.

Triad Community Unit School District #2
203 East Throp Street, Troy, IL 62294
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www.tcusd2.org

Dr. Jason Henderson, Superintendent
Dr. Rodney Winslow Assoc. Superintendent
Jessica Bracamontes, Principal

Student/Parent Handbook

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Welcome

It is a pleasure to welcome you to one of the four Triad Elementary Schools. We are happy to have you as a student or as a parent within the Triad School District.

As a student, we hope you enjoy and benefit from the many school experiences that you will encounter while attending Triad Elementary Schools. As a parent, we wish to work together with you in order to make the building a place of enjoyment for your children, while providing the best possible educational learning opportunities for all students.

The basic purpose of this handbook is to provide students and parents with information about school procedures and policies presently followed in the school. A table of contents is provided, so parents and students may have a quick reference to the information that is provided in this booklet. If the information that you are seeking is not in this manual, please contact the school about the matter.

This handbook is intended to be a guide that will assist you with the general information about Triad Elementary Schools. It is not intended to provide all the answers to every question, but is a framework which outlines services and responsibilities of students, families, and the school. This document may be amended during the year without notice. The Board's comprehensive policy manual is available for public inspection through the District's website www.tcusd2.org.

Once again, we are happy to welcome you to Triad Elementary Schools and may this year be both enjoyable and academically rewarding to you.

Nondiscrimination

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to discrimination. Where necessary, the District may provide to persons with disabilities separate or different aides, benefits or services from, but as effective as those provided to others. Individuals with disabilities shall notify the superintendent or building principal if they have a disability, which will require special assistance or services, and if so, what services are required. This notification shall occur as much in advance as possible before the school sponsored function, program, or meeting. This shall serve as notice for accommodations for parent conferences, school programs, and board meetings. In addition, Triad Community Schools do not discriminate against color, race, nationality, gender, religion, or disability.

About Our Schools

The Triad Elementary Schools are part of the Triad Community Unit School District #2 which includes the communities of Troy, St. Jacob, and Marine, Illinois.

C.A. Henning Elementary	520 East Highway 40 Troy, IL 62294 Phone: 618-667-5401 Fax: 618-667-5565
Marine Elementary	725 West Division Street Marine, IL 62061 Phone: 618-667-5404 Fax: 618-887-4092
St. Jacob Elementary	305 Jacob Street St. Jacob, IL 62281 Phone: 618-644-2541 Fax: 618-644-5474
Silver Creek Elementary	209 North Dewey Street Troy, IL 62294 Phone: 618-667-5403 Fax: 618-667-3087

Vision Statement

Marine Elementary is dedicated to enriching each child's innate passion for learning. Collectively, we will foster the unique academic, physical, emotional, and social needs of all students within a safe nurturing environment.

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Mission

The mission of Marine Elementary administration, teachers, and staff is to provide a total educational program aimed at academic, social, physical, and aesthetic growth for each child. The campus's tradition of excellence has been based upon thoroughly prepared teachers motivating students to invest in learning while recognizing student effort and progress. We believe that it is our responsibility to use the procedures and materials necessary to promote in each child a curiosity for learning and to develop skills that will enable them to transfer what is learned from one situation to another. Each child is taken at their instructional level and advanced to the maximum of their capacity. The school plays such an important part in the lives of children. It is our responsibility to provide every opportunity for the total development of each child's potential, so that they may become valuable contributors to our society. Parental support continues to be the foundation of this tradition.

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Board of Education

The Board of Education holds its regular meetings on the fourth Monday of each month at 6:30 p.m. District residents are welcome to attend these public meetings.

The School Board governs the school district, and is elected by the community. Current School Board members are:

- Jeff Hewitt - President
- Lori Daiber – Vice President
- Katy Little - Secretary
- Amy Moss
- Brittany Evans
- Ken Miller
- Chris Wasser

Triad Elementary Schools
Building Entry Policy

Students will enter the building from 8:30-8:50 A.M.

- Enter the building and proceed to the classroom for preparation time.
- Immediately enter the cafeteria if eating breakfast – breakfast ends at 8:45. Do not report to the classroom first.
- Students will be in the classroom at 8:50 start bell.

Students arriving after 8:50 will:

- Sign-in Student Registration Book: Name/time-in/reason for late arrival.
- Secure an Admit Slip from the office for entrance to the classroom.

Students leaving the building during the day will:

- Be checked out by a parent or designated adult on emergency form. (This individual will be required to show identification.)
- Be sent to the office by the instructor while parents/adults wait in the office.
- Signed-out by the adult in the Student Registration Book: Name/time-out/reason for departure.

Parent Deliveries to students from 8:30 A.M. – 2:30 P.M.:

- All items need to be dropped off in the foyer, and will be delivered to students by office personnel.

Dismissal Procedures:

- All changes for student dismissal must be pre-arranged via a note or telephone call to the office – notes must be presented to the office for approval and copying. If a note or telephone call has not been received the student will be sent home in the usual manner.
- All pick up students will be picked up via car from the front drive.

Doors

- All visitors will enter and exit the building through the main/front entrance.

Visitors:

- Office personnel will contact the teacher for acceptance of visitors
- Visitors must present their driver's license to be scanned.
- Sign-in Visitor's Registration Book: Name/time-in/location of visit/reason
- Wear a Visitor's Badge after visitor is cleared for visit
- Sign-out when visit is completed - Return Visitor's Badge

School Hours:

8:30 – 8:50 A.M. Students enter the school & proceed to breakfast / classroom.
8:50 A.M. Classes begin
3:00 P.M. Dismissal

Volunteers

- Regular volunteers must have information on file with the office and are subject to a background check.
- Volunteers will register in the office and wear a volunteer badge while in the school.
- Volunteers will be assigned tasks for completion by a staff member.
- Volunteers may not always be assigned to their own child's classroom.
- Volunteer opportunities in the building and classroom may be subject to change and availability.

Parent/Teacher Conferences can be scheduled as follows via note, Seesaw or telephone:

- Will be scheduled based on the school calendar
- Additional times as determined by teacher
- Conferences can be conducted via Google Meets, phone call or in person.

ENROLLMENT

New students to the district will need to prove residency. See the building principal to obtain the list of documents that can be used to prove residency. Students coming from outside the State of Illinois must provide a birth certificate and current dental and physical examination records. The exam must be completed no earlier than a year (365 days) prior to the start of attendance at an Illinois school. Physical examinations are due by October 15th or 30 days from the first day of attendance. Additionally, a packet of informational forms will need to be completed by the parent and submitted to the school at registration. All students enrolled in the Triad District are required to have a copy of a certified birth certificate on file – hospital birth certificates are not acceptable.

Returning students in the Triad Community Unit School District will also need to prove residency as if they were a new student. See the building principal to obtain any additional forms that need to be filled out.

Homeless Students - When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance

   If the parents/guardians/caretakers of a homeless student enroll the child in the Triad CUSD #2, the student will be enrolled; however, the contact information of the parent/guardian must be provided to school personnel upon enrollment.

   Parents should contact the Regional Office of Education, Madison County Administration Building, 157 N. Main Street, Suite 438, Edwardsville, Illinois, 62025 if they need any information regarding the rights of a homeless student.

   Parents may also contact the Triad District's Homeless Liaison, Renee Voegele, at Triad Central Office. Visit the Madison County Resource Guide.

STUDENT FEES

Students are assessed an annual fee for instructional materials. The fee is determined each year by the school board and is payable at registration. Students will be charged for damaged or lost textbooks that are issued to them. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges.

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction and extracurricular activities. Fees are waived for students whose families qualify for the National School Meals Program. The application for free meals/fee waiver can be found on your Skyward Family Access page.

Log into your Skyward Family Access page and click on Food Service Application and on the right hand side is a place to click Start New Application. Complete the application in full and submit for consideration. You will be notified by mail with the determination.

To qualify for the free meals/fee waiver a student must meet one of these prerequisites:

1. The student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are determined by the federal free meals program;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

Questions about qualifications and determinations can be directed to Elise Biggs in Student Services at the Central Office at (618) 667-5400 extension 11100.

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.

Attendance at school is essential for a child to learn. Prompt and regular attendance is essential for optimal learning opportunities. Research indicates that children who come to school on time, rested and have eaten breakfast are more successful. School begins at 8:50 a.m. Adult supervision begins at 8:30 A.M. Please time your child's departure from home so that the child arrives after adult supervision begins. Students arriving at school prior to 8:30 A.M. will not be supervised, and we will attempt to contact a parent or guardian.

Absences – A student's parent(s)/guardian(s) must authorize all absences and notify the school in advance or at the time of the child's absence. If a student is absent without prior authorization, the Building Principal or designee shall make a reasonable effort to notify the parent(s)/ guardian(s) of the child's absence by calling the numbers provided. If your child is going to be absent from school, please call the school at 667-5401 and leave a message on our attendance line. The answering machine is available 24 hours a day. Please call in absences by 9:30 A.M. 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 or send an electronic message to the guardian to inquire why the student is not at school.

1. When a student's total absences, excused or unexcused, accumulate to **5 days** or more, parents will be provided an informational written notice via email and/or mail as a reminder to provide documentation for further student absences.

2. **After 9 days of total absences, all subsequent absences must be validated with appropriate documentation (doctor's note, court documents, death notice, etc.) that will be confirmed by the school's attendance officer in order to be marked as excused**. If the parents are unable to make an appointment to see a doctor, the school nurse is available to make the determination as to whether the student is too ill to attend school. It is the parents' responsibility to present verifiable documentation to the school attendance officer **within 2 school days of the absenc**e if it is to be considered excused. If a student exhibits a habitual pattern of nonattendance the school's attendance officer may make a referral to the Madison County Truant Office*r.*

3. When a student's total absences, excused or unexcused, accumulate to **10 days** or more parents will be contacted via email, letter and /or phone to encourage school attendance. The letter will remind the family of the attendance policy and that if attendance does not improve, Truancy could be involved.

4. When a student has been absent ***15 days or more*** of excused or unexcused absences parents will be contacted via email/or letter, **Additional contact may be made with the parent via phone and a meeting may be scheduled with the parents and student to determine how to support regular school attendance.** The parents will be given written notification that if attendance does not improve or medical documentation is not provided with each subsequent absence a Truancy report may be filed.

5. If the student continues to be absent from school, the administration may refer the student to Truancy through the Madison County Regional Office of Education. The State of Illinois considers a student **Chronically Absent after 18 days of excused or unexcused absences** unless a student provides hospitalization documentation. 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.

   State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to promote daily attendance. This review must include an analysis of chronic absence data from each attendance center.

6. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:
   - Phone calls for well checks
   - Attendance Letters
   - Meeting with parent or guardian to problem solve reasons for lack of adequate attendance
   - Referral to the truancy officer
   - Reporting to officials under the Juvenile Court Act
   - Referral to the State's Attorney

Excused and Unexcused Absences

1. **Excused Absences**
   - Illness of the student
   - Doctor or dental appointment for student
   - Death in the student's immediate family
   - Certain religious holidays
   - Court appearance

2. **Unexcused Absences**
   - All absences not classified as excused will be considered unexcused or truant.
   - **After 9 days of total absences, all subsequent absences not validated with appropriate documentation (doctor's note, court documents, death notice, etc.) will be marked as unexcused.**

In order for an absence to be considered excused, a parent or guardian must call the Attendance Hotline at 667-5401 prior to 9:30 a.m. the day of the absence. Failure to give proper notification to the school will result in an absence being considered as an unexcused absence. The determination as to whether an absence is classified as excused or unexcused will be made by the building principal.

Tardy – If a child arrives after 8:50 A.M., the student must report to the school office to be admitted by signing the "Student Sign In/Out" book and receiving an admit slip to be given to the teacher. In order to help teach independence and avoid classroom interruptions, administration and/or office staff will assist with leading students to class. **Students who are tardy on a regular basis may be referred to the Truancy Officer.**

Homebound Instruction- Homebound instruction will be provided for students who are unable to attend classes for an extended period (at least 2 weeks) because of sickness, injury, or other disabilities. Approval of the principal and a doctor's certificate are required. The school principal should be contacted to discuss the instructional service. Students on homebound instruction may receive credit for their scheduled classes by completing all required work in the class.

Homework – Homework is important in the learning process because it helps to develop skills and independent learners**.** The staff encourages parent involvement with their child as they complete homework assignments. Homework assignments can affect a student's grades. Some helpful tips for parents are: ask your child what they are studying, check the child's agenda or assignment sheet, proofread your child's work, and praise your child for completing homework.

Guidelines for when your child is absent from school:

1. If a student is absent for only one day, the classroom teacher will handle the makeup work when the child returns.
2. When a student has been absent two or more days, school work can be **requested** by calling the school office by 9:00 A.M. Teachers will communicate with parents via Seesaw as to how assignments will be assigned during the duration of the absence (digital via Seesaw or available for pick up from the school foyer).
3. When requesting school work because the student will be out for vacation, it may not be possible for the teacher to have all the work prepared prior to the child leaving. The teacher may provide a general outline of what will be covered and work that can be easily assigned. Upon returning, it is the student/parents responsibility to check with the teacher to find out what other assignments need to be made up.
4. It is the responsibility of the student to turn the work in within a reasonable amount of time; generally, one to two days for each day of absence depending on the nature of the illness.

Appointments – Parents are strongly encouraged to schedule appointments after school hours whenever possible. If a student needs to leave school during the school day, the parent must come to the school office and show proof of identification to sign out the child.

> **Grades K-1**: A student must attend 120 minutes of academic time to receive credit for ½ of a school day. A student must attend 240 minutes of academic time to receive credit for a whole school day according to the State of Illinois.
>
> **Grades 2-5**: A student must attend 150 minutes of academic time to receive credit for ½ of a school day. A student must attend 300 minutes of academic time to receive credit for a whole school day according to the State of Illinois.

Student Pick-up: Students will not be released from school without parent permission. No student will be released to any person other than the parent/guardian (listed as emergency

contacts) unless specific arrangements have been made through the school office. Proof of identification will be required when picking up a child during the school day. When the child returns to school during a school day, the child should report to the office to sign-in before returning to the classroom.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact: Linda Kowalski, 667-5400.

English Language Learners

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

The district screens the English language proficiency of each new student registering by completing the Home Language Survey. If a student is identified as having a language background other than English via the survey, they will be administered the WIDA Screener to confirm their English speaking level. Students who receive a score between 1 and 4.7 on the screener will qualify for English Language Services and be required to take the ACCESS Test annually until achieving a score of 4.8 or higher.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; (3) will be informed of their child's WIDA test scores; and (4) have the ability to opt out of English language instructional support.

For questions related to this program or to express input in the school's English Learners program, contact Renee Voegele at 618-667-5400.

Reporting Student Progress

Report Cards – Report cards are issued after each academic quarter via Skyward. They are designed to inform you of your child's level of instruction, academic progress, and growth of desirable habits and attitudes. Report cards will be sent home approximately 1 week after the quarter ends. The report card provides a means of communication between you and your child's teacher, which is very important to the success of the children. You are encouraged to request conferences as needed. Parents will be notified by email, mail, or telephone at any time if their child is demonstrating poor performance.

Parent-Teacher Conferences – Parents will have the opportunity to discuss their child's progress with the teacher. Parent/Teacher conferences will take place throughout the year. Conferences may be scheduled at any time during the school year by contacting the teacher for an appointment or conference time.

Testing – IAR (Illinois Assessment of Readiness) will be administered to all students in 3rd-5th grades and the ISA (Illinois Science Assessment) administered to 5th grade, according to the district calendar. Results from these tests are available to the public through the district report card and individual student reports. The content areas tested on the IAR vary at each grade level. These test results are part of the criteria used in writing our yearly school improvement plan.

MAP Testing – MAP (Measurement of Academic Progress) is an assessment given to second through fifth grade students in the areas of math, reading, and language arts. This testing is performed three times a year, in the fall, winter, and spring. The scores from MAP are used by the classroom teacher to help direct the classroom instruction.

Into Reading Module Assessments - Module Assessments will be given to all kindergarten through sixth grade students after each reading module to assess student learning, plan for differentiated reading instruction, and monitor progress toward literacy goals.

Health Information

Nurse – A certified school nurse or trained personnel oversees the health responsibilities at school.

Illness – Any child who feels ill during the school day should talk with the teacher. The teacher will write a pass to the nurse office, if he/she feels it is necessary. A parent will be notified by the school nurse if a student needs to go home due to illness or injury.

- Reasons a student may be sent home from school: fever (temp of 100 degrees or above), diarrhea, vomiting, possible pink eye, possible contagious body rashes, or any condition that may interfere with the ability to do school work, or possible transmission of illness from one student to another.

- Returning after Illness: Children are considered safe to return to school when they have been free from symptoms for 24 hours without the assistance of medication. In the case of fever (temperature 100 degrees or over), your child may return when fever-free for 24 hours without the assistance of a fever-reducing medication (Tylenol or Ibuprofen). To do otherwise, may lead to the spread of illness.

Special Health Concerns - If your child has special health requirements or considerations for school, please contact the school nurse to discuss your child's unique needs.

Health Requirements – Statewide policy mandates the following grade levels present evidence of having the following health records, listed below, on a form approved by both the Illinois Department of Public Health and the Illinois State Board of Education.

Pre-k	**A physical exam with completed immunizations** is due on or before SEPTEMBER 15th, or 30 days from the first day of attendance.
Kindergarten	**A physical exam with completed immunizations** and vision exam: SEPTEMBER 15th or 30 days from the first day of attendance. **An eye exam** by an optometrist or ophthalmologist is due SEPTEMBER 15th or as soon as possible. **A dental exam** is also due, on May 15th of the current school year.
Second Grade	**A dental exam** is due on or before May 15th of the current school year.
new or transfer student	**A physical exam with completed immunizations** is due on or before SEPTEMBER 15th, or 30 days from the first day of attendance for first time Illinois school enrollees. *We may accept records from previous Illinois schools, but not out-of-state physicals. **A vision exam** is also due for children enrolling in Illinois school for the first time, due SEPTEMBER 15th or within 30 days of the first day of attendance.
students wearing glasses or followed by eye specialist	**A vision exam** completed by an eye doctor at least every 2 years shall be turned in to the school nurse. This document is important in understanding your child's vision needs.

Failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. See Board Policy 7:100 for more information.
Parents, who object to immunizations or health exams on religious grounds, must present the IDPH's Certificate of Religious Exemption form to the school principal.

Medication

All medications given at school (both prescribed and over-the-counter), shall be authorized by a licensed prescriber. Such written documentation must be maintained in the student's individual medication record. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.Procedure for medication administration at school:

1. The parent must provide a completed a **Triad Medication Authorization form, signed by the ordering physician**, including the following information: (1) name/purpose of the medication, (2) prescribed dosage, and (3) times and/or special circumstances of when to give the medication, (4) side effects. A parent must also sign the form acknowledging the school's limited liability. The form is available on the district website or contact the school nurse.
2. Medication must be brought to the school by the parent or other designated responsible party, in a container, labeled appropriately by the pharmacist or licensed prescriber. Non-prescription medication shall be brought to school by parent or other designated responsible party in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
3. Expired medication should not be brought to school.

Asthma, Allergies, Diabetes, & Seizures– If your child has asthma, severe allergies, diabetes, or seizures and requires assistance with managing this condition while at school and school functions, an Emergency Action Plan must be submitted to the building nurse including the Triad Medication Authorization Form.

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

For further information, please contact the school nurse.

Emergency Epinephrine Act: Allows K–12 schools to have undesignated epinephrine injectors on hand. Our schools are prepared to treat allergic reactions in the event a student's personal epinephrine injector isn't available, in the event additional doses are needed, or if a student is having (or thought to be having) a reaction but has not been previously diagnosed and thus would not have an epinephrine injector. A severe food allergy is a potentially life-threatening immune response to eating specific foods or food additives. Eight types of food account for the majority of allergic reactions: milk, egg, peanut, tree nuts, fish, shellfish, soy, and wheat. Food allergies may result in a severe reaction, including: obstructive swelling of the lips, tongue, and/or throat; trouble swallowing; shortness of breath or wheezing; turning blue; drop in blood pressure; loss of consciousness; chest pain; and/or a weak pulse, any of which require urgent medical attention and, if left untreated, may cause death. (Severe food allergies should not be confused with food intolerances, which present with gastrointestinal symptoms and not life-threatening reactions.) The school district has standing protocol for the administration of epinephrine should a student (with either diagnosed or undiagnosed food allergy) need it during school hours.

Emergency Asthma Inhaler Act: Allows K–12 schools to maintain a supply of undesignated

asthma medication (albuterol), in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Signs of respiratory distress can include fast breathing, extreme shortness of breath, nasal flaring, bluish skin tone or retractions (areas in the ribs or neck sink in when inhaling). A school nurse or trained personnel may carry undesignated asthma medication on his or her person while in school or at a school-sponsored activity

Emergency Opioid Antagonists Act: Requires K-12 schools to maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug (narcan), that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

A copy of the Board of Education Policy, 7:270 - *Administering Medicines to Students*, may be found on the Triad District Policy Manual.

Undesignated Medication Disclaimers and Notifications

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication (epinephrine injector, asthma medication, or opioid antagonist). This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications(s).

Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. If an undesignated epinephrine injector, asthma medication (albuterol), or opioid antagonist (narcan) is administered, immediate activation of the EMS system will take place, including notification to the student's parent and/or guardian. Additional notification will take place to the suppliers of the medication as well as the Illinois State Board of Education.

Vision & Hearing Screenings – Vision & hearing screenings will be completed by the school nurse, who holds a certification in vision and hearing through IDPH at the following grade levels, or upon the request of a teacher or parent. Students who are followed by an eye doctor for glasses or other vision impairment will not be screened for vision, but should turn in an eye exam at least every 2 years.

- HEARING: PRE-K, K, 1, 2 3
- VISION: PRE-K, K, 2
- Vision and hearing screening may also be done with parent/teacher request.

PE/Activity Restrictions – If your child has an injury or illness in which they cannot participate in physical activity, the school needs a note from a physician excusing him/her from that physical activity. If the child is excluded from participating in PE by the doctor, he/she is also excluded

from physical activity during supervised play. A note from the treating physician is also needed to resume physical activity.

Emergency Information – During registration Parents/Guardians are asked to provide three contacts other than themselves in case of an emergency situation. **Please notify the school office immediately if any changes need to be made regarding emergency information during the course of the school year. Please contact the school nurse concerning any changes in medical information during the course of the school year.** Correct addresses and phone numbers where a parent can be reached are crucial in the event of an Emergency.

Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by District Administration. Any questions regarding bus routes, schedules, or any changes should be referred to the transportation office at 667-5400.

Bus Conduct

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPads®, smart phones, and other electronic devices must be **silenced** on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

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

<u>Vehicle Transportation/Student Drop Off</u>

The doors of Marine Elementary will open at 8:30 A.M. Do not drop students off before this time as there is no adult supervision. Latch-key services are available for Marine Elementary students through the Triad School District's *Beyond the Bell* program. For more information call 667-5401 Ext. 16219

Between 8:30 and 8:50A.M., students are welcome to come into the building and either go to their classroom or go to the cafeteria to eat breakfast. Students who are eating breakfast should report directly to the cafeteria and should **<u>not</u>** go to their classrooms first.

When dropping off a student between 8:30 and 8:50 A.M, **students must be dropped off at the main entrance. Parents have two options:**

1. Parents may use the circle drive to drop off students during the AM time. Cars should pull all the way up to the first available spot and have students prepared to exit the vehicle. Parents should not stop in the indicated crosswalk area for drop-off. **This lane is designed to move quickly, so students should be prepared with their items to exit the car upon stopping.**

2**.** Parents may park in a designated parking space with your child and walk your student through the crosswalk onto the sidewalk to enter the building.
A staff member will be available every morning to assist the children as they enter the building. There are additional staff members assigned within the school building to help escort students to their classroom if assistance is needed. **For safety and security purposes, parents will <u>not</u> be allowed to enter the academic wings or cafeteria during morning drop-off.** There will be school personnel to assist your child in walking to the classroom should they need assistance. Should you need to enter either of these areas please sign in with the office.

During the school day, please park in the parking lot and walk into the foyer of the building. Please ring the doorbell or call the office once inside to communicate with the secretaries. Any car pulling up to the front entrance (Fire Lane), will be asked to move to a designated parking space.

In an attempt to make the morning drop off process more efficient and far safer, we need all parents to practice the following rules:

- Be Ready – Have your students ready to unload quickly before arriving at school. Keep backpacks in hand.
- Look and Listen – Watch for pedestrians crossing to get into the building.
- Pull Forward – Pull forward all the way to the next available space in your child's grade level drop off zone.
- No Cell Phones – As a reminder, it is illegal to be on your cell phone in a school zone.

For safety and security purposes, parents will not be allowed to enter the school building. There will be school personnel to assist your child in walking to the classroom should they need assistance.

Entering Marine Elementary During the School Day:
During school hours from 8:50-3:00, all doors to the school will be locked and all visitors will be required to use the doorbell to enter the school. **Please remember that anyone who picks up a child from the office must be the parent or guardian OR be on the list of emergency contacts for the student. This individual will also be required to show a photo ID.**

Dismissal Routine

Changes to Student's Routine - Any changes to a student's dismissal routine must be accompanied by a note from the parent to the teacher. In an emergency, telephone notification will be accepted once approved by an administrator.

Picking Up Students from School - All student pickups, grades kindergarten – 5th grade, will be at the front entrance near the main office. ***All parents must park in the parking lot and walk to the front entrance of the school.*** Parents must wait outside the school building until the doors are unlocked at 3:00 P.M. All students should wait in the teacher assigned area (the sidewalk) in front of the main doors until a parent picks them up. The circle drive will be closed from 2:30-3:00 and no cars will be allowed in this area for the safety of students and parents leaving the building.

In the interest of safety and supervision, if a student is not picked up by a reasonable amount of time after dismissal, a parent or guardian will be called. If the parent/guardian is not able to pick up in a timely manner, the student may go to Beyond the Bell per parent/ principal's discretion.

Breakfast/Lunch by Aramark

Breakfast/Lunch Tickets – Each child will have an ID/account in which money can be deposited and used for the daily purchase of breakfast and lunches. Individual Breakfast and lunches may be purchased each day. While we prefer you to use our online payment system, you may send cash or check payable to Triad CUSD #2. Fee waivers are available to submit via Skyward for those families who qualify for free meals pursuant to Illinois School Code 105 ILCS 125/1 et seq. For more information regarding prices and menus refer to the **School Meal Prices & Menus** found within the food services department website at the following [Link.]

Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed directed to Student Services at the Central Office.. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks.

Lunch Periods - The students are given a 20-minute lunch period. Due to cafeteria space, should parents want to eat with their children, they can sign them out during their lunch period to eat outside of the school building. The school does not accept commercial food deliveries for students during the school day.

Cafeteria Expectations

- Walk through the cafeteria; no cutting.
- Treat cafeteria workers respectfully; say please and thank you.
- Keep hands, feet and objects to YOURSELF.
- No trading food.
- Use classroom voices; no yelling..
- Stay seated until dismissed.
- Clean up your area, including the floor.
- Follow the directions of ANY adult present.

Goals for Nutrition Education and Nutrition Promotion:
The goals for addressing nutrition education and nutrition promotion include the following:

• Schools will support and promote sound nutrition for students.
• Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
• Nutrition education will be part of the District's comprehensive health education curriculum.

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited:
Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, Food Services (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) Smart Snacks rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall;

1. Restrict the sale of *competitive* foods, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, Food Services, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law. ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Daily Schedule

Marine Elementary School
Daily Schedule

6:30 AM Beyond the Bell services begin

8:30 A.M. Breakfast begins. Breakfast is offered for students only and will not be available after 8:50 A.M. Bus students will enter through the side doors of the school building. All students who walk should enter through the main front entrance.

NO VEHICLES EXCEPT BUSES ARE PERMITTED IN THE BACK OF THE SCHOOL.

8:45 A.M. Breakfast ends. Classes begin at 8:50. **Children who come to school after 8:50 must report to the FRONT VESTIBULE with an adult to sign them in.**

3:00 P.M. Bus students released to the side of the building, as buses arrive

3:00 P.M. Car Riders pick up begins in the front of the building.

3:02 P.M. Kindergarten students are dismissed.

3:00-6:00 P.M. Beyond the Bell Latch Key

Marine Lunch Schedule

Grade	Lunch Time
KDG	11:15-11:35
1st	11:20-11:40
2nd	11:25-11:45
3rd	11:40-12:00
4th	11:45-12:05
5th	11:50-12:10

Classroom/ School Expectations

We believe all of our students can behave appropriately in school. We will tolerate no student stopping a teacher from teaching and/or any student from learning. In order to provide your child and all the students in our school the excellent learning climate they deserve, we implement school expectations at all Triad Elementary Schools.

Classroom Expectations

1. Be in your assigned area ready to work when class begins.

2. Have paper, pencil, books, and all needed materials every day—including completed homework.

3. HFBO—Keep hands, feet, books, and all other objects to yourself.

4. Profanity, rude gestures, hurtful teasing or put downs are not permitted.

5. Follow directions of any adult working at this school.

6. Allow all students the opportunity to learn.

Learning Choices

Students will decide daily from where they will receive their education. If they follow the basic and simple expectations, they will remain seated among their friends and classmates. If they refuse to follow directions after being asked, the following will occur:

- **Reminder –** A prompt given to remind students of what is expected.

- **Cues –** Signals to remind the student of what is expected.

- **Verbal Redirection –** Is a private, short conversation with the student to ask them to refocus to follow directions.

- **A Visit to the Calm Area –** (within the classroom) – A calm place in the room where students can refocus and self-manage. The calm area is not punitive and allows the students to participate in the lesson or get help.

- **A Visit to a Calm Room –** (outside the classroom) – A calm place outside the classroom where students can refocus and self-regulate their emotions with the assistance and monitoring of a staff member. The calm room is not punitive and allows the students to self regulate, problem solve and return to class ready to learn.

- **A Visit to the "Buddy Room" –** To avoid a referral to the office, students will be sent to another teacher's Calm Area in order to calm themselves, refocus, and self-manage outside the student's classroom.

- **Office Referral –** When all preventative measures have failed, and the student refuses to follow directions, an Office Referral is written. The student is referred to school administration.

Critical Misbehavior may result in an immediate removal from the classroom.

Critical misbehavior is considered to be the following:

1. Fighting or threatening to fight

2. Damaging or destroying student, teacher, or school property

3. Overtly, refusing to do school work when capable by throwing materials, tipping over furniture, or yelling.

4. Engaging in behavior that creates an unsafe situation or shuts down the ability of school personnel to teach.

5. Using, possessing, distributing, purchasing, selling, or offering prohibited items or substances per school board policy 7:190.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school

authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

An Office Referral may result in the following consequences, depending upon the severity of the critical misbehavior:

- **A call home to the parent –** The student will speak with the parent/guardian and discuss his/her goals. It is appreciated if the parent would give the child consequences for being sent to the Office. He/she must be made aware of the seriousness of being sent out of the classroom. Many times a phone call from school to home will help a child to refocus on education and return to class with an improved attitude.

- **Detention –** The student may serve a lunch and/or recess detention as a consequence for being sent to the office. During this time, the student can consider better choices for the incident that had him/her sent to the office.

- **A conference with the principal, teacher, parent, and student –** The student will speak with the parent or guardian to discuss his/her goals. During this conference, it is very important for the parent and school personnel to be united in a positive way, particularly if the child is present. He or she must be made aware of the seriousness of being sent out of the classroom. When parents work with the administration and other school personnel, discipline issues are few.

- **Restitution –** Parents of students responsible for defacing or damaging school property/district vehicles will be required to pay the cost of restoring or repairing the property.

- **In School or Out-of School Suspension –** Suspension is the removal of a student from the classroom (in-school suspension) or from school (out-of-school suspension) for a period of one to ten days. While suspended from school, the students may be afforded the opportunity to receive some or all of their homework assignments.

- **Alternative to Suspension –** We believe that children need to be in school. Therefore, we have created a list of “alternatives to suspension” which the principal may choose as an alternative to suspension. Some examples of these alternatives may include:
    - A Behavior Contract – followed through by student, parent, and school
    - Lunch study hall
    - Loss of recess privilege
    - Temporary separation from peers
    - Restitution

- **Expulsion –** Level 3 Behaviors (arson, assault, battery, bomb threats/false alarms, gang activity, possession of a weapon, sale of drugs or alcohol, sexual offenses, volatile acts, and other illegal or inappropriate behavior) may generally result in recommendation of expulsion from the school district. Any student who is recommended for expulsion will have due process rights through the Triad Board of Education.

- **Dangerous or Illegal Weapons –** Weapons of any type, including pocket knives, guns, toy guns, look-a-likes, bullets or any other dangerous or illegal weapons or replicas are not to be brought to school or in the possession of any student while on school property or riding school bus transportation. Any item brandished as a weapon may result in school discipline. Possession of any weapon or replica may result in school discipline. School discipline may include detention, in-school suspension, out of school suspension, or recommendation of expulsion to the Board of Education.

Building Expectations:

- Keep hands, feet, and all objects to yourself.
- Use only kind words at all times.
- Always walk in the hallways.
- Use a quiet voice when inside the building.
- Stay in your assigned area – do not wander through the halls.
- Always use school property and equipment properly.
- Follow playground, cafeteria, restroom, hallway, classroom, and dismissal rules.

Playground Expectations:

- Tire chips will not be picked up or used for play.
- Keep shoes on when playing on equipment.
- Standing on top of the equipment is not allowed.
- Slide down the slide – sitting, feet first.
- Swing forward and backward – not sideways; self-propelled only – one person to a swing.
- All games, including tag, are to be played on the grass.
- Hang on the high bar with hands only.
- Follow all adult directions.
- Line up quickly and orderly when the whistle is blown – walk not run to the line.

Gym Expectations:

- No food or drink is allowed in the gym.
- No gum is allowed in the gym.
- Tennis shoes (not black soled) must be worn.
- Shorts must be worn under skirts or dresses.
- No jumping on or off the stage.

Restroom Expectations:

- Use the restroom as quickly as possible.
- Clean up after yourself-do not leave anything on the floor.
- Keep hands, feet and objects to yourself.
- Use whisper voices; no yelling.
- Wash your hands with soap.
- Put paper towels in the trash can.

Dismissal Expectations:

- Please use crosswalks to cross the street. A crossing guard will be stationed at the intersection of Clay street & Dewey street as students arrive to school and dismiss from school.
- Walk your bike while on the school grounds including the front sidewalk.
- Stay off of the grass in front of the building - use the walkways only.
- Bus students exit through the front of school.
- Parent pick ups take place behind school.

Restorative Practices

Marine Elementary is proud to announce that our teachers and support staff have been provided professional development on how to build and foster resilience in our students, specifically any student who has experienced any kind of traumatic event in their lives. The strategies and intervention practices at Marine are beneficial to ALL of our students. Each classroom is set up in a proactive manner by having daily classroom circle meetings to discuss social skills, self-regulation, and problem solving. Additionally, the classrooms all have a designated area for students to either refocus, calm down, or take a break for a short period of time if they feel overwhelmed or need support. This area is intended to be utilized for a short period of time and the student is always expected to complete assignments. When we have a student who needs social, emotional, or behavior support, the staff will strive to identify 'what happened?' to the student to cause them to act in a certain manner. This approach digs deeper into the needs of the child to offer a learning opportunity to correct the behavior as well as the causes of the behavior displayed. From there, the staff works in a restorative manner to help teach students what they can do differently next time. Restorative practices are important to the student/teacher (and student/peer) relationship. These conversations help restore communication, trust, rapport, and help repair the 'stressed' relationship after an incident. When appropriate, supportive interventions are provided to the student, as well as the family during times of increased stress or need.

Discipline of Students with Disabilities

Behavioral Interventions:

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

Discipline of Special Education Students:

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

Bullying, Intimidation, Harassment Procedures-Elementary

Triad Elementary Schools recognize that bullying, intimidation, and harassment are inappropriate behaviors that have destructive and negative effects on individual students and on the overall climate of a school. We believe that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

Bullying may take various forms, including without limitation to one of or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence,

theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Bullying is a serious offense, and is contrary to state law. Triad CUSD#2 Board of Education policies 7:180, 7:20, 7:190, 2:260, and 2:265 expressly forbid bullying, intimidation and/or harassment in any form and describe procedures and consequences regarding such action.

- placing the student or students in reasonable fear of harm to the student's or students' person or property
- causing a substantially detrimental effect on the student's or students' physical or mental health
- substantially interfering with the student's or students' academic performance
- substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by the school."

Bullying may take various forms, including without limitation to one of or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Bullying is a serious offense, and is contrary to state law. Triad CUSD#2 Board of Education policies 7:180, 7:20, 7:190, 2:260, and 2:265 expressly forbid harassment and bullying in any form and describe procedures and consequences regarding such action.

Examples of Bullying (severe and pervasive/repetitive)

Physical Bullying

- Hitting, kicking, or pushing someone
- Stealing, hiding or damaging another's property
- Making someone do things he or she does not want to do

Verbal Bullying

- Name calling
- Teasing
- Insults
- Making threats

Relationship Bullying

- Refusing to talk to someone
- Spreading lies or rumors about someone
- Making someone do things he doesn't want to do
- Excluding others from activities
- Intentionally making others feel uncomfortable

All Triad District schools have a protocol for reporting harassment and bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member that they feel comfortable with. Students, staff and parents may report bullying directly to:

Mrs. Jessica Bracamontes, Building Principal
618-667-5404 ext. 13101
jessica.bracamontes@tcusd2.org

We recognize that a significant amount of harassment and bullying may not be reported using these traditional channels of communication. In response to this concern, we have developed an online method to report bullying, intimidation, and harassment using the online report form listed below:

Bullying, Intimidation & Harassment Online Report

Reports received outside of school hours will not be reviewed and acted upon until school is in session. If your concern(s) require(s) immediate attention, please contact local law enforcement or call 911. Additional resources in regards to bullying may be found at: https://www.stopbullying.gov/

A Special Note to Parents – We deeply care about your children. We treat them the way we would want our own children to be treated. For your child to attain the quality of educational experience that we are offering, we must have your continuous help and support.

Students Who are Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Providing support services that enable students who arevictims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services
To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a victim of domestic or sexual violence.
In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint
An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. More information may be found in BOE Policy 7:255.

	Name	Address	Email	Telephone
Article 26A Building Resource Person	Mrs. Meaghan Malherek	725 W Division St. Marine, IL. 62061	Meaghan.Malherek@tcusd2.org	(618) 667-5404
Nondiscrimination / Title IX Coordinators	Dr. Rodney Winslow or Mrs. Renee Voegele	203 E. Throp St Troy, IL. 62294	Rodney.Winslow@tcusd2.org Renee.Voegele@tcusd2.org	(618) 667-8851
Complaint Managers	Dr. Jay Simpson or Mrs. Linda Kowalski	203 E. Throp St Troy, IL. 62294	Jay.Simpson@tcusd2.org Linda.Kowalski@tcusd2.org	(618) 667-8851

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**[1] Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is

believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary

for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 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. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
    - Name
    - Address
    - Grade level
    - Birth date and place
    - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
    - Academic awards, degrees, and honors
    - Information in relation to school-sponsored activities, organizations, and athletics
    - Major field of study
    - Period of attendance in school
7. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*
8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**[3] Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

9. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Marine Digital Citizenship Expectations

We at Marine are pleased to be able to offer access to wireless technology for our students, staff, and guests to the building. We are dedicated to access and support of appropriate technology, which unlocks unlimited potential and connects us to the larger community, both locally and globally. We envision a learning environment in which technology is a part of us, not apart from us.

We believe the value of technology as a learning resource far outweighs the potential risks involved. We envision a school that uses technology as a means to learn and thrive in the 21st Century as we work to prepare our students for future success in the electronic age. Access to the resources a world-wide network provides is imperative to each child's education, as long as he/she understands when and how to appropriately and effectively use these tools.

Use of personal and/or district-provided devices is intended for acceptable educational purposes only. Anyone who doubts whether or not an activity is acceptable should consult an adult for guidance. Adherence to the following terms is necessary for a child to have access to uninterrupted, district-provided technological offerings. **Before a student may use a personal or district-provided device at Marine, he/she and his/her parent or guardian must review this document below. Triad CUSD #2 provides a device for all students, therefore, personal laptops and tablets are prohibited from being brought to school.**

Definitions

Personal Device: Any electronic device owned by a student or his/her family that can take pictures; record data; store, transmit, and/or receive messages, data or images; and/or provide a wireless connection to the Internet.

Use: Carrying or possessing a device that is visible and/or can be heard.

Educational Purposes: Classroom activities designed by a teacher and intended for learning. Students are expected to act responsibly and thereby bear the burden to inquire with administration and/or teachers if they are unsure of the permissibility of a particular use of a device prior to engaging in its use.

Users must respect and protect the privacy of others by:

1. Only using accounts and passwords that have been set up by the district. Trying to bypass the system that has been put in place will be considered a violation of these expectations.
2. Only viewing, using, or copying information from sites that teachers give you the authority to use.
3. Never sending out private information about yourself or someone else.
4. Never using personal devices in locker rooms, restrooms, or in the nurse's office.

Users must respect and protect the security of all electronic devices by:

1. Following all of the district's security rules and working within the filter that has been put in place.
2. Reporting anything you think might be a security risk to an adult immediately.
3. Letting an adult know immediately if a school-provided device or the school's network is not functioning properly.

Users must respect and protect the property of others by:

1. Following copyright laws.
2. Citing sources when using someone else's work or information.

Users must respect and practice the principles of community by:

1. Communicating only in a kind and respectful manner. Students may not utilize an electronic device to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others in the community. Cyber-bullying will not be tolerated.
2. Immediately reporting to an adult anything they come across on the internet they feel is threatening.
3. Communicating with others from electronic devices only during allowable times.
4. Never accessing, transmitting, copying, or creating material that is against the law, i.e. sexting.
5. Avoiding spam or other mass mailings they may come across.

Supervision and Monitoring

Never assume that what you are doing with your personal or district-provided device is private. District employees will constantly be monitoring your use of these devices to be sure you are following district policies. According to the law and school board policy, the school or district's administration and/or technology department may examine any device and provide information found on it in order to ensure the health, safety, or security of any student or other person or to protect property. The information may also be used in disciplinary actions, up to and including providing the information to local police if necessary.

Consequences for Violation

Administrators, teachers and other district employees have the authority to take an electronic device from a student when its use violates these expectations. All devices will be sent to the front office and may be picked up by the student at the end of the school day the first time it is taken away. For all subsequent violations, a parent or guardian will be required to pick up the device from the office. A phone call will be made to the parents to inform them the device will be kept in the office until it is picked up. All violations may result in disciplinary action, from being forbidden to use the device during the school day to suspension or expulsion for gross misconduct or for violating these expectations repetitively.

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

factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Chromebooks

All students will be issued and responsible for a school issued Chromebook and charger in grades 2nd-5th. Chrome tablets are assigned to all K-1 classrooms and are available to use at the discretion of the teacher.

Care and Use:

- Always close the lid before moving your Chromebook device.
- Use a carrying case to transport your Chromebook.
- Place your Chromebook on flat, solid surfaces only.
- Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
- Clean the screen with dry anti-static cloths or lens cleaners only.
- Charge your Chromebook every night at your house.
- Keep your Chromebook in your possession at all times
- Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
- Do not sit on your Chromebook or place heavy objects on top of it.
- Report any Chromebook damage or issues to your teacher.
- Return any unattended Chromebook immediately to the main office.
- **Do not "decorate" your device in any way (stickers, markers, paint, etc.)**
- Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters.
- Do not alter or remove the TCUSD #2 ID tags on the underside of the Chromebook itself.
- Do not leave your Chromebook or charger unattended. You are responsible if it is lost.
- Do not leave your Chromebook in an unlocked or hot vehicle.
- Do not use your Chromebook near water.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY. Damage and repairs not covered under "normal wear and tear" will be reimbursable by the parent/guardian. Charges for damages are outlined below, however, administration may assess additional charges for habitual or specific destruction to the Chromebook. **The number of repairs does NOT reset annually.**

Repair charges First Visit	**$0**	**Replacement Cost**	**$350**
Repair charge for Each Following Visit	**$30**	**Replacement Charger**	**$30**

Students who forget their Chromebooks are allowed to borrow a Chromebook for THAT DAY ONLY. Students must return the Chromebook that day.

Students who have a Chromebook that is being repaired may borrow a Chromebook and take it home. The students will not be issued a charger, because all loaner Chromebooks use the same charger as the issued student Chromebooks.

Students may transport their Chromebook chargers to and from school in their backpacks but understand that placing a Chromebook in a backpack full of heavy textbooks could cause damage to the device.

Digital Citizenship Guidelines and Expectations

- It is my responsibility to come to class each day with my Chromebook charged and ready for class.
- I understand that there are consequences for absent/uncharged Chromebooks per the district 1:1 guidelines.
- I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.
- I understand that the Chromebook I received is intended for my use only.
- I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.
- I will do my own work.
- I understand that there are consequences in place for plagiarism/cheating.
- I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).
- I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.
- I will be aware of what I post online. Websites and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.
- I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.
- I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.
- I acknowledge that this equipment is the property of Triad Comm. Unit #2 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw prior to the end of the year.

Triad CUSD #2 Student AI Responsible Use Guidelines

1. **Stay curious!** AI is constantly evolving, so we should explore it with a spirit of discovery. As a community, we'll keep revisiting our AI guidelines as the tools change.

2. **Use AI as a facilitator and good teacher, not a replacement for deep thinking.** The goal is to keep your brain engaged in the learning process. Only use AI functions that support - not shortcut - your learning. You may not turn in any writing or a paper that you asked the AI to write from scratch.

3. **Focus on your growth.** AI can help you gain skills, but not replace them. Stay in the "learning zone" by using AI tools for the right goals. Ask the AI why it made the choices it did. Work with it.

4. **Cite any AI help appropriately**, just like other sources. Giving credit maintains your **integrity** as a learner. If you can't cite it, then it's not the right use. It's not okay to copy from the internet. It's not okay to copy from AI.

5. **Understand context.** AI guidelines may differ in college/careers, so communicate with mentors and college professors about expectations.

6. **Be safe.** Follow the Responsible Use Policy. Don't put any of your personal information into the AI for your own safety.

Questions to Ask When Using the AI:

- Am I using it as a good teacher? Is it a tool for learning and growing your brain?
- Are you proud of how you used it? Does it honor your unique voice and effort?
- What do I like about the output? What don't you like? How will you change or modify it to meet your needs?
- Given the objective of your learning or product, how does this meet this goal or criteria?
- Is the tool doing more work than I am doing?

Student Acceptable Use of AI Tools

- **AI as a Learning Partner:** Utilize AI in a supportive role, like a helpful teacher, where it aids in your learning process without taking over completely. This ensures that you remain actively engaged and continue to learn. Engage directly with AI by asking questions for clarification, understanding the rationale behind its decisions, and requesting explanations or rephrases for better comprehension.
    - You should use AI as you would a good teacher. It should support you but only do a little for you so that you are still learning.
    - Use AI programs as smart search engines that present information in ways that are easy to read and understand.
    - Generate ideas, topics, and writing prompts using AI programs.

- **AI as an Information Navigator:** Use AI tools as advanced search engines that simplify information discovery, presenting complex data in an accessible manner. This involves using AI to sift through vast amounts of information, generating ideas, topics, and prompts that can inspire and guide your learning journey.
    - You should interact with the AI. Ask questions for clarification. Ask why it made the choices it did.
    - Ask AI programs for clarification or explanations when you need help. Ask AI to rewrite the text in a way that you understand.
- **Ethical Use and Transparency:** When incorporating AI-generated content or ideas into your work, always practice transparency by properly attributing the source of AI-generated text and images. This ethical consideration ensures respect for intellectual property and maintains the integrity of your work. Only use an AI tool when prompted to do so by your teacher.
    - Be transparent. Attribute AI text and images properly when you use them in your own work.
    - **Citations:** Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:
        - MLA Style - Generative AI
        - APA Style - ChatGPT
        - Chicago Style - Generative AI

Student Unacceptable Use of AI Tools

- **Bullying/harassment**: Using AI tools for bullying, harassment, or any form of intimidation is strictly prohibited. This aligns with our existing bullying and harassment policies which will be enforced as necessary.
- **Overreliance:** Relying too much on AI can lead to missing crucial differences and context. Teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before incorporating it into their work.
    - Don’t use AI programs to avoid doing your own work.
    - Don’t use AI when your teacher expressly forbids it.
- **Plagiarism and Cheating:** Students and staff should not copy from any source, including generative AI, without adequate citation. Students should not submit AI-generated work as their original work. Existing procedures related to potential violations of our academic policies will be applied to AI generated content.
    - It is not okay to copy from the internet. It is not okay to copy from AI.
    - Don’t copy text or images from AI programs without proper attribution.
    - Don’t use AI text or images without fact-checking and exploring potential plagiarism issues.

Artificial intelligence (AI) can help me learn better and is important for my future, so I promise to use it responsibly and make smart choices.

- I will use AI tools responsibly and I will not use AI in a way that could harm myself or others.
- I will not share personal or confidential information with an AI tool.
- I will only use AI to support my learning and I will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
- I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
- If I use AI, I will review its work for mistakes.
- I will check with my teacher when unsure about what is acceptable.

By signing this handbook, I hereby acknowledge that I have read and understood the Responsible Use Guidelines for Artificial Intelligence as outlined in the student handbook. I agree to abide by these guidelines and use AI tools responsibly and ethically in the classroom. I understand that failure to adhere to these guidelines may result in disciplinary action, up to, and including suspension or revocation of my access to AI resources.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.

5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form which is part of the Triad CUSD#2 Board of Education policy 6:260.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing

and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

GENERAL INFORMATION

Beyond the Bell – *Beyond the Bell* latch-key services are available through the Triad School District. The hours in the morning are from 6:30 – 8:30 A.M. and from 3:00–6:00 P.M. after school. Registration information can be found online at www.triadunit2.org or call 667-5404. CHASI payments are accepted.

Bike Riding – Bike riders should place their bikes on one of the bike racks at the front of the building. **When entering or leaving the school grounds, students are asked to walk their bikes on all sidewalks**. Riding the bike may occur only after the child has exited the grounds/front sidewalk and entered the crosswalk area. Skateboards, skates and other wheeled conveyances are prohibited on the grounds. In the event of inclement weather conditions, student bike riders may not be permitted to leave until weather conditions improve. In the event of prolonged adverse weather conditions, parents of bike riders may be called to pick up their students from school.

Celebrated Events – In accordance with school board policy 6:50, the Wellness Committee has recommended healthier snack choices for all celebrations (seasonal & birthday). Due to excessive food allergies and medical concerns, please contact your child's teacher when considering sending food items for birthday or classroom parties. **Only store bought treats and snacks are allowed. No home made goods may be distributed at school by students. Parents need to check with their child's teacher for dietary restrictions before bringing in treats. Personal party invitations cannot be distributed in the classroom or at school during the school day. In addition, school deliveries can't be accepted for celebrated events or other times during the school year.** After receiving parent permission, teachers may create a classroom directory containing names, addresses, and phone numbers to be distributed among the students of the class.

Character Education – Our Character Education program is designed to teach students appropriate behavior in their lives. Each month a different character trait is introduced and discussed in the classroom and around school. Students are recognized and rewarded for displaying these character traits. The Triad School District has unified character traits of the month. They are as follows:

September: Respect
October: Responsibility
November: Gratitude
December: Fairness
January: Cooperation
February: Caring
March: Honesty
April: Pride
May: Citizenship

Cell Phones and Mobile Telecommunications – Students may possess cellular phones and other mobile telecommunication devices during regular school hours and/or during school sponsored activities, so long as the cellular phone is (1) Stored in the OFF/SILENT mode and (2) Stored out of site in the backpack and/or locker. In cases of emergency, a teacher or administrator may approve students' use of cellular phones during regular school hours or during a school sponsored activity. If an emergency or extreme need exists and it is not possible for a student to obtain such approval, he/she may use his/her cellular phone only if there is a severe threat to either (1) his/her health or safety or (2) the health or safety of another individual.

Confidentiality - The school is not permitted to give out addresses and phone numbers of students unless parent permission has been obtained.

Crisis Response Plan – The Triad District developed a uniform Crisis Response Plan for each school. This plan will be followed in case of a crisis. Should our students need to relocate due to a crisis situation, information will be sent out via ThrillShare to inform parents of the relocation site. Each school's Crisis Response Plan is available for inspection in the school office.

Dress Code – Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students should dress appropriately for cold weather recesses. Typically, students will have outside recess when the weather permits.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Excessively high heels on shoes, shoes with wheels, and flip flops should not be worn for safety.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline and/or parents will be asked to bring a change of clothes.

Electronic Devices/Toys – Students are not allowed to bring electronic devices such as games, MP3 players, iPODs, etc. to school without teacher permission. All electronic devices that are brought into the school must be turned off and kept in the student's backpack and locker. They may only be retrieved and used with permission from the classroom teacher. The school cannot assume any responsibility for items that are lost, broken, or stolen on school property—even if the fault lies with someone other than your student. Please take these factors into account when deciding whether or not to allow your student to bring an expensive electronic device or toy to school. Students are not allowed toys such as balls, cars, games, dolls, or other objects without teacher permission as these items could become lost, broken, or stolen.

Emergency School Closings

Adverse weather conditions (substantial snowfall, ice, extreme fog) sometimes cause Triad Schools to be closed. In case of weather conditions that may close our schools, you may get the announcement from the Triad automated call-out system and/or from the resources listed below:

- Local TV Stations
- Triad CUSD#2 App
- @MGS_TCUSD2
- Apptegy notifications
- Triad Facebook

- @TriadNews (Twitter)
- Triad Central Office: 667-8851
- www.triadunit2.org

School closings are broadcast as early as 5:30 a.m. On rare occasions, weather conditions develop during the school day that present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice, or drifting snow has made early dismissals necessary. This type of dismissal is rare, but it can happen. The emergency numbers requested on the emergency form are to be used in these situations if the parent is unavailable.

Erin's and Faith's Law Notifications - Erin's and Faith's Law Notifications Information
Parents or guardians may examine the instructional materials to be used.

Field Trips – Occasionally, teachers will plan field trips that take students away from the school campus. Details about the trip will be sent home to parents/guardians who will be asked to send written permission for attendance on the field trip. Sometimes a fee will be charged to cover the cost of the trip. If a student does not have permission to go on the trip, he /she is expected to attend school. Students absent on a field trip day will be marked for an absence. Parents may be asked to accompany the class on the field trip.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

The expectation is for all chaperones to be parents, guardians or a designated adult by the parent/guardian (grandparents, aunt, uncle, etc.) of the child. Siblings or other children are not allowed on school field trips. Chaperones are expected to sign in at the office as a school visitor and ride the bus. **If chosen to assist on the field trip, the chaperones will be asked to send in a copy of their driver's license from which a pre-approved chaperone list who will ride the bus will be created for each classroom. The school utilizes an electronic Visitor Management System to ensure that all visitors/chaperones are not registered sex offenders.**

Foundations for Success – Prevention Initiative is a state funded program. It is a home-based child development/parenting education program for children age birth to three years old. Prevention Initiative addresses community resources, referrals to other agencies, and provides services as needed. In addition, Prevention Initiative offers play groups for the families of our Triad communities.

Invitations/Fliers – Neither students, nor their parents, are allowed to hand out invitations or flyers to events outside the school day while at school. This includes birthday party invitations. In addition, neither the teacher nor the office can provide student addresses or phone numbers for such a purpose. The classroom teacher may create a class directory where parents can provide their address and phone number. This directory is completely voluntary for parents and if created by the teacher, all parents who give their address and phone number will receive a copy. **In addition, school deliveries can't be accepted for celebrated events or other times during the school year.**

Lockers - Lockers are for school supplies and textbooks – locks will **not** be used on the lockers. Lockers are considered school property which gives the Triad District administration, faculty and staff the right to search lockers.

Lost and Found – Many lost items are not identifiable. It would be helpful to label all items such as coats, lunch boxes, etc. with the child's name. If they are properly labeled we can return them to the proper owner. All unclaimed articles are sent to the lost and found. These items may be reclaimed upon proper identification. Unclaimed items will be donated.

Pesticide Application: The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Pets - Students must have prior approval from the teacher for pets to visit the school. **Also, we would appreciate your cooperation in not bringing pets on the grounds at arrival and dismissal times each day.** We have some students with allergies as well as some that are frightened by seeing pets – even those on leashes.

Photographing/Videotaping Students – From time to time throughout the year, we will have occasions where students will be photographed or videotaped. Examples of instances where photographs might be taken include special events, assemblies, award presentations, etc. Student photographs could potentially be included in school newsletters, teacher web pages, or sent to local newspapers or television stations. If you DO NOT want your child's photograph or video of your child to appear in school newsletters, teacher web pages, or local newspapers, please contact the school principal.

Pre-kindergarten/Early Childhood Program – Triad Community Unit School District annually conducts a pre-kindergarten and early childhood program screening. Three, four, and five year old children may qualify for this program after the child has completed our screening process. Screenings are conducted throughout the year. Eligibility for the program depends on the criteria set forth by the State of Illinois. The Triad School District has honorable intentions of reaching those children in the Triad District who would benefit most greatly.

Recess – The children will go outside for recess as long as the temperature is 25 degrees or above and outside conditions allow for outside recess. Please help your child remember a jacket, gloves, hat, etc. Guidelines written in a doctor's physical exclusion note will apply to both P.E. and recess. Students will continue to attend P.E. and recess, and will be given appropriate activities.

Response to Intervention Team – The Response to Intervention (R.T.I.) team operates a continuum of services, which include early identification, intervention, referral, and follow-up for those students who are experiencing barriers to learning.

Safety Drills: Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance. All other drills will not be preceded by a warning to students. All classrooms have a crisis management booklet containing evacuation plans for the entire building.

Diagrams of exits and procedures are posted at the classroom exit/s. Visual cues for disaster signals remain posted within each classroom.

School Pictures – Individual pictures are taken twice a year. Fall school pictures will be taken sometime in the first quarter. At that time, every student will be photographed for the yearbook. Spring pictures and class pictures may be offered during the third quarter. The purchase of these school pictures is strictly on a volunteer basis.

Social Work/Counseling– A full time social worker is on staff at Marine Elementary. The social worker assists the school in crisis intervention, child abuse/neglect referrals, and teacher consultation. The social worker works one-on-one with students when a referral has been made from the parent, teacher, or principal.

Specialists – All kindergarten through fifth grade students will have the opportunity to participate in the following specials throughout the year (schedules may vary by classroom and grade level): art, music, or physical education. Second grade students will participate in keyboarding.

Speech Therapy – Speech services are provided at Marine Elementary, which concentrate on children who have been diagnosed as having impairments such as language, fluency, voice auditory disorders, and articulation. Individual and small group instruction to assist the child with speech development is provided.

State and Federal Parent Notifications

Student Privacy– The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Targeted School Violence Prevention Program- Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/)

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all. For further information, please contact the Building Principal.

Title IX - The district's policies and coordinator information can be found on the district's website at https://www.tcusd2.org/page/title-ix-information

Visitors – For safety reasons, any person who is not a registered student or staff member should report to the office immediately upon entering the building. All visitors will be required to present a driver's license for identification. After reporting to the office, a visitor's badge will be issued. This badge must be worn while in the building. See building entry procedures.

Volunteers – We welcome the opportunity to use the services of the parents and grandparents of our students in the classroom. There are many times when an extra pair of hands could be helpful. If you should have the opportunity to spend some time assisting in your child's school experience, please contact your child's teacher or the school office to establish the date and times. A list will be made available to all teachers of all persons wishing to volunteer their time to help out at school. Teachers will contact those persons when help is needed. Volunteers are not

permitted to bring non Marine Elementary siblings with them while volunteering (i.e. daytime assemblies, field day, class parties, etc.)

Thank you for your cooperation with the policies and guidelines of Triad Elementary Schools.

We encourage parents and guardians to reach out to the school office with any concerns or suggestions they may have.

Parent-School Learning Compact
2025-2026

The Triad School District is committed to making sure all students are successful. Reading is the cornerstone to academic success and parent-school teamwork is essential for reading progress. Please take a minute to review and sign our learning compact.

Parent Responsibilities	Teacher Responsibilities	Student Responsibilities
Ensure that your child reads on a daily basis	Provide phonemic awareness and decoding instruction	Read at home daily
Listen to your child read daily	Listen to the student read regularly to improve fluency	Make sure a family member listens to you read daily
Let your child see you reading- good modeling	Develop student's vocabulary and oral reading skills	Work on sight words and vocabulary words at home
Talk about what you read and relate it to experience- Ask questions regularly	Develop comprehension and discuss books	Talk about the books and stories that you have read with teachers and parents
Encourage writing about books and daily experiences	Have students write about books they have read	Write about what you have read in class and at home
Ensure library books are returned promptly so that your child can check out books regularly	Ensure student checks out books from the classroom library or school library on a regular basis	Make sure a library book is taken home regularly
Make sure your child comes to school on time with all necessary supplies	Make sure all students have all necessary materials in class to support instruction for school and class	Complete all assigned work and be on time

Statement of Receiving and Reading the Marine Elementary Handbook

This handbook is provided to the students and their families to acquaint them with the rules and procedures, and other relevant information necessary for the orderly functioning of the school. An effort has been made to create rules and procedures that will guide students in becoming effective responsible citizens of the school community. The Marine Elementary Parent/Student Handbook contains valuable information relating to school procedures and policies. Please read the handbook and follow the link on Skyward to complete the acknowledgement form. Failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.It is recommended that you keep the handbook “bookmarked” for future references. The Marine Elementary Handbook is subject to revision at any time due to changes in Triad School Board Policy, or Illinois State Law.

The Triad Elementary Handbook is available for review on the Triad webpage: **www.tcusd2.org** Please choose your child’s school: **Marine Elementary**

Triad Community Unit School District #2

203 E. Throp Street, Troy, Illinois 62294 (618) 667-5400

2026-2027 Calendar

15 days

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 days

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 days

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 days

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14 days

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

19 days

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 days

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19 days

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 days

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 days

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Teacher Institute (No Student Attendance)
- School Improvement (1/2 day)
- No School
- Parent/Teacher Conference
- End of Quarter
- Emergency Days

August
- 11-12 Teacher Institute (No School)
- 13 First Day of School for Students

September
- 7 Labor Day (No School)
- 16 School Improvement Day (1/2 Day)

October
- 9 End of 1st Quarter (40 Days)
  Teacher Institute (No School)
- 12 Columbus Day (No School)
- 29-30 Parent/Teacher Conferences (No School)

November
- 11 Veterans Day (No School)
- 25-27 Thanksgiving Break (No School)

December
- 18 End 2nd Quarter (1 hr early release) (43 days)
- 21-31 Winter Break (No School)

January
- 1 Winter Break (No School)
- 4 Teacher Institute (No School)
- 5 First Day 2nd Semester
- 18 Dr. Martin Luther King, Jr. Day (No School)

February
- 12 School Improvement Day (1/2 day)
- 15 President's Day (No School)

March
- 12 End 3rd Quarter (47 days)
  School Improvement Day (1/2 day)
- 26-31 Spring Break (No School)

April
- 1-2 Spring Break (No School)
- 28 School Improvment Day (1/2 day)

May
- 16 High School Graduation
- 21 End 4th Quarter
  School Improvement Day (1/2 day) (44 days)
- 24-28 Emergency Days
- 31 Memorial Day (No School)