

2022-2023
Maroa - Forsyth
Grade School
Handbook



641 E. Shafer St.
Forsyth, IL 62535
(217) 877-2023 - phone
(217) 877-6216 - fax

Introduction

The faculty and administration extend a warm welcome to all students and parents as we begin this new school year. We hope that your summer activities have been both pleasant and beneficial.

We are very excited as we begin the new school year. Please read this book carefully to obtain information that will help you make wise decisions concerning your child's education. Our hope is that by working together, each student may become the best and most capable citizen possible. We truly hope to develop a feeling of pride in our school, as well as a feeling of pride in our achievements.

The Policies reported in this handbook are only a summary of the policies governing the district. A complete listing of all Board Policies is available for review in the Unit Office.

Maroa-Forsyth School District reserves the right to amend this handbook without notice during the school year.

**The italicized headings represent material subject to all District Handbooks.*

MAROA-FORSYTH DISTRICT PHILOSOPHY

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

MISSION STATEMENT

Cultivate a passion for learning by challenging all students to reach their unique potential.

BELIEF STATEMENTS

A passion for learning is cultivated when we

- Establish a safe environment and respectful culture
- Nurture collaborative partnerships among home, school, and community
- Provide relevant, challenging, and engaging educational experiences
- Support highly skilled and dedicated staff
- Leverage our resources with innovation, responsibility, and effectiveness

Faculty and staff					
Secretary	Angela Crowe	Grade 5	Jill Eighner	Paraprofessionals	Meghan Bumgardner
	Marsha Stelzriede		Jarred Leeper		Julie Golladay
Kindergarten	Rebecca Gideon		Jamie McCool		Dawn Jackson
	Wendy Jalley		Craig Pond		Aaron Ringle
	Julie Keith	PreK Teachers	Julie Crabtree		Mary Scott
	Brittany Peters		Erin Clark	Librarian	Nancy Campbell
Grade 1	Angelina Adams	PreK Aides	Lane Ohlemeyer	Nurse	LaRae Robinson
	Meredith Beard		Michelle Tool	Custodians	Adam Mistic
	Jordan Brewer	PreK Family	Julie Crabtree		Wyatt Osborne
	Gabbi Clifton	Care Specialist			Travis Robinson
Grade 2	Katie Donaldson	Physical Ed	Sean Martin		Caleb Wilson
	Nikki Eagler		John Peters	Cafeteria	Tamara Beck
	Elizabeth Goldman	Music	Christine Smith		Terri Bohner
	Ginger Reynolds	Band	Sarah Lidy		Abby Danko
Grade 3	Riley Boysen	Art	Terri Doty		Nicole Kidman
	Karen Holthaus	Tech Facilitator	Kayla Wiggins		Nina Wright
	Kristen Lerner	Special Ed	Audra Heckwine	Recess Supervisors	Liz Tennyson
	Melissa Leathers		Tricia Queen		TBA
Grade 4	Luke Azzarelli	Speech	Rachel Aupperle		
	Kaley Gentry		TBA		
	Rob Luther	Social Work	TBA		
	Ashley Stevenson	Intervention	Jessica Patrick		
	Amy Zahner	Specialist			

* To contact a faculty or staff member by email, use: firstname.lastname@mfschools.net

Administration	Board of Education
Dr. Kris Kahler, Superintendent	Lindsey Wise, President
Carrie Reynolds, Principal	Matt Crawford, Vice President
Eric Young, Transportation Director	Lori Willoughby, Secretary
Keith Garner, Building & Grounds Supervisor	Susie Conway, Member
	Darin Duzan, Member
	Wissam Hasnain, Member
	Isaac Zuniga, Member

ADMISSION PROCEDURES

All students must register for each school year on the dates and at the place designated by the Superintendent. Parents/Guardians of students enrolling in the District for the first time must present:

A certified copy of the student's birth certificate within 30 days of enrollment or other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. Failure to provide an original birth certificate or other reliable proof warrants the school district to notify the local law enforcement agency.

Proof of Residence, as required by Board Policy 7.60.

Proof of disease immunization or detection and the required physical examination as required by State Law and Board Policy 7:100.

School Hours (Arrival)

School begins each day at 8:15 a.m. Students may be dropped off earlier if they have teacher issued permission for a special activity, otherwise, students should NOT be dropped off before 8:10 a.m. Class begins at 8:15 a.m. Students dropped off after 8:20 a.m. must stop by the office if students have passed and are already in class. The school day will end at 3:05 p.m.

Parking, Drop-Off, and Pick-Up Procedures

For maximum safety, please follow our drop-off and pick-up system. During the designated times below, staff will be on duty to assist students.

- Morning drop-off times, Monday-Friday 8:10 – 8:20 a.m.
- Afternoon pick-up times, Monday-Friday begin at 3:05.
- No car traffic at the front of the building - busses only (arrival and dismissal.)

Directions

- **Please** do not use your cell phone during pick-up and drop-off. Macon County Sheriff has asked us to remind you that this is illegal in a school zone.
- Cars will form one line in the outside lane leading to the back of the building.
- Please follow the sign that reads "Student Drop-Off/Pick-Up Area Ahead"
- The first car will pull up to the sign that reads "Student Pick-up/Drop-Off begins here".
- Have your Gold Pick-Up card visible for staff to read your student's name. This will keep the line moving quickly.
- When the dismissal bell rings at 3:05, a staff member will direct your student to the car.
- Staff will unload/load the children.
- Please do not leave your car for any reason.
- A staff member will direct traffic and tell you when it is safe for you to pull forward.

Pick-up name cards

- Anyone picking up a student from school **must** have a gold pick-up name card in their car window. These cards will be available from the child's teacher or can be picked up in the office. List the names of the students you are picking up, so the staff member can direct the student to walk to the car.

Gold dismissal notes

- For changes in a student's pick-up routine or for occasional after school plans, fill out a MFGS gold dismissal change note. These notes will be available in the student's classroom, office, and on the school's website. This includes both bus and pick-up changes.

Parent Drop-Off & Pick-Up

- When dropping off in the morning and/or picking up your child at the end of the day, we will unload and load all cars through the parent pick up line at the rear of the building.

Visitation

The Faculty and Administration encourage parents to visit their child's classroom. When making a visit, parents should first check in at the office. (see procedure below) Please make arrangements a day in advance with [the office](#) or your child's teacher as to when you would like to visit. The first month of school is usually not a good time, as the children are getting accustomed to a new routine and getting to know their classmates.

We ask that classes not be interrupted during the day by parents wishing to talk to the teacher. Class time is too valuable, and we do not want to interrupt valuable learning time. Please contact the office and make arrangements to visit with the teacher after class. Maroa-Forsyth Grade School is handicap accessible.

Visitor Check-In Procedure

Our new visitor check-in system requires all visitors to scan their driver's licenses at the interactive kiosk in the front office. Names and dates of birth will be compared to the national database of registered sex offenders. Approved frequent visitors can receive a digital pass, to be scanned in lieu of a driver's license.

- Scan the barcode on the back of your license. Confirm your name and date of birth
- Enter your cell number to receive a digital pass for faster check in
- Once approved, choose the nature of your visit
- Take your photo
- Print your visitor pass.
- When leaving, please sign out at the Kiosk in the office

Birthday Treats and Class Party Treats

The faculty and staff of Maroa-Forsyth Grade School want students to enjoy celebrating their birthday with their classmates. If you would like to bring a birthday treat for your child there are some guidelines that must be followed:

Treats must be store bought and in their original package

Treat size should be age appropriate

Treats must be ready to serve (no teacher preparation)

Treats are for the students in their classroom and teacher only, not to be taken to other classes

Treats must be delivered to the office by 9:00 am

We ask that students not bring balloons, decorations, or party favors. These become a distraction and aren't allowed on the buses.

Party invitations can only be distributed if the whole class is invited.

Community Club

Community Club provides numerous hours and thousands of dollars of support each year-all to enrich the educational facilities and opportunities of the Maroa-Forsyth K-5 students. Parents and teachers are all urged to become active members of Community Club, to support their meetings and activities, and to become contributing members of the school community.

Community Club meetings and functions are open to the family members and friends of Maroa-Forsyth students. Regular monthly meetings are held on the 1st Monday of each month at 6:30 pm in the Grade School Library.

Community Club Officers Maroa-Forsyth Grade School

President – Megan Clark

Vice-President – TBA

Secretary – Jennifer Panganiban

Treasurer – Lacy Woolum

Box Top Coordinator – TBA

Fundraiser Coordinator –Crystal Hoadley & Ashley Wheeler

Hospitality Coordinator – Hannah Fraysure & Lindsey Rosenbery

Volunteer Coordinator – Amy Taute & TBA

Book Fair Coordinator – Chris Kopieka

School/Community Club Volunteer Program

We are interested in increasing the number of parent and community volunteers working at Maroa-Forsyth Grade School.

We are anxious to set up a registry of available volunteers within the community that might be shared or utilized by the school and Community Club. Parents may sign up to be a part of this program at Registration in August (or contact the building principal at any time during the year).

The basic purposes of the volunteer program are:

1. To work with students who are experiencing difficulties with basic educational programs.
2. To enrich learning experiences for all students and to broaden the general curriculum.
3. To assist the teachers in their operation and implementation of the school program.

I/We would be able to share the following skills with Maroa-Forsyth Grade School:

Tutoring and working individually with students

Assisting and leading instructional activities (list)

Help make bulletin boards

Art instruction

Physical education (dancing, aerobics, general P.E.)

English, reading, spelling, (spelling bee tutoring, creative writing, listening to students read, drama, choral readings, etc.)

Math (Contig, special projects)

Science (science fair, science experiments and demonstrations)

Career education

Social Studies (talks, slides, share material from foreign countries)

Nutrition and Foods

Office Assistance (copy papers)

Computer Education

Public Relations

Assist with Community Club projects, such as fundraisers, class parties, dinners, and programs.

School Lunches and Lunch Money

School hot lunches (includes milk) are \$3.00 per day. Milk may be purchased separately for 35 cents. Milk and lunch prices are always subject to change. Lunch money (cash or check) is accepted any day of the school week in the school office. If you prefer to pay by the month in advance, this is also acceptable. Lunch money can also be paid electronically thru Efunds on the Skyward Family Access. School menus can be located on the District or School Website. A paper copy of the menu can be provided if requested. Orange drink may be substituted in place of the milk provided in a hot lunch only if a consent form is completed by a physician and filed in the Office of the Principal. Free lunches are available to children whose parents qualify using State/Federal guidelines. Forms are available in the Office of the Principal.

The school cafeteria is maintained as a vital part of the health program of the school. Students are requested to cooperate by depositing all lunch litter in wastebaskets, returning all trays and utensils to the dishwashing area, and leaving the table and floor around you in a clear condition.

FREE AND REDUCED LUNCHES

Application forms for free and reduced lunch for students that qualify are available in the school office. Such application forms must be completed by the parent and returned to the office. The Superintendent of Schools will make approval for the request.

Technology Equipment and Fees

We will be a 1:1 district this school year. Students in grades 2-5 will be issued Chromebooks that will be kept in their classrooms. Classes and students will not have to share these devices. Students in K-1 will have iPads stored in classes as well.

The Technology Fee will be \$50 per year. This cost is to provide the licenses for these devices. If a family qualifies for Free lunches (forms available online and in the GS office), this fee will be waived. The District will be responsible for making sure all of the apps, extension, software, and security software is updated regularly and pushed out to each device. School devices will also have the same security software when used off of our networks.

School Menu/Newsletter

The school lunch menu and other informational items are available on the District or School Website at the end of each month.

Lost Textbooks

If a student loses a book during the year, he/she will have to pay the price for another book. At the end of the year, the books assigned will be examined. If they show more than normal "wear and tear," students will be asked to pay an additional amount to cover the cost of the book.

Social Worker

The Grade School has the availability of a social worker. In addition to character education, social work services are available through parent and teacher request.

Grading Scale

The grading scale for Maroa-Forsyth Grade School will be as follows:

A	90-100	Very Good, well above average
B	80-89	Good, above average-
C	70-79	Satisfactory, normal rate of progress
D	65-69	Needs improvement, below average
F	64 or below	Failing to meet minimum standards

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
INC	Incomplete

M	Mastered (Kindergarten)
NA	Needs Assistance (Kindergarten)
No	No (Kindergarten)
P	Progressing (Kindergarten)
W	Warning (Kindergarten)
X	Not Assessed (Kindergarten)
Yes	Yes (Kindergarten)

The teacher has the right to curve any grades that may fall below the normal bell curve if he or she believes the test was unusually difficult or unfair.

Expectations for Behavior

Maroa-Forsyth Grade School is a PBIS School. Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

Expected behaviors are modeled and taught to students. They learn to support a school environment of respect, responsibility, and effort. Throughout the year all students are recognized for their participation in maintaining a positive atmosphere. The "Trojan Pride Matrix" explains the expectations that students are taught and responsible for upholding.

Parent Communication with the School

Parents are encouraged to keep the school informed of anything that might impact a student. We have numerous ways to contact the school and encourage parents to use them to keep us informed.

During the school day, parents sometimes need to get messages to or bring in items to be delivered to their children. We ask that you observe the following procedures:

- Please call before 2:00 p.m. except in legitimate emergencies, we find it difficult to accept routine messages and relay them to students after this time.
- Students learn responsibility by practicing it. We encourage parents to let students take responsibility for getting to school with the items needed.
- There are times when students forget items that must be delivered. In that event, items may not be taken to students in the classrooms. Items must be dropped off in the Main Office and they will be delivered to your student.
- Students will not be allowed to use the phone unless they bring a note from their teacher requesting that the student use the phone or they have permission from the office staff. Please do not send time-sensitive or emergency information by email. Teachers may not have a chance to check their email before school dismisses. If there is an emergency or if it is essential that a child receive a message before leaving school, call the office and talk with someone who can make sure your student gets the message.

Promotion/Retention Policy

Retention of a student is considered when grade level expectations have not been met. The expectation for grades are outlined in the Common Core State Standards. To be eligible for promotion students must pass:

Reading, Language Arts, and Math for 3 quarters as well as maintain a yearly passing average in Science and Social Studies.

Kindergarten students should attain mastery of 90% of the skills that they are evaluated on during each of the 9 week grading periods. In determining placement, promotion, or retention, the best interest of the student shall be considered. The school will not only consider the child's academic achievement and needs, but also his/her age, social, developmental, and emotional maturity.

Principal approval is required before a student may be retained. Parental agreement concerning retention will be sought, but is not required.

STUDENT RECORDS

The District maintains two types of school records for each student: a permanent record and a temporary record. These records may be integrated.

The permanent record shall include, but is not limited to:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s), academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations, unique student identified assigned by SIS, Attendance record. Health records, Record of release of permanent record information in accordance with 105 ILCS 10/6(c), Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The permanent record may also include: Honors and awards received, Information concerning participation in school-sponsored activities or athletics or offices held in school sponsored organizations.

The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c), scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8), Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit, Completed home language survey, Any biometric information, Health-related information, and Accident reports.

The temporary record may include:

Family background information, Intelligence test scores, group and individual, Aptitude test scores, Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews, Elementary and secondary achievement level test results, Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations, Honors and awards received, Teacher anecdotal records, Other disciplinary information, Special education records, Section 504 records, Verified reports or information from non-educational persons, agencies, or organizations, Verified information of clear relevance to the student's education.

FAMILY EDUCATION PRIVACY ACT (FERPA) & ILLINOIS SCHOOL STUDENT RECORDS ACT (ISSRA)

A student's school records are confidential, and information from them will not be released other than as provided by law. State and federal law gives parent(s)/guardian(s) and eligible students certain rights with respect to their student records. These rights are to:

1. The right to inspect and copy the student's education records no later than 10 business days after the day the school receives a request for access, unless the District extends the response time, by no more than 5 business days, from the original due date. A parent/guardian or eligible student should submit to the Records Custodian,

Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. There may be a charge for copies, not to exceed \$.25 per page. This fee will be waived for those unable to afford such cost. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed. Both parents/guardians have the right to access student records, unless there are limitations on the right of access to student records in cases where a court order of protection or other certified copy of court order that specifically denies access to school records exist.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA and ISSRA authorizes disclosure without consent. Exception that permits disclosure without consent are the following:
 - Disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.
 - A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibilities.
 - Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
 - To persons authorized or required by state or federal law to gain such access, as provided in the regulations
 - To appropriate officials in connection with a health or safety emergency
 - To comply with a judicial order or lawfully issued subpoena
 - Information the District has designated as "directory information" (see below)
4. The right to request removal from the student's academic transcript of one or more scores received on college entrance examinations through the submission of a written request 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 removed.
5. The right to copy any student record that is proposed to be destroyed or deleted.
6. The right of the parents to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.
7. No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right to student records under state and federal law.
8. 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:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

The District may release personally identifiable information regarding students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward. Directory information shall be limited to:

Name

Address

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees and honors

Information in relation to school-sponsored activities, organizations and athletics
Major field of study
Period of attendance in school

Before releasing directory information the Building Principal shall provide written notification to the student's parent(s)/guardian(s) of the following: notification date, parent(s)/guardian(s) names, student's name, directory information to be released, scheduled date(s) of release, and the process and deadline for prohibiting the information's release.

PPRA

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires Maroa-Forsyth School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.
3. The right to inspect a survey created by a third party before it is administered and distributed to their student.
4. The right to inspect any instructional material used as part of their child's educational curriculum.
5. The right of a parent of a student to inspect, upon the request of the parent, any instrument used in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) prior, and the parent's right to inspect any collection instrument used for this purpose.

CURRICULUM REVIEW

Curriculum content may contain certain topics/activities that a parent may find objectionable, and the pupil may be excused from that portion of the course, if the parent submits a written objection (Sex education, Dissection, etc), and the objection is granted. Parents may review textbooks and other curricular materials. Please contact the teacher, guidance counselor, or principal to schedule such a preview.

EQUAL OPPORTUNITIES

Title IX provides "no person in the United States shall on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance" with certain minor exceptions.

The director of Title IX for CUSD #2 is the Superintendent of Schools for the Maroa-Forsyth CUSD #2. The superintendent's office is located at:

Dr. Kris Kahler
641 E Shafer St
Forsyth, IL 62535
794-3488

Also, under the same philosophy, each and every student has the same privileges to an equal education without regard to sex, race, national origin, color or handicap. Any person who feels that he/she is being denied the rights previously mentioned should contact the building principal. If no satisfaction is obtained, the person should then contact the Unit Superintendent. If, after going through the first two steps, the person still feels they are being denied some right, then the next step in the chain of command would be to discuss the matter with the Board of Education. Students have the right to present their case, have representation, and have witnesses.

FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The Illinois State Board of Education has assured the provision of special education to all children with disabilities within federal statutory timelines such special education services:

1. Are provided at public expense, at no charge to parent(s)/guardian(s);
2. Are under the general supervision of the Illinois State Board of Education;
3. Meet the standards of the Illinois State Board of Education and all other applicable state and federal statutes, rules, or regulations;
4. Include preschool, elementary school and secondary school education in Illinois;
5. Are in conformity with an Individual Education Plan.

SEXUAL HARASSMENT POLICY & SEX EQUITY

Sexual harassment is a form of sex discrimination which violates Title VII and Title IX of the Civil Rights Act of 1964, as amended, and the Illinois Human Rights Act. It is the policy of Maroa-Forsyth Community Unit School District No. 2 to maintain a learning and working environment that is free from sexual harassment. The School district prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of Maroa-Forsyth Community Unit School District No. 2 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District. Students or employees should report any sexual harassment to the Building Principal/designee, Superintendent, Coordinator for Nondiscrimination or a counselor. If the claim of sexual harassment is against one of the foregoing persons, the student should instead report the harassment to any other of the persons specified. The complete board of education policy on sexual harassment is on file and available for viewing in the building principal's office.

HARRASSMENT/BULLYING POLICY

No person or student shall harass, intimidate, or bully a student. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual that affects a student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Bullying means any persistent or systemic physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and/or expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

All reports of bullying are taken seriously and investigated in a timely manner. Bullying can be reported to the building principal or teacher. Bullying can also be reported anonymously through the email address: stopbullying@mfschools.net.

The complete Board of Education policy on harassment/bullying (7.20) is available online at <http://www.mfschools.net/unit/board/manual/7POLICY.pdf>. You may also contact the building principal to receive a copy of this policy.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to open a social media account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety dignity of students and staff; (2) maintain a positive, weapons-free and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals

involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
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 which 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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a) Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
 - b) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f) Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or other substance prohibited by this policy; or b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance prohibited by this policy.
 - h) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" as the term is defined in the Weapon section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without

limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication devices, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct specifically includes, without limitations, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network, other comparable conduct. Teen dating violence, as described in Board policy 7.185, Teen Dating Violence Prohibited, is prohibited.
10. Engaging in any sexual activity, included without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to: assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that 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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive intervention and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive

behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsion and out-of-school suspensions to the greatest extent practicable and where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school or weekend provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and non-profit agencies that enhances community efforts to meet human, educational and environmental or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measures, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Out-of-School suspension from school and all school activities in accordance with Board policy 7:200 Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210 Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the school code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to: illegal drugs (controlled substances), "look-a-likes", alcohol, weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year; but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

SUSPENSION PROCEDURES

In-School Suspension

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

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

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and a student which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Reason for number of suspension days;
 - e. Upon request of the parent(s)/guardian(s), a review of the out of school suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel, at the parent's own expense. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail the rationale for suspension.

EXPULSION PROCEDURES

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(S).
 - e. State that the School Code allow the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

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

MISCONDUCT BY 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 District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individual education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others. A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while

at school or a school function may be removed from his/her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

BUS CONDUCT

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7.190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

Academic Credit for Missed Classes During School Bus Suspension

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

SCHOOL BUS REGULATIONS

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline Code.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

School Bus Safety

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.

1. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. 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.
5. 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.
6. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
7. 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.

8. If you must cross the street after you get off the bus, wait for the bus driver's signal and then cross in front of the bus.
9. Never run back to the bus, even if you dropped or forgot something.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

PHOTO/VIDEO RELEASE

Your child's picture/video and/or name (including the school the student attends) may be included on informational news coverage and for educational purposes, including being shown on the District's web page or social media sites. If you do not want your child's picture used in this manner, please contact the principal.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. For more information on the District's education plan for homeless individuals, please contact the unit office.

AT RISK STUDENTS

The School District shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs. For more information on the District's At-Risk programs, please contact the unit office.

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. For More information on the District's English Language Learner Program, please contact the unit office.

TITLE I PROGRAM

The Title I Program is a federally funded educational program equipped to aid the academic needs of identified students. Students will be re-evaluated at the end of each quarter to determine if continued services are necessary through the Title I Program. All students achieving average or above average grades on their report card at the end of the quarter are eligible to exit the program. Decisions regarding continued participation in the program are made by the parent, classroom teacher, and the Title I teacher.

The objective of the Title I Program is to help students improve reading and/or math skills in order to achieve grade level competency.

The District maintains programs, activities, and procedures for the involvement of parent(s)/guardian(s) of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts, which are detailed in Board Policy 6.170.

SAFE SCHOOL ZONE

Maroa-Forsyth Schools are located in a school safe zone. This means any student in violation of selling, possessing, or using drugs; possession of a weapon on school grounds, gang recruitment, will be subject to increased penalties from the legal system. Maroa-Forsyth will pursue this law to its fullest extent. The school safe zone extends 1000 feet in each direction from each building within the school district.

DRESS CODE POLICY

The administration, faculty, and staff expect the students to display good taste in individually determining their approaches to school dress. Therefore, there shall be no restriction on a manner of dressing or a hairstyle unless these present a clear and present danger to a student's health and safety, or creates a disruption of the educational process. It is the school's expectations of students and parents to understand and follow the guidelines provided below.

Guidelines:

- Clothing which is revealing, fails to adequately cover the body, or is torn/altered in a sexually suggestive manner will not be permitted.
- Clothing which is obscene, offensive, vulgar, defamatory, or that references (words or pictures) tobacco, drugs, alcohol, or sexual innuendo will not be permitted.
- Clothing that displays gang-related words or symbols or gang paraphernalia will not be permitted.
- Hats, caps, hoods, head coverings, and sunglasses should not be worn upon entering the classroom unless a teacher grants specific privilege or exception.

If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear the item to school.

Students found to be in violation of these expectations will be given the opportunity to make the necessary changes to comply with the expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. Student dress or appearance that causes severe or substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others will be subject to discipline.

ACCEPTABLE USE

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

The failure of any student to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

CHAIN OF COMMAND

The procedure for student/parent to register a complaint and/or to discuss issues are as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any matter that involves a teacher should begin with the teacher. If it is a matter that involves the principal, it should begin with the principal, etc.

Starting at a higher level in the chain of command will result in the matter being sent back to the area where the discussion needs to begin. If satisfaction is not achieved at that level, then the matter should be taken to the next step in the chain of command.

While Maroa-Forsyth understands the importance of email and telephone communication, matters of this magnitude cannot be properly addressed through those means. All communication concerning complaints or other issues must be addressed in a face-to-face meeting between the parties.

Classroom Behavior Guidelines

At the beginning of each school year, individual classroom teachers will send home individual classroom behavior guidelines or rules along with any grade level policies. Please refer to these classroom guides for individual classroom issues.

SCHOOL ATTENDANCE

The obligation for regular attendance rests with the parents/guardians. When a student is absent the parent or guardian must call the school before 9:00 a.m. the morning of the absence and report the reason for the absence. Any student who is absent without the aforementioned procedure being followed, will be considered unexcused. This will result in zeros on daily work for the periods missed. The only exceptions will be those students who have a prearranged absence on file in the office with the parent's signature. Written notes the day following absences will be accepted at the discretion of the building principal. The absence must be taken care of that day in the aforementioned manner.

ABSENCES

Absences will be classified as follows:

1. Excused absence due to confirmed illness.
2. Pre-arranged (treated as excused) All students who know they will be absent from school must make arrangements for a pre-arranged absence. A form may be obtained from the office to be signed by all teachers and returned to the office prior to the absence.
3. Unexcused absence for the convenience of the student or family which, in the opinion of the principal, is unexcused. Suspensions from school will be counted as unexcused.

Any student with 5 or more consecutive absences due to illness will be required to present a doctor's statement explaining the absences. If a doctor's statement is not presented, the absences will be considered unexcused. In addition, after 10 days of absences due to illness, "excused", "unexcused", or "prearranged", in a given semester, all absences will require a doctor's statement or the absences will be considered "unexcused".

Absence and School Activity

Any student who is absent from school due to an illness will not be allowed to participate in or attend any school activity the same afternoon or evening, unless the student arrives with a medical excuse.

Make Up Grading

1. Students who have excused absences are expected to make up work and they shall receive full credit for such work. It is required that make-up work be completed within the number of days equal to the absence plus 1 day.
2. A pre-arranged absence is an excused absence for the reasonable convenience of the student or parent (family). The student must present a request from the parents for absences such as dental or doctor appointments, or vacation with family. Not all class work or homework will be able to be supplied in advance for a pre-arranged absence. Work will be given at the discretion of the teacher. Any work given prior to a prearranged absence will be due upon return to school. Work will not be provided for a pre-arranged absence longer than three days. When work is not assigned until the student returns the number of days absent plus one will determine the due date for assignments. The pre-arranged form must be turned into the office prior to the student absence in order for it to be excused.
3. Students who receive unexcused absences will be expected to be ready to keep up with the class. Any material missed is the student's responsibility to make up.
4. Parents may request to pick up students work due to an absence. Homework request can be picked up in the school office at the end of the school day.

TRUANCY

Truancy is an absence not excused by the principal, classified as follows:

1. Absence for no valid cause for any school day or portion thereof.
2. Absence without the knowledge of parents. (If parents do not call in as prescribed it will be interpreted to mean that the parents are unaware of the absence, and the absence will be treated as a truancy).

Action to be taken:

1. After the first three days of unexcused absence, the principal will inform the county truancy officer via letter of the person found to be truant. The same procedure will be used after the five days and nine days of unexcused absence.
2. For any further truancy in a school year, the truancy officer shall confer with the student and parent or guardian in an effort to obtain compliance with the laws governing attendance. The truancy officer may request the following action:
 - a. The filing of a truancy petition in Circuit Court, which may result in the child being declared a minor in need of supervision.

- b. A charge filed in Circuit Court against the parent or guardian.
- c. A truancy hearing before the Board of Education that may result in expulsion.

To assist students with truancy problems the following interventions may be utilized:

- 1. School Social Worker
- 2. Guidance Counselor
- 3. Alternative School

Nurse

Maroa-Forsyth Grade School has the services of a school nurse. A nurse is available on all student attendance days. Contact the school office to speak with the nurse.

SICK STUDENTS

If a student feels ill while he or she is at school, he or she needs to report to the office. If the nurse or principal feel the student needs to go home, the nurse or other staff will contact the parents or responsible adult to pick the student up. Parents or other person picking the student up must also sign the student out in the office.

If a student leaves school because of illness they are not to attend/participate in extracurricular activities, including music programs and sports practices/games.

PE MEDICAL EXCUSE

Any student who has medical excuses signed by a certified physician will be excused from participating in PE. This physician's excuse shall be turned into the main office. A copy will be given to the student to give to the teacher. A date for returning to PE should be included on the excuse notice. A notice will be good for a maximum of 5 school days unless otherwise indicated on the note.

STATE REQUIRED HEALTH EXAMS AND RECORDS

Health Examination and Immunizations

State law requires all students entering Pre-K, Kindergarten, 6th grade, and 9th grade and students moving into the district from out of state, have a physical examination on file in the school office performed by an Illinois Licensed Physician. Physical examination forms supplied by the State Board of Education must be used. Illinois State Law also requires a child's immunization records to be up to date prior to enrollment. All required immunizations must be indicated on the form with the date administered. **Students without the above information on file will be excluded from school on October 15 of each year**, unless an appropriate objection based on religious or medical grounds is made.

Dental Examination

All students entering Kindergarten, 2nd grade, 6th grade, and students moving into the district from out of state, must have a dental examination on file in the office. Dental examination forms supplied by the State Board of Education must be used. If a child in the relevant grade fails to provide proof by May 15, the school may hold the child's report card until parents present either proof of a completed dental examination or proof that a dental examination will take place within 60 days after May 15. There may be a waiver for children who show an undue burden or a lack of access to a dentist.

Vision Examination

All students entering an Illinois Public School for the first time must have an eye examination on file. This typically occurs within Pre-K or Kindergarten or if they are transferring to the district from out of state. If proof is not presented by October 15, the school may hold the child's report card until parents present either proof of a complete eye examination, or proof that an eye examination will take place within 60 days after October 15. There may be a waiver for children who show an undue burden or a lack of access to a physician who provides eye exams or an optometrist.

Athletes must have a physical examination annually and have them on file in order for them to participate.

VISION AND HEARING SCREENING

In an attempt to identify possible vision and hearing concerns as it relates to your child's education, the Maroa Forsyth School District will occasionally conduct such screenings. Registered nurses who are certified to conduct such tests will conduct the screenings. The results will be forwarded to you, the parents. As a parent, you have a right to "opt out" of these screenings. You must submit in writing to the school's office your desire for your student

to opt out of such screenings. Vision screening is not a substitute for a complete eye and visual evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report from indicating that an examination has been administered within the previous 12 months.

MEDICAL EXCLUSION POLICIES/MAROA-FORSYTH CUSD #2

The following guidelines have been established in accordance with recommendations of the Illinois Department of Public Health. Students will be readmitted according to these guidelines. Please look on the school's website, contact your school office or the school nurse for more information.

Chickenpox-Exclude six or more days after first appearance of rash, until no fever and blisters are dry.

Conjunctivitis (Pink Eye)-Exclude until treatment has started, or a physician approves readmission to school; a physician's statement is required for admission.

Diarrhea-Exclude until no diarrhea and no fever for 24 hours; if persistent, physician's statement that no viral, bacteriological, or parasitic condition exists.

Fever-Children with temperatures over 100 degrees F or more should not be sent to school. Child must be fever free, without the aid of fever-reducing medication, before returning to school. For Influenza, the child must be fever free for 24 hours without the aid of fever-reducing medication.

Giardiasis-Exclude until stool culture is negative and until no fever or diarrhea.

Hand, Foot, & Mouth Disease-Exclude until rash is gone and no fever for 24 hours without the aid of fever-reducing medication.

Head Lice-Exclude until hair is properly treated and nits have been removed. The student must be brought in for the nurse to check if student may be readmitted to school.

Hepatitis A-Exclude 14 days from the onset of clinical disease and at least 7 days from onset of jaundice.

Hepatitis B-Exclude during acute clinical symptoms.

Herpes Simplex Types 1 & 2-(Cold Sores)-Exclude until sores are dry, if student cannot refrain from touching them.

Impetigo-Exclude until 24 hours after antibiotic treatment has begun; sores must be covered until they are dry.

Measles-Exclude for 7 days from onset of rash for German Measles, and 4 days from onset of rash for other measles.

Meningitis-Any form of the disease requires a physician statement for readmission to school.

Mononucleosis (Infectious)-Exclude until acute symptoms are gone.

Mumps-Exclude for nine days after the start of swelling of glands.

Ringworm (Tinea, Capitis)-Exclude until 24 hours after treatment has begun; area must be covered by bandage or clothing at school.

Scabies-Exclude until 24 hours after treatment begins.

Shigellosis-Exclude until two negative stool specimens.

Shingles (Herpes Zoster)-Exclude for one week after first rash, until blisters are dry.

Strep Throat/Scarlet Fever (Strep Infections/Scarlatina)-Exclude until 24 hours after antibiotic treatment begins (continue treatment at least 10 days), and fever free without the aid of fever-reducing medication.

Whooping Cough (Pertusis)-Exclude until 5 days after antibiotic therapy begins.

DIABETES CARE PLAN

In accordance with public act 96-1485 Maroa-Forsyth has an Authorization to Provide Diabetes Care Plan on file and available for review in the building principal's office.

GUIDELINES FOR MEDICATION

1. Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered. All medications, prescription and over the counter (OTC), require physician authorization before administration can occur.
2. A program for administration of medications to children in schools must be developed and managed by a certified school nurse.
 - a. Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.

- b. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
 3. All prescribed medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This includes standing orders.
 - a. A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. The order includes: Child's Name, Date of Birth, Licensed Prescriber & Signature, Licensed Prescriber Phone/Emergency Number, Name of Medication Dosage, Route of Administration, Frequency and Time of Administration, Date of Prescription, Date of Order, Diagnosis Requiring Medication, Intended Effect of the Medication, Other Medications Child is Receiving, Time Interval for Re-Evaluation.
 - b. Medication must be brought to the school in the original package or an appropriately labeled container.
 - i. Prescription medications shall display: Child's Name, Prescription Number, Medication Name/Dosage, Administration Route and/or Other Directions, Date and Refill, Licensed Prescriber's Name, Pharmacy Name, Address, and Phone Number, Name or Initials of Pharmacist
 - ii. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request, and medication are brought to the school.
 4. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian(s) requesting the medication be given during school hours. The request must include the parent(s)/guardian(s) name and phone number in case of emergency. It is the parent(s)/guardian(s) responsibility to assure that the licensed prescriber's order, written request, and medication are brought to the school.
 5. Medications must be stored in the Office in a specified location.
 6. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child. If the parent(s)/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
 7. From time to time, students may acquire a small scrape or cut. The medical staff of Maroa-Forsyth typically cleans the wound and dresses it with antibiotic ointment and a bandage. If you would like to opt out of this treatment, please notify the office.
 8. Students may possess and self-administer their prescribed asthma medication and/or use an epinephrine auto-injector and a student may possess medication prescribed for diabetes for self-management in accordance with the student's diabetes care plan, while in school, at a school sponsored activity, under the supervision of school personnel, or before or after normal school activities on school property if parents provide written authorization, and a physician's statement of approval also describing the name, purpose, dosage, and anticipated time of administration of the medication.
 9. Neither Maroa-Forsyth nor its employees or agents are to incur liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or use of an epinephrine auto-injector.
 10. Maroa-Forsyth and its employees and agents, including a physician, physician assistant, or advanced practice nurse providing standing protocol or prescription for school epinephrine auto-injectors, or an opioid antagonist are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or use of an epinephrine auto-injector regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice nurse. The parents must indemnify and hold Maroa-Forsyth and its employees and agents harmless against any claims (except a claim based on willful and wanton conduct) arising out of a student's self-administration of medication or use of an epinephrine auto-injector or the district's storage of the medication.
 11. Upon any administration of an epinephrine auto-injector or of an opioid antagonist, Maroa-Forsyth must immediately activate the EMS system and notify the student's parent, guardian, or emergency contact, if known.

12. Within 24 hours of the administration of an undesignated epinephrine auto-injector, Maroa-Forsyth must notify the physician, physician assistant, or advance practice nurse who provided the standing protocol or prescription for the undesignated epinephrine auto-injector of its use.
13. Within 24 hours after the administration of an opioid antagonist, Maroa-Forsyth must notify the health care professional who provided the prescription for the opioid antagonist of its use.
14. School employees are not prohibited from providing emergency assistance to students, including administration of medication.

If you would like to receive any of this information, please call Superintendent of Schools at (217) 794-3488.

TEACHER QUALIFICATIONS

As a parent of a student at the Maroa-Forsyth schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

SCHOOL AND DISTRICT REPORT CARDS

The annual School and District report cards are available on the unit office website at www.mfschools.net. These are typically updated in October of each year. If you would like to receive a paper copy of these report cards, please contact the unit office.

ASSESSMENTS

Students must participate in assessments mandated by the Every Student Succeeds Act (ESSA) and by the State of Illinois or the District. Parents may request information regarding any State or local policy regarding student participation in mandated assessments and such assessments. Parents may refuse testing of such assessments, where applicable, and consistent with Illinois and Federal requirements. Assessments required by the ESSA, the State of Illinois or the District include: IAR, SAT, and ISA.

PARENTS' SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends: Parents are awarded the rights to:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours.
3. The District will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of their rights under the Act.

PARENT/TEACHER CONFERENCES

Maroa-Forsyth Schools will conduct one parent/teacher conference during the school year. The conference will be held during the first quarter of each school year. The purpose of the conferences is to discuss student progress. Parents and teachers may request conferences at any time throughout the school year.

Mid-Quarter Report to Parents

Parents will be notified by letter during the mid-point of each 9-week period if their child is receiving a D or F. A conference may be requested at this time by either parents or the teacher.

MANDATED REPORTERS

All school personnel are required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS).

SEX OFFENDER COMMUNITY NOTIFICATION LAW

(P.A. 94-994). School districts are required by law to notify parents they can access information regarding sex offenders by going into the Illinois Sex Offender Registry online at www.isp.state.il.us. Individuals may search the database by name, zip code, or county. Access is free. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them.

TRANSPORTATION REIMBURSEMENT

We believe we provide transportation to all our eligible students. However, parents and/or guardians of pupils that qualify may be eligible for pupil transportation reimbursement. To qualify the student must live 1.5 miles or more from the school attended or have received verification from the Illinois Department of Transportation that a serious safety hazard exists. If you think you may be eligible because free transportation is not available to your children, further information is available in the school office.

PEST MANAGEMENT

The Maroa-Forsyth School District has a policy for pest management. Parents who request, will be notified two days in advance of spraying herbicides and pesticides. Their name will become part of the school registry for notification purposes. All spraying will be done by certified sprayers. Spraying will be done outside of school hours.

PETS/ANIMALS

Board Policy states that animals, including any type of pet, are not allowed on school grounds. Service animals are permitted, with prior authorization.

EMERGENCY PROCEDURES

Each student will be asked to return a completed Emergency Form during the first week of school. Please make certain that the form indicates someone who may be reached. If changes occur during the school year in regard to work, relative, or emergency phone numbers, it is essential that you notify the school. If you have an unlisted number, please note this so that it can be kept confidential.

TORNADO AND DISASTER PROCEDURES

A disaster warning system and procedures have been developed. This plan is discussed with students at the beginning of each school year. At least three drills are conducted during the school year.

FIRE DRILLS

A fire evacuation plan is discussed with students at the beginning of each school year. At least three drills are conducted during the school year. When the alarm sounds the students will stand and leave the room immediately. Running is not permitted. Students are to remain quiet throughout the drill. The doors and windows should be shut and the last person to exit the room should turn off lights.

SCHOOL FEES

The Board of Education establishes student fees each year. However, no student will be denied the privileges afforded to public school students on the inability of his or her parents to pay the required fee(s). Application forms for free textbooks are available in the school office. Such application forms must be completed by the parent and returned to the office. Approval for the request will be made by the Superintendent of Schools. However, this exemption does not apply to course fees or for school property which may be lost or damaged by the eligible student.

CLOSING DUE TO WEATHER

If conditions are such or a power failure, etc. makes it advisable to close school; an announcement will be made on the Decatur radio stations. (WSOY, WEJT, WDKR, and WHOW by 7:00 A.M. if possible). The announcements are also made on television stations WAND and WCIA. The announcement will be made during the day over the same stations if school must be dismissed early.

This could also be the case in extreme heat and humidity, in which case if school is dismissed early, it would probably be dismissed after 1:30 and would be announced on the radio and television by noon.

SCHOOL MESSENGER NOTIFICATION

School Messenger is a telephone broadcast system that allows the school to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcement or reminders. The school will continue to report school closings due to weather as an overlay to public announcements. Note: For an answering machine to receive the call it must be set to allow no more than 4 rings.

Pictures

Individual pictures will be taken in the Fall & Spring. Dates will be announced in the school newsletter.