

STUDENT HANDBOOK

Maroa Forsyth CUSD #2
Middle School
101 Cedar Street, P.O. Box 738
Maroa, Illinois 61756
Phone: 217-794-5115
Fax: 217-794-3351

<http://mfms.mfschools.net/>

MAROA-FORSYTH MIDDLE SCHOOL INTRODUCTION

On behalf of the faculty, I would like to welcome you to Maroa-Forsyth Middle School. We are looking forward to assisting you in fulfilling your educational goals. Maroa-Forsyth has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals which have been set and to carry on the tradition of "Excellence and Pride" at Maroa-Forsyth Middle School. You can benefit from everything Maroa-Forsyth Middle School has to offer by being actively involved in the learning in your classes and the programs offered. If you encounter difficulties, seek assistance from your teachers or myself. We are here to make your years in school as successful, yet educationally challenging, as possible.

Excellence and Pride,

Nate Sheppard

Middle School Principal

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

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.

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ADMINISTRATION

Dr. Kristopher Kahler, Superintendent

Nate Sheppard, Principal

Brenda Livingood, Transportation Director

Phil Applebee/Assistant Principal & Athletic Director

BOARD OF EDUCATION

Lindsay Wise, President

Matt Crawford, Vice President

Lori Willoughby, Secretary

Susie Conway, Member

Darin Duzan, Member

Wissam Hasnain, Member

Isaac Zuniga, Member

MIDDLE SCHOOL SECRETARY

Mallory Parrott

AREA	FACULTY
English	6th/7th Joy Hurst 7th/8th Zoe Savage
Math	6 th /7 th /8 th Jennifer Williams 6 th /7 th /8 th Lyndzi Craft
Reading	6th/7th Lindsay Anderson 7th/8th Shelly Upperman
Science	6th/7th Heather Ennis 7th/8th Chip Wallen
Social Studies	6th/7th Tim Peasley 7th /8 th Meg Hickey
Technology Literacy	Jon Kidd
Resource	Ivy Handley Becca Nashland
P.E.	Angie Woodhall
P.E./Health	Aaron Ennis
Band	Sarah Lidy
Choir	Christopher Weisenborn
Art	TBA
Social Worker	Stacy Goodwin
Custodians	Cindy Manint Ryan Miller
Cafeteria	Sherry Weikle Jeri Leeper Jennifer Sleeth

**MAROA FORSYTH
MIDDLE SCHOOL
CODE OF HONOR**

RESPECT

- SELF
- OTHERS
- PROPERTY

RESPONSIBILITY

- BE SAFE
- OWN YOUR ACTIONS

EFFORT

- BE THERE
- BE READY

SCHOOL HOURS

School begins each day at 8:05 a.m. On mornings where temps are below freezing, the doors are open for students to enter the building and supervision begins at 7:50a.m. Otherwise the doors will be opened for students at 8:00 a.m. Students not riding the bus should not arrive before 7:45 a.m. The school day ends at 2:55 p.m.

MIDDLE SCHOOL SCHEDULE

Period 1	8:05 - 8:45
Period 2	8:49 - 9:29
Period 3	9:33 - 10:13
Period 4	10:17 – 10:57
A Lunch	10:57-11:27
A Period 5	11:31 - 12:11
B Period 5	11:01 – 11:41
B Lunch	11:41 – 12:11
Period 6	12:15-12:55
Period 7	12:59-1:39
Period 8	1:43-2:23
Focus Learning	2:27-2:55

ASSEMBLY SCHEDULE (1:23)

Period 1	8:10-8:40
Period 2	8:44-9:14
Period 3	9:18-9:48
Period 4	9:52-10:22
Period 6	10:26-10:56
A Lunch	10:56-11:26
A Period 5	11:00-11:45
B Period 5	11:30-12:15
B Lunch	11:45-12:15
Period 7	12:19-12:49
Period 8	12:53-1:23
Assembly	1:30-2:55

11:30 Dismissal

Period 1	8:05-8:27
Period 2	8:31-8:53
Period 3	8:57-9:19
Period 4	9:23-9:45
Period 5	9:49-10:11
Period 6	10:15-10:37
Period 7	10:41-11:03
Period 8	11:07-11:30

VISITORS

Visitors must register in the office and have prior approval of the administration. Students are discouraged from requesting visitors both for classes and for lunch due to security issues and the potential for disruption to the educational process. Alumni are welcome to speak with members of the MFMS staff during the staff members' planning time. Parents are welcome as long as their presence is not disrupting to the educational process. The Middle School is handicap accessible.

GRADING SYSTEM

Quarterly grades will be posted to Skyward every nine weeks. Parents and students are encouraged to log into their Skyward accounts to stay on top of grades. Report cards will be printed upon request. Teachers will be entering grades at a minimum weekly throughout the year.

Letter grades will be given in all classes (using numeric average to determine). Letter grades will be put on the grade cards. Letter grade equivalent of numerical grades and numerical value to be used to figure honor roll and grade point average are as follows:

Number Grade	Letter Grade	Number Value
100-90	A	5
89-80	B	4
79-70	C	3
69-65	D	2
64 or below	F	1

HIGH HONOR ROLL

A student must have a grade point average of 4.51.

HONOR ROLL

A student must have a grade point average of 4.0.

HONORABLE MENTION

A student must have a grade point average of 3.75.

MIDDLE SCHOOL PROMOTION/RETENTION

In order to be eligible for promotion, students must be successful at meeting grade level expectations that represent performance of the Illinois Learning Standards. Any student not meeting requirements regardless of placement will be retained.

Any 6th, 7th, and 8th grade student who does not pass three of the five major subjects per semester shall be retained in the same grade. A Credit Recovery Program is offered at the cost of the student/parent/guardian as an alternative to make up credit. Major subjects are defined as: English, Mathematics, Reading, Science and Social Studies.

Middle School Credit Recovery

A credit recovery program is offered at the Middle School during the summer for students who are eligible for retention. If a student successfully passes the summer credit recovery program, they will be eligible to be promoted to the next grade. The cost for this program is \$50.

MIDDLE SCHOOL MATH ADVANCEMENT

Students may be advanced a grade level in math if the following criterion is met.

- Students must Exceed Expectations on the previous year's IAR exam
- Students must score 85% on class level pre-assessment
- Students must maintain a "B" average in accelerated class
- Students must maintain an overall GPA of 4.25

Students ready for advancement will be identified by administration and teachers. 8th grade students who take Geometry will

have it appear on their High School transcripts. Their High School "geometric concepts" requirement will be met by taking Trigonometry.

GRADES ONLINE

Parents may track their child's progress via Skyward Parent Portal. This is accessed through the information page of the school using Web site at <http://mfms.mfschools.net>. Contact the office to obtain the student's ID and PIN.

FACULTY WEB PAGES

Parents may access faculty web pages at <http://mfms.mfschools.net>. Daily homework assignments and notes are posted on faculty web pages along with important classroom information.

HOMEWORK

Homework is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to class time to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

ACADEMIC LUNCH

Academic Lunch is a thirty-minute assigned study hall during lunch periods. Students who have incomplete assignments at the end of a given week, will be assigned to Academic Lunch for the next week. Students will take their lunch to the designated room and they will eat and complete their missing assignments. After students have completed these assignments and it has been verified by the teacher, they may return to the regular lunch room. Assignments completed during academic lunch will receive credit. Academic lunches are supervised by faculty and staff.

GRADE REPORTS

Maroa-Forsyth Middle School grades are available online through the Skyward Parent Portal. Teachers will be updating grades weekly.

Mid-Term Grade Reports will be available on the Friday of the fifth week of each quarter. The dates for these can be found on the Maroa-Forsyth website.

Final grade report for each quarter will available on the Friday following the end of each grading period. This report will provide information regarding your student's achievement in all their classes. If you do not have online access to the Skyward Parent Portal, please contact the Middle School office to request a paper copy of your child's grade report.

MAKE-UP GRADING

- A. Students who have excused absences are expected to make up work and they shall receive full credit for such work. It shall be the responsibility of the student to make arrangements for make-up work. It is required that make-up work be completed within the number of days equal to the absence.
- B. 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 the family. When the student will miss class due to a prearranged absence the student will make arrangements with the teacher to complete the work in a timely manner per the teacher's discretion. The pre-arranged form must be turned into the office prior to the student's absence in order for it to be excused (pre-arranged).
- C. 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. The student will receive a zero for class work missed. Students will be allowed to make-up

tests and quizzes. The maximum percent the student will be allowed to earn on a test or quiz is 70%.

- D. Parents may request to pick up a student's work when the student has been absent for 2 or more days. Contact the middle school office to arrange a time to pick up your students' homework.

PE NO DRESS POLICY

Students will negatively impact their participation grade if they do not dress for P.E. without a valid excuse

ELECTIVES

Each school year students have the opportunity for two electives: band and chorus. Students may participate in both. To drop elective students will need written permission from a parent/guardian. Changes may take place during the first two weeks of the semester or at the end of the semester in which the request is received.

8th grade students will be allowed to choose to take a Physical Fitness PE class. This class will be focused on a wide range of physical activities including: cardiovascular exercise, strength training, and flexibility training. If students don't choose to take the Physical Fitness PE class they will take the traditional PE class. 8th graders take PE and Health on alternating days over the entire school year.

SCHOOL PHONE

School phones are to be used for school business only. Students are not to use the school phones without permission from office personnel. Students should use the office phone if they need to make a call.

CONSTITUTION TEST

In accordance with School Code (105 ILCS 5/27-3) Sec. 27-3, students are required to pass tests on the United States and Illinois Constitutions. The test is presently taken in 7th grade as students study the development of the nation and formation of the government.

Students new to the district that have not met this requirement will receive a study packet and opportunity to participate in study groups facilitated by social studies faculty.

DAILY ANNOUNCEMENTS

The public address system will be used to provide information regarding school activities. Information will be posted on the Announcements section of the school Web site <http://mfms.mfschools.net/>

SECURITY AND SURVEILLANCE

For security purposes doors are locked during the school day. To enter the building, go to the main entrance of the Middle School, North door, push the buzzer and face the camera; you will be permitted entry.

Middle School hallways are equipped with video surveillance equipment. Videos will be used to monitor student behavior and to discipline when a situation arises. A student should have no expectation of privacy while in the public areas of the building.

EXPECTATIONS FOR BEHAVIOR-PBIS

Maroa-Forsyth Middle Schools 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.

CLASSROOM/STUDY HALL EXPECTATIONS

While at Maroa Forsyth Middle School we understand there may be time in which students are not actively involved in a class project. The faculty and staff view extra class time/study halls as an opportunity in which students can improve their studies and prepare for other classes. This time should not be used for game playing (including computer games), card playing, or listening to audio device.

LOCKERS/BACKPACKS/PERSONAL BELONGINGS

Students will be assigned a locker at the beginning of the school year and they will be held responsible for that locker. The students will also be held responsible for any items that may be in that locker, including personal belongings. For this reason, students are not to change lockers without approval from the office nor are they to move into a locker with another student. Students are not to deface or write in or on lockers. Each student has the responsibility to clean out and remove locker contents at the end of the school year. Students (based on locker assignment) will be assessed a monetary fine for defaced or damaged lockers.

All students will be required to rent a school lock. Two locks will be required, one for PE and one for the hallway locker. Lockers are for the convenience of students but remain the property of the school. The rights of personal property, as well as the rights of the school, must be afforded consideration. **School officials have the right to search (either by using trained dog or by administration/staff) any locker contents, including personal belongings of students for any reason, and a student has no expectation of privacy in the contents of his/her locker. School officials will search lockers only when the school official has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. Students are personally responsible for all contents in their lockers.**

No backpacks will be allowed in any class at any time without staff approval. Students who use backpacks will be required to keep them in their lockers at all times. Students are not allowed to have electronic audio and video devices, CD players, etc. in class unless permission has been granted by the classroom teacher; otherwise they should be secured in the student's locker.

Students will only have access to their lockers at the beginning of the school day, lunch time, and at the end of the day. Students will not be excused from class to retrieve assignments or items left in their lockers.

HALLWAY TRAFFIC

Students will obtain a pass/permission from a teacher to leave class during class time. In order for students to be in the hall or restroom during class time, students must obtain permission from the teacher stating the time the student left the class or study hall and the destination. If a student wishes to be in another room or class during study hall, the student must make prior arrangements, with that teacher.

SHOWING AFFECTION

The showing of affection by students at Maroa-Forsyth Middle School shall be limited to hand holding. (This simply means no embracing, kissing, etc.)

Any member of the faculty has the right to deal with the situation, such as assigning detention and notification of parents.

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 a 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, of 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 shall not be required to take that portion of the course if the parent submits a written objection (Sex education, Dissection, etc). Parents may review textbooks and other curricular materials. Please contact the teacher-or principal to schedule such a preview.

EQUAL OPPORTUNITIES

Title IX provides that "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 Maroa-Forsyth :

Dr. Kristopher Kahler
641 E Shafer St
Forsyth, Illinois 62535
217-877-2023

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.

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 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.

HARASSMENT/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:
 1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
 2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. "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.
 8. 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.
 9. 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.
 10. 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.
 11. 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.
12. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 13. 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.
 14. 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.
 15. 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.
 16. 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.
 17. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
 18. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 19. Entering school property or a school facility without proper authorization.
 20. 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.
 21. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 22. 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.
 23. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 24. Violating any criminal law, including but not limited to: assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 25. 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.
 26. 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.
 27. 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 Detention 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:

5. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 1. Provide a rationale for the specific duration of the recommended expulsion.
 2. 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.
 3. 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.
 4. Upon expulsion, the District may refer the student to appropriate and available support services.

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.

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.

8TH GRADE TRIP

Each 8th grade student's academic/disciplinary records and behavior will be reviewed prior to the 8th grade trip. Students' eligibility to participate in the 8th grade trip may be denied. Students, who are not eligible for promotion at the time of the trip, will not be allowed to attend.

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.

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 individualized 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) and 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.

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.

RTI-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.

SCHOOL SAFE 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 the school.

LUNCH HOUR/CLOSED CAMPUS

The lunch period is thirty (30) minutes in length, and all students are expected to observe the time frame.

The school campus is closed at all times over the lunch hour. All food will be consumed in the areas designated by the principal.

Dress Code

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/altere 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 POLICY (INTERNET)

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.

CELLULAR TELEPHONE

Cell phones have the capability of adding to the educational environment if used correctly. Students will be allowed to carry their cell phones to class as long as they follow these guidelines:

1. Cell phones must be in silent mode during class
2. Phones must be in student's binder or pocket unless teachers direct their use for a classroom activity
3. Students aren't to be on their phones for any of the following reasons in class including texting, calls, taking pictures or videos, or games.
4. Teachers will not allow students to have phones in the classroom during tests or quizzes.
5. Students are not to be on their cell phones between classes.
6. Students are not to be using headphones either in class or between classes without the permission of the classroom teacher.

Student use of cell phones is allowed before school in the gym until announcements begin, during lunch and recess, and when allowed or directed by a teacher.

Maroa-Forsyth Middle School is not responsible for a student's phone that has been lost, stolen, or damaged.

PHOTO/VIDEO RELEASE

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

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.

ATTENDANCE

When students are absent, parents or guardians should call the school [217-794-3463] no later than 9:00 a.m. on each day of absence or send a note explaining the absence upon the student's return to school. Failure to properly notify the school of an absence will result in the absence being recorded as unexcused. If a call has not been made to the school within the first two hours on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Repeated unexcused absences will result in a report to the truant officer at the Regional Office of Education.

Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, attending a military honors funeral to sound TAPS, circumstances beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reasons approved by District administration or by the Board of Education. Students may be absent for mental or behavioral health for up to five days without providing a medical note. Students absent for mental or behavioral health will be given an opportunity to make up any missed school work. After the second mental health day used, the student may be referred to the appropriate school support personnel.

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Absences that do not follow the circumstances to be valid causes for a student's absence are considered unexcused absences. The school may require documentation explaining the reason for the student's absence.

The school will utilize multiple procedures to identify the cause of a student's unexcused absenteeism, including interviews with the student, the student's parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

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 total absences, "excused", "unexcused", or "pre-arranged", in a given semester, all absences will require a doctor's statement or the absences will be considered "unexcused".

TARDINESS

Students tardy to school in the morning must report to the office, sign-in and obtain a pass to their first hour class. Tardies that occur after the first period are handled by the classroom teacher.

A student who has accumulated 3 unexcused tardies per semester will serve a 30-minute detention after school. A student who has received 4 or more unexcused tardies will receive an assignment to an alternative classroom environment.

An excused tardy is defined in the same manner as an excused or pre-arranged absence.

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 in to 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.

- A. A student will be considered on medical leave if they will be excluded from participation for more than 5 school days. The PE teacher will notify the study hall teacher if the excuse exceeds 5 school days.
- B. A student who is out of PE for more than 5 days will be assigned to the study hall that corresponds with the students PE period until such time that they can return to PE as verified by their physician.
- C. Students who are on PE medical leave will be required to take all written exams given in PE (students will be responsible for getting study guides and notes from the PE teacher).

STATE REQUIRED HEALTH EXAMS AND RECORDS

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.

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

DENTAL EXAMINATIONS

All students entering Kindergarten, 2nd grade, 6th grade, 9th grade, and students moving into the district from out of state, 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 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 to show an undue burden or a lack of access to a dentist

VISION EXAMINATIONS

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.

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.

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

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 (Pertussis)- 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.

Commented [Office1]: Can we have this "fever" section bigger than the rest since it is a common question?

Commented [Office2]: There are several suggestions I have for HL procedures, but they could be put on website(s) if agreed upon.

Commented [Office3]: Put this online?

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. All medication criteria must be presented on a completed "School Medication Authorization Form."

- b. Medication must be brought to the school in the original package or an appropriately labeled container.
- 1) 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
- 2) Over the Counter Medications (OTC): These will be handled on an individual basis, for a limited time, and with a written request signed by the parent with specific instructions for administering the medicine. OTC (non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
4. 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.
5. Medications must be stored in the Office in a specified location. A student may possess medication prescribed for asthma or an EpiPen for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form."
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 of the 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.

Commented [Office4]: And/or put this info online?

DIABETES CARE PLAN

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

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

CAFETERIA EXPECTATIONS

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. Approval for the request will be made by the Superintendent of Schools.

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.

SOCIAL WORKER

The Middle School, and High School share a social worker. In addition to character education and mental health assistance, social worker services are available through parent and teacher request.

NURSE

The Maroa-Forsyth C.U.S.D. #2 has the services of a school nurse who is shared between the Middle and High School campuses. To speak to the nurse, contact the Middle School office.

TEACHER QUALIFICATIONS

As a parent of a student at the Maroa-Forsyth Middle School, 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.

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: PARCC, SAT, and ISA.

PARENTS' SCHOOL VISITATION RIGHTS

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.
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 CONFERENCE

Maroa-Forsyth Schools will conduct one set of parent/teacher conferences during the school year. The conferences will be held during the first semester 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.

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. 92-994) 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 1/2 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.

NOTICE OF ACBM

Please be informed that Maroa-Forsyth Middle School has been inspected for friable asbestos material. We have filed a management report in compliance with federal regulations and the report is available in the office. The findings of our inspection indicate that safe conditions exist in the building. Our operations and maintenance program will maintain and monitor the building to insure that the safe condition continues.

PETS/ANIMALS

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

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 during school hours. 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.

CLOSING SCHOOL 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, WCIA, and WICS. 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/email 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.

SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Dances will be held immediately after school from 3:00-5:00.

STUDENT ATTENDANCE AND EXTRACURRICULAR PARTICIPATION

In order for a student to participate in a scheduled extra-curricular activity on a school day or night, he or she must be in attendance at school the entire school day. The only exception will be by administrative approval.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities available to 7th and 8th grade students are baseball, softball, boys' basketball, girls' basketball, volleyball, track, spirit squad, scholastic bowl, student council, jazz band, and math counts.

Extracurricular activities available to 6th grade students are track, student council, jazz band, and math counts. If numbers are low and there are vacancies on a team, 6th graders may be allowed to try out for the open vacancies. No 7th grader will be displaced from a team by a 6th grader.

MAROA-FORSYTH SCHOOLS

EXTRACURRICULAR ACTIVITIES HANDBOOK

MAROA-FORSYTH COMMUNITY UNIT DISTRICT #2

Adopted: May 27 1993

Revised: May 6, 2022

Effective Date: Middle School July 1, 2022

Students at Maroa Forsyth must remember that to participate in extracurricular activities is a privilege not a right. This privilege can be taken away when certain rules are not followed.

This handbook governs all student activities during the entirety of the school year for which academic eligibility is determined and/or any school sponsored activity during the summer months. Any student found in violation of this handbook will be subject to penalties outlined whether in or out of season during the time frame listed above. The regular student handbook will override the extracurricular handbook when school is in session.

The extracurricular handbook is updated annually. Students are subject to the penalties as defined within the handbook at the time of the infraction.

****Students are responsible for additional rules and regulations as they are provided by the IESA/IHSA.**

It is a privilege to participate in interscholastic activities. In addition to the lessons taught in the classroom, lessons and attitudes can be learned through extracurricular activities. The goal of extracurricular activities at Maroa Forsyth is to promote within each student the following attitudes:

Leadership: To develop the ability to be a positive leader in life and be willing to set examples for others to follow.

Self-discipline: Be willing to sacrifice time and energy to develop a strong mind and body.

Team Unity: Accept and develop the philosophy that to be a positive force in society one must learn to work and share with others.

Sportsmanship: Be willing to display only the best in attitude, desire, acceptance of authority, and self-control both on and off the athletic field.

SPORTSMANSHIP AT MAROA FORSYTH C.U.S.D. #2

Doing the right thing isn't always easy. In most cases it is easier to ignore poor sportsmanship than it is to confront it. But if we are going to improve sportsmanship in IESA/IHSA activities, we must have the courage to act. As participants, fans, and parents we should all do the following activities:

1. Positively support your team! Do not taunt or show lack of respect for the opponents.
2. Respect officials and the difficulty of their task.
3. Comply with local regulations concerning conduct at IESA/IHSA activities.
4. Remember that the contest is a learning experience for the young men and women involved and mistakes will happen.
5. Don't forget a ticket to a contest is a privilege to observe a contest and not a license to be obnoxious to players, coaches, and officials!
6. Encourage other fans to be positive in the support for their team.

Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after school. We hope the information provided makes both the student athlete and guardians experience with the Maroa Forsyth School

Athletic Program more enjoyable.

GENERAL PROVISIONS

- A. If a student is going to participate in an extracurricular activity, he/she must begin the activity when the coach officially starts practice for the activity, unless the participant is in another extracurricular, which does not allow them to practice. Transfer students and injuries will be considered on an individual or case-by-case basis.
- B. Students/Parents are responsible for paying all bills of items (uniforms, clothing, etc.) they purchase during the extracurricular season. If these bills are not paid in full by the end of the first month extracurricular season they are currently participating in, the student will not be allowed to participate in another extracurricular until the bill is fully paid.
- C. Students are responsible for turning in equipment/uniforms when they are finished with the extracurricular season. These items are to be turned in to the coach. In delinquent cases, the student/parent will be billed for the items. The student will not be allowed to participate in another extracurricular until equipment/uniforms are turned in or paid for.
- D. Students will not be allowed to participate in any interscholastic competition until all registration fees, book fees, lab fees; fundraiser dues, etc. are paid in full.
- E. Students must be in school a full day on the day of an activity in order to be eligible to participate that day. Medical/dental appointments will need to be supported by a note from the medical/dental office unless approval is obtained from the principal or designee/agent.
- F. If a student is under a doctor's care for injury or illness, they must present a medical release note from the doctor allowing them to participate.
- G. Maroa Forsyth provides transportation to and from all activities. Students will not be allowed to participate if they fail to ride the team bus to an event, unless prior approval is granted by the building principal/designee.
- H. The participant may leave with their parents provided the parent signs the coach's sign out sheet the day of the contest. A student may also leave with another adult, but only if they have a note from their parent and the other adult signs the sign out sheet, this will not include boyfriends/girlfriends or 18 year old peers. A participant may ride home with a sibling if the parent sends a signed note authorizing the sibling to take the participant

TEAM ORGANIZATION

- A. All Maroa Forsyth athletic and extracurricular activities, competitions and other events, shall comply with the rules as stipulated in the Constitution and By-Laws of the IESA/IHSA.
- B. Maroa Forsyth will adopt the IESA/IHSA participation standards that are used for the State Tournament Series at all levels of competition.

MIDDLE SCHOOL

7th Grade Boys and Girls Basketball and Girls Volleyball - Maximum 15

8th Grade Boys and Girls Basketball and Girls Volleyball - Maximum 15

Boys Baseball - Maximum 18

Girls Softball – Maximum 18

Scholastic Bowl - Maximum 30

6th, 7th and 8th Grade Boys and Girls Track--No Cuts.

Spirit Squad - Maximum 15

Spirit Squad may participate in volleyball, but not basketball. If there is a conflict due to schedules the coaches will decide participation.

7th Grade students will not dress up to 8th Grade competition unless there were ten or less on the 8th Grade Team for

basketball and twelve or less for volleyball.

6th Grade Students can be used to fill team vacancies in these particular circumstances through a tryout:

Girls Basketball – if less than 10 on 7th grade team

Boys Basketball – if less than 10 on 7th grade team

Boys Baseball - if less than 15 on total team.

Girls Softball – if less than 15 on total team.

Girls Volleyball- if less than 12 on 7th grade team

Scholastic Bowl – if less than 10 students per grade level

The Coaches will make the decision on the participants to keep on the roster after 2-3 practices. Tryouts are considered part of practice.

ACADEMIC ELIGIBILITY

A. Academic eligibility will be determined on a weekly basis beginning the week of practice and then again one week prior to the first competition through the rest of the season. Eligibility will be turned into the school office by 8:20 am each Friday morning or the last day of each week. Each coach will receive a report by the end of the school day on the status of student grades. Ineligibility will begin on Monday and end the following Monday.

B. What grades must a participant maintain?

1. NO PASS/NO PLAY A student who receives a cumulative grade of "F" in a course shall be ineligible for a period of one week.
2. All grading for eligibility will be on a cumulative basis for a semester in the Middle School and High School.
3. A student who is ineligible 3 times during a season will forfeit his/her eligibility in that activity for the remainder of the season.
4. In order for a student to be ruled ineligible a minimum of three grades or three weeks of schoolwork shall be recorded in the teacher's grade book.
5. A high school student earning less than a 2.0 cumulative grade point average and/or receiving 2 failing grade during the semester shall be ineligible for a period of one week.

CONSEQUENCES FOR ACADEMIC INELIGIBILITY

A participant who is academically ineligible from extracurricular activities may continue to practice with the team. Academically ineligible participants are allowed to travel to away contest during their period of ineligibility if they have written approval from their parents, however players must remain on the sideline/bench area with the team. Home contests are at the discretion of the parents and the coach of the activity

EXTRACURRICULAR PARTICIPANT CONDUCT

Students in extracurricular activities represent their communities, school, family and themselves to other people. Therefore, the students should represent the highest moral, emotional and physical values set forth by the school district and adhere to the following rules:

- A. All students involved in extracurricular activities will be encouraged to attend all levels of competition for the activity in which they participate.
- B. All participants are expected to dress appropriately when representing Maroa Forsyth Schools (as designated by the coach).
- C. Participants will be expected to show good sportsmanship both on and off the athletic field.

- D. Students receiving detentions from teachers are to serve the detentions on the day specified. Coaches are to be informed of the detention by the student before the student reports to the detention room. Repeated detentions will result in disciplinary action.
- E. Each coach will distribute a written copy of rules, previously approved by administration that applies specifically to their activity. Participants will be required to abide by these rules.

PRACTICE SESSIONS/GAMES

- A. Practice times will be posted and the participants are required to be dressed and ready to participate at the proper time.
- B. If a participant misses practice, they must present a valid reason to the coach prior to the practice they will miss.
- C. Coaches will not tolerate any profane language during practice sessions or during an activity.
- D. No horseplay (as interpreted by the coach) will be allowed on the practice area or in the dressing rooms.

EXTRACURRICULAR PARTICIPANT CONDUCT CONSEQUENCES

Any violation of the above policies will result in disciplinary action taken by the coach and can result in a one to five day suspension from the activity. Repeated violations can cause dismissal from the activity.

UNSPORTSMANLIKE CONDUCT POLICY

This rule is in conjunction with IESA Bylaw 2.090 and with IHSA Bylaw 6.011 & 6.012.

Unsportsmanlike conduct is defined as and will include: fighting, verbal abuse/dissent directed toward an official or opponent, racial or ethnic slurs, profanity/obscene gestures, flagrant/violent fouls, taunting trash talking/baiting, cheating, throwing, abusing equipment, physical intimidation, or abuse of an official or opponent, and unauthorized leaving of the team bench area.

UNSPORTSMANLIKE CONDUCT CONSEQUENCES

Any coach or player ejected from an interscholastic contest will result in the following disciplinary action:

FIRST OFFENSE:

- 1. A one game suspension from participation in the interscholastic competition at that level of competition, whether held the same day or subsequent day, and all other interscholastic contests at any level in the interim.
- 2. The athlete or coach must submit in writing a statement of the incident within 48 hours after the incident took place to the Principal and Athletic Director.

The student shall, at his or her own expense, attend the approved counseling from a state of Illinois licensed abuse counselor (CADC), Licensed Social Worker, or other state of Illinois licensed counselor providing services appropriate to the offense, as approved by the principal.

SECOND OFFENSE:

- 1. Player or Coach removed from the team for the remainder of the season including all post-season competition.

TRAINING RULES

It is the purpose of the Maroa-Forsyth CUSD #2 to promote a healthy mind and body in each participant therefore creating a measure of self-discipline within each participant. The following training rules have been established to govern all student activities for which academic eligibility is determined for the entire school year.

- A. A participant will be in violation of the training rules if he/she is present where there are "intoxicating" (see Boar Policy Code of Conduct 7.190) substances.

B. Any participant found guilty of a criminal offense, charged by law enforcement of breaking the law, or in the presence of criminal activity, will be subject to penalties for violation of training rules.

The Extracurricular Council (defined below letter E) reserves the right to determine a suspension period depending on the severity of the criminal activity.

Maroa Forsyth Schools have a reciprocal agreement with law enforcement agencies that allows for the exchange of information regarding any violation of local and state laws.

C. Legal over the counter training supplements approved for consumption by individuals under the age of 18 may be used and/or possessed at school as long as those supplements are contained in the original packaging. A non-prescription medication form must also be on file in the office for anyone to use supplements on school property

D. Any student suspended from school will be suspended from participation in all activities until suspension is over. The student may also be subject to individual team penalties as determined by the coach.

E. A participant will be in violation of the training rules if he/she is found to be using/possessing tobacco, or tobacco related products.

The Extracurricular Council will deal with all infractions. The council will consist of:

- High School Principal
- Middle School Principal
- Athletic director
- Head Coach of activity involved
- Head Coach for an out of season activity

* Any council member related in any way to the students(s) in question shall excuse themselves from the council and be replaced by another Head coach of an out of season activity. *

The Extracurricular Council will investigate all allegations in order to determine and assess penalties as needed. The Extracurricular Council reserves the right to suspend any participant from competition until any violations have been investigated and resolved either by court of law, plea agreement, restitution or admission of guilt by participant. The Extracurricular Council reserves the right to suspend the student from other student activities including, but not limited to, athletics, non-athletic competitive organizations, clubs, fine arts performances not related to a student's grade, school social events, and other student privileges which are outside the scope of the academic curriculum.

TRAINING RULE CONSEQUENCES

FIRST OFFENSE

If student admits guilt, a suspension up to thirty- (30) calendar days will be imposed for all extracurricular activities. The penalty will be imposed beginning the date of the next competition or performance.

If student initially denies violation of the rule and is subsequently found to be in violation, a sixty- (60) calendar day suspension from all extracurricular activities will be imposed beginning the date of the next competition or performance.

If the season does not allow the student to successfully complete the suspension, the suspension will carry over to the next activity season in which the student previously completed.

Days will count towards a suspension only during the competition or performance aspect of the season. Thus, if a suspension must be carried over, the suspension will cease following the last competition of the first season and resume with the first competition of the following season until the suspension obligation is fulfilled.

Student will also forfeit any leadership role such as captain or co-captains for that season.

The student may not participate in the number of competitions that were originally scheduled during the suspension period, even if scheduling conflicts, inclement weather, etc. occur. The number of contests must be completed in order for the partial penalty to be assessed.

Counseling Option first and second offense only-if a person admits guilt when first confronted, and agrees to participate in counseling, the consequence will be reduced to eighteen calendar days or 60% of the original penalty issued by the Extracurricular Council. The minimum number of contests/activities would be at least two. The student shall, at his or her expense, attend the approved counseling from a state of Illinois licensed substance abuse counselor (CADC); or other state of Illinois licensed counselor providing services appropriate to the offense, as approved by the principal. The counseling services shall total at least six (6) hours in length or as prescribed by the service provider, whichever is greater. A status report from the agency administering the program indicating successful participation must be provided to the athletic/activities director on a weekly basis. A notice of completion must also be provided to the athletic/activities director.

Should an individual return to competition and fail to maintain acceptable progress towards completion of the program as prescribed by the service provider, the failure to uphold the counseling requirements will be viewed as the student's second extracurricular violation, resulting in a one calendar year suspension beginning the date of the violation of the counseling requirements.

Should an individual return to competition and fail to maintain acceptable progress towards completion of the program as prescribed by the service provider, and due to the completion of the activity or the inability/unwillingness to participate in future activities, the extracurricular council withholds the right to suspend the individual from other extracurricular activities the individual may wish to participate in. (Ex. social dances, prom, senior trip, graduation ceremonies, etc)

SECOND OFFENSE

A second offense by an extracurricular participant in their middle school/high school career will result in up to a one-calendar year suspension beginning from the date of the offense.

THIRD OFFENSE

A third offense by an extracurricular participant in their middle school/high school career will result in an extracurricular suspension for the remainder of their middle school/high school career.

*** All extracurricular penalties do not carry over from middle school to high school. ***

WHILE ON A TRAINING RULE SUSPENSION

Participants are required to practice and participate in team events in order to receive credit for their suspension. This is the case only if there is a possibility of the participant returning to that activity in the future or with the consent of the coach. Students may travel with the team but may not be in uniform during their suspension. Attendance requirements for home and away contests will be at the discretion of the coach and parents.

AWARDING OF LETTERS AND TROPHIES

At the Middle School level, a certificate will be awarded in the sport participated in during the 7th and/or 8th grade.

At the High School level, the following awards will be given to recognize participants for their contributions to a particular activity:

Freshman Team	Certificate
Junior Varsity Team	Numerals
	JV Certificate
Varsity Team	Varsity Letter
	Varsity Bar
	Varsity Certificate

Each high school activity will have criteria that must be met by the participant to receive the awards listed above. All awards listed can be given at any grade level with the exception of the numerals. Numerals are given at the completion of the student's JV first activity. JV and Varsity awards may be given at any class level if the participant has met criteria for lettering.

Students who participate on more than one level in a sport during that season will receive one certificate that includes all levels participated on.

Each high school sport or activity will have specific awards that are awarded at the conclusion of the season. A complete list is available from the athletic director or principal.

PARENT/COACH COMMUNICATION

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student athletes. As parents, when your student athlete becomes involved in our programs, you have a right to understand the expectations. This begins with clear communication from the coach concerning their program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR SON'S/DAUGHTER'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your student athlete as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements, fees, special equipment, and special team rules.
5. Procedure should your student athlete be injured during participation.
6. Discipline that results in the denial of your student's participation.

COMMUNICATION COACHES EXPECT FROM PARENT(S)

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and or expectations.

As your student becomes involved in the programs at Maroa Forsyth, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your student athlete mentally and physically.
2. Ways to help your student athlete improve.
3. Concerns about your child's behavior.

It is very difficult to accept your son or daughter not playing as much as you may hope. Coaches make decisions based on what they believe to be best for all the student athletes. As you have seen from the list above, certain things can be and should be discussed with your son's/daughter's coach. Other things must be left to the discretion of the coach.

There are situations that may require a conference between the coach and the parent(s). These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have concern to discuss with a coach, this procedure is to be followed:

1. Call and set up an appointment with the coach and the athletic director or principal. The athletic director or principal will not meet without the coach and the athlete present.
2. If the coach cannot be reached, call the Athletic Director, and the meeting will be arranged for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the

parent(s) and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the athletic director and coach to discuss the situation.
2. At this meeting the appropriate next step can be determined.

EXTRACURRICULAR SCHEDULES ONLINE

Follow extracurricular activities online by accessing the school web site at <https://sites.google.com/site/mfmiddle/>. Click on the Information tab, and under 'Schedules' click on 'School Calendar and Schedule Finder'. Click on the word 'Season' located to the right to update to current year. Click on 'Select Team' located to the left, then select 'sport', 'level' and 'gender' from the drop down menus. Click 'ADD', and then click 'View Schedule'. From Schedule Star you can access any activity simply by clicking on the available menu buttons. If you get an 'Unsupported Browser' message click on the 'Compatibility View' button, if available, usually located in the address bar at the top of the page at the end of the <http://> address (it resembles a broken page). If you have any questions or need assistance navigating Schedule Star you may call their Support Department directly at 800-258-8550.

Important Information

Locker combination: _____

PE locker combination: _____

Lunch PIN: _____

Google login/password: _____

Skyward login/password: _____

Classroom codes:

Reading/Literature: _____

Math: _____

Social Studies: _____

English: _____

Science: _____

PE/Health: _____

Band/Choir: _____

Art: _____

Tech: _____

Bus #: _____

Other Information: _____
