



Maironis Lithuanian Community School (MLM) Handbook

for STUDENTS and PARENTS

Maironis Lithuanian Community School
14911 127th Street, Lemont, Illinois 60439 (630) 257- 0888
Maironis school website: www.maironis.org

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INTRODUCTION

The purpose of this document is to inform parents and students of Maironis Lithuanian School (MLM) rules, procedures, and expectations. Order and safety are as essential to our school environment as they are at students' daily schools. In communicating these expectations, we aim to create a safe and friendly environment for students, parents, teachers and staff.

MLM MISSION STATEMENT

MLM strives to foster Lithuanian identity in both practice and spirit, through pursuit of academics and socialization with other Lithuanian youth. MLM aims to include all who wish to learn Lithuania's language, history, customs, and traditions. We wish for them to feel welcome in our community.

ACADEMIC PROGRAM

1. Classes include PreK, kindergarten, grades 1-10, and emergent learners (LK—for Lithuanian language novices). Students are instructed in Lithuanian history, geography, grammar, literature, religion and history of Lithuanian immigration to the USA. They sing, dance, participate in school-wide cultural events, and regularly complete homework assignments.
2. MLM is accredited by the Illinois State board of Education for ethnic language instruction. Upon completion of the 10-year program, students receive certification for two ISBE Lithuanian language credits, which may be applied to the high school transcript (as foreign language credits or as the Seal of Biliteracy) and/or college-level credit in foreign language. Additional information may be obtained in our administrative office or by contacting the ISBE Career Development and Preparation Division (217) 782-4620.

ATTENDANCE

1. **Friday** classes begin at 4:30 p.m. and end at 8:30 p.m.
Saturday classes begin 8:45 a.m. and end at 1:15 p.m.
The Lithuanian national anthem is sung at 4:35 p.m. and 8:50 a.m.
Please be prompt.

2. For safety reasons, parents must notify the school of absences in advance, before the start of the school day. Please submit attendance information via the front page of the maironis.org website.

3. **If a student is to be picked up early**, parents/ guardians must sign in at the parent volunteer desk and request a dismissal slip for each student. Only parent volunteers, the volunteer coordinator, or administrative staff may complete a dismissal slip. Dismissal slip must be presented to the classroom teacher for dismissal. This process may take up to 15 minutes. Please plan accordingly.

4. Only registered MLM students may attend classes.

BEHAVIORAL EXPECTATIONS

Students, employees, and volunteers must feel safe at MLM, and must not suffer constant disruptions of their work. Students are expected to behave in a safe and respectful manner on school premises in accordance with LWC, school, and classroom guidelines. Students are to be respectful of themselves, classmates, teachers, administrators, volunteer parents, and school and personal property.

In addition, *remote learning* expectations are as follows:

- camera is on
- microphone is off, unless speaking
- TV and other noisy devices are off
- raise hand to speak
- sit up and pay attention to screen, participants, and teachers
- display own (student's) name in window
- use chat function for classroom business only
- refrain from eating or drinking during instruction

STUDENT MISBEHAVIOR

Unacceptable behaviors at school fall into two categories, A and B:

- backtalk or failure to comply with reasonable requests of teachers or staff (category A)
 - disruptive behavior: interruption of instruction, deliberate disruption, foul language, use of the LWC elevator, etc. (A)
 - use or misuse of phone or other electronics during instruction (A)
 - destruction of school, LWC, or student property (A or B)
 - bullying (A or B)
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- repeated behavior from cat. A in the same day (change to category B)
- destruction of school, LWC, or student property (A or B)
- bullying or threatening (A or B)
- hitting (B)
- skipping class or leaving school premises without permission (B)
- possession of cigarettes, alcohol, drugs, or their use (B)
- possession of weapons (B)
- other

In addition, unacceptable behaviors *during remote instruction* include:

- laying down, eating during instruction (A)
 - class disruption: walking around, engaging screen effects, interacting with non-classmates, engaging in non-academic activities (A)
 - using chat function for inappropriate conversations or non-academic activities (A)
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- after repeated transgressions in category A the same day, student will be removed from the remote lesson (B)
 - skipping or leaving remote lesson without permission (in the event of internet malfunction, parent must contact instructor) (B)

CONSEQUENCES OF MISBEHAVIOR

Student misbehavior in **category A** may be mitigated with a verbal warning, or teacher may immediately note the transgression on a **behavior slip**. (Teacher takes student age and behavioral intention into account.)

- Administrative staff inform parents via email.
- **Original white behavior slip is sent home with student, for parents to sign and return the following week.**

During *remote learning*, behavior warnings (not the actual behavior slips) will be sent via email. Warnings will be retained in the student file, as customary.

The third time category A misbehavior is documented, or if category A misbehavior continues the same day after a behavior slip has already been issued, student is issued a **category B** behavior slip. Following each category B slip, the principal/assistant principal will request a parent conference, and may draft a behavior plan. During *remote learning*, this may occur via email or virtually.

In creating a behavior plan, school administrators may set specific requirements,

such as:

- parent accompanies student during classes and monitors student behavior (number of weeks to be determined according to expected behavior)
- student repays damages in cash or by completing volunteer hours
- student is suspended (during suspension all classwork and homework must be completed)
- other.

Behavior slips and copies of email warnings are retained in each student's permanent file. PreK-6 gr. students begin each year with a clean slate, however in **gr. 7-10 behavior slips carry over annually.**

After 2 transgressions in category B, or under exceptional circumstances, student will be **expelled** from Maironis—for the remainder of the year or in perpetuity—and tuition will not be refunded. If the student is allowed to return the following year, he/she will re-enroll at the grade level which was interrupted. Decisions will be documented and information retained in student's permanent file.

COMMUNICATION WITH PARENTS/ GUARDIANS

1. MLM communicates with parents/ guardians via email, telephone, or written notice. Please check your students' homework folders weekly. Important updates may be posted on the school website www.maironis.org .
2. Parents with questions should direct them to school staff in this order: teacher, administration, Board of Directors. Parent Committee questions may be addressed to the president of the Parent Committee.
3. Teachers will promptly contact parents/ guardians to inform them of issues related to student progress, behavior, attendance and homework completion.
4. Parents/ guardians are encouraged to join the **Parent Committee**. The Parent Committee enriches the school environment, serves special lunches to students, enacts holiday traditions, contributes to various events, fundraisers, and other efforts. Participation in the Parent Committee strengthens the school-parent partnership.
5. Parents/ guardians are required to **serve as hall monitors/ school assistants** one Friday or Saturday per school year (exception is made for *active* participants of the Parent Committee, Board of Directors, and school employees). Those who are unable to donate their time may submit a set donation fee to the school, in lieu of this obligation. Fulfillment of this duty is a

prerequisite of registration for the following school year, or of receiving a graduation certificate. If there are any questions, contact the office at (630) 257-0888 (leave a message).

6. **Tuition** is due by the the dates outlined on the registration form. Tuition reimbursement: if, after paying a student's tuition in full, enrollment is terminated in the first semester, only the second semester will be reimbursed. If, after paying one semester of tuition, enrollment is terminated, no tuition will be reimbursed.
7. The school reimburses teachers' purchase of extra supplies (for crafts, etc.) at a rate of approximately \$5 per student, per year. Any monies collected by the teacher are in addition to this amount, and are purely by agreement between the teacher and that classroom's parents.

DRESS CODE

1. Student dress should be clean, modest, and absent of foul words or provocative messaging.
2. **School spirit-wear** (t-shirt, hoodie) is offered for purchase, to be worn on the first Friday or Saturday of the month and other occasions. See www.maironis.org or contact the Parent Committee.
3. On certain occasions, students will be asked to dress in their **Lithuanian folk costumes**. Students who do not have a folk costume should dress as follows: girls wear white blouses and plaid or dark-colored A-line skirts; boys wear white shirts, woven ties and sashes, and khaki pants. Some folk costumes are available for high school students to borrow, especially for the graduation ceremony (students should consult the high school coordinator in advance of such an event).

HOMEWORK

1. Students of Maironis are required to complete homework assignments regularly. Absentees must complete required classwork and homework as soon as possible. Homework is posted on www.maironis.org.
2. Before the lengthier school breaks (Christmas/ New Year, Easter/ Spring) teachers inform those students (and their parents) who are missing an inordinate amount of homework. Students are given one more opportunity to

complete this work during the break, and parents are requested to supervise its completion. A student who does not complete homework assignments may receive a failing semester grade (F).

3. Students who are absent more than half of the semester's attendance days (7-8 weekends in one semester) must complete required classwork and homework, plus successfully complete an examination of missed material. **Students who do not complete required classwork and homework, or who do not successfully complete the exam will not proceed to the next grade.**

REPORT CARDS

1. Report cards are distributed at the end of each semester—after the New Year and at the end of the school year. The grading system is as follows: grades 1-6 use a 5-point scale (highest grade—5); grades 7-10 use a 10-point scale and F to A+(highest grade—10/ A+). The first semester, parents sign and return report cards to the teacher. After the second semester, yearly grades are entered into the student's permanent file.
2. A first-semester failing grade may be corrected with increased diligence during the second semester; following second-semester efforts, overall average may improve to passing. However, if the overall average is negative—student will be assigned summer homework. Only after summer homework is satisfactorily completed will a student matriculate to the next grade.
3. **Summer homework:** at the end of the school year, if an inordinate number of homework assignments are outstanding, or if student does not pass the final exam, student will be assigned summer homework, which must be completed by a set date in August. Classroom teacher will assess the need and requirements for summer homework. Student incurs a set fee for this “extension,” to be payable to the Maironis Lithuanian Community School. **Students who do not successfully complete required summer homework or exam will not proceed to next grade.**

LUNCH

1. Students bring lunch from home or purchase hot lunch, available Fridays and Saturdays in the school “lunchroom” (Foundation Hall). “Grand Duke’s” is the purveyor of our hot lunch program. Menu is posted on www.maironis.org . Part of the proceeds benefit our school.

2. **Saturday students are prohibited from making purchases in Bočių menė during school hours** (except 10 grade students, for whom this privilege is allowed). Sheer numbers make this practice impossible. Students are also discouraged from walking the hallways in search of vending machines, since food is available for purchase in the lunchroom.
3. On certain weekends the Parent Committee organizes pizza lunches or holiday meals (ex. Lenten pancakes). On these occasions, all proceeds benefit our school. Dates are announced in advance.
4. Occasionally the “lunchroom” (Foundation Hall) will be utilized by another organization or event. In those cases, all students will bring lunch from home and eat in their classrooms. Dates are announced in advance.

IN CASE OF INJURY

Each year parents complete the “Nelaimės atveju” (“In case of injury”) form, one for each student. Forms are submitted to classroom teachers, who keep a copy in the classroom and share information only with administrative staff.

In case of injury, school staff will:

- find out if student has allergies
- administer first aid
- inform principal or administrative staff
- inform parents
- complete “Injury Report” form
- if needed, call 911

FIRE—TORNADO—EMERGENT SITUATION

The school has a notification system in place for emergency situations. Evacuation and lockdown procedures are reviewed annually.

SCHOOL CLOSING

In case of inclement weather, the MLM administration may decide, for everyone’s safety, to cancel that day’s school session. Information will be posted on www.maironis.org

The administration will inform the “Emergency Closing Center.” Information is available on www.emergencyclosingcenter.com and by phone 1-900-407-SNOW. Our school name: Maironis Lithuanian Community School.

LOST AND FOUND

Lost and found items are kept in the office. During school hours these items are placed near the parent volunteer station in the main hallway. At the end of the school year, unclaimed items will be donated.
