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MAROA-FORSYTH HIGH SCHOOL

INTRODUCTION

On behalf of the faculty, I would like to welcome you to Maroa-Forsyth High 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 High School. You can benefit from everything Maroa-Forsyth High 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,

Mr. Scott Adreon

High School Principal

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Administration

Mr. Mike Williams
Superintendent

Dr. Kathy Massey
Director of Curriculum

Mr. Scott Adreon
High School Principal

Dana Dale
Athletic Director

Randy Massey
Technology Director

Board of Education

Jim Peck,
President

Cyndi Butkovich-Harris,
Vice President

Andrea Shaffer,
Secretary

Randy Hatton,
Member

Rob Jacobsen,
Member

Sue Kowa,
Member

Rick Patterson,
Member

Faculty

Phillip Applebee–Social Sciences

Debbie Bates - Librarian

Malinda Callaway – Science

Shanna Carpenter- Science

Chad Cluver -Math

Sherry Cluver- Social Sciences

Cassie Crouch - Agriculture

Diane Daggett – Fam. Cons. Sci.

Jason Doty - English

Selina Finck – Physical Ed.

Allyson Griffith - Science

Barb Hazlehurst - French

Troy Holthaus – Guidance

Everett James- Band Director

Josh Jostes – Dr. Ed./Phys. Ed.

Josie Luedke- English

Andrea Manuel- Business/Com.

Erin Atherton -Math

TBD-Resource

Rebecca Romine-English

Kathy Sharp - Spanish

Christopher Wiesenborn- Chorus

Judith Wood - Resource

David Woodhall–P.E. Ed./Health

Kathleen Picchietti-Zimmerman- Art

DAILY SCHEDULES

REGULAR SCHEDULE

8:05-2:55

1 st	8:05	8:49
2 nd	8:53	9:37
3 rd	9:41	10:25
4 th	10:29	11:13
A Lunch	11:13	11:43
5 th A	11:47	12:31
5 th B	11:17	12:01
B Lunch	12:01	12:31
6 th	12:35	1:19
7 th	1:23	2:07
8 th	2:11	2:55

ACTIVITY SCHEDULE

Activity	8:05	8:25
1 st	8:29	9:10
2 nd	9:14	9:55
3 rd	9:59	10:40
4 th	10:44	11:25
A Lunch	11:25	11:55
5 th A	11:59	12:40
5 th B	11:29	12:10
B Lunch	12:10	12:40
6 th	12:44	1:25
7 th	1:29	2:10
8 th	2:14	2:55

2:03 DISMISSAL

1 st	8:05	8:43
2 nd	8:47	9:25
3 rd	9:29	10:07
4 th	10:11	10:49
A Lunch	10:49	11:19
5 th A	11:23	12:00
5 th B	10:53	11:30
B Lunch	11:30	12:00
6 th	12:04	12:41
7 th	12:45	1:22
8 th	1:26	2:03

ASSEMBLY SCHEDULE

1 st	8:05	8:46
2 nd	8:50	9:31
3 rd	9:35	10:16
4 th	10:20	11:01
A Lunch	11:01	11:31
5 th A	11:35	12:16
5 th B	11:05	11:46
B Lunch	11:46	12:16
6 th	12:20	1:01
7 th	1:05	1:46
8 th	1:50	2:31
Assembly	2:31	2:55

11:30 DISMISSAL

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

The Policies reported in this handbook are only a summary of the policies governing the district. A complete listing of all Board Polices 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.

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

To provide opportunities for students to fulfill their educational goals in a safe, challenging, and caring environment.

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
- 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.

CONDITIONS OF ENTRANCE

A student may enter Maroa-Forsyth High School (1.) By presenting evidence of graduation from eighth grade, and/or (2.) By transferring in good standing from another high school. (3.) By presenting proper documentation of home-schooling

GRADUATION REQUIREMENTS

All students at Maroa-Forsyth High School will need 28 credits to graduate.

Four (4) units of English

Three (3) units of Mathematics

Three (3) units of Science

Three (3) units of Social Studies - one course must be American History - Required to pass test on both United States and Illinois Constitutions.

Physical Education must be taken each semester by all students, except in the junior and senior year; a student

involved in an interscholastic sport may be excused from physical education while the sport is in season. If a junior or senior wishes to take another class in place of physical education they may do so provided he or she is participating in an interscholastic sport at the beginning of the semester that they request to be excused from physical education. One-half (1/2) credit will be given for each semester that is successfully completed.

Health is required and maybe taken in place of physical education.

One (1) unit chosen from (a) Music, (b) Art, (c) Foreign Language, (d) Vocational Education, One-half unit of Computer Literacy or equivalent, and One-half unit of Consumer Education.

PARTICIPATION IN COMMENCEMENT

No student will be permitted to participate in commencement unless he or she has obtained the required credits as of the graduation day.

CONSUMER ED REQUIREMENT*

This requirement can be met by taking the Consumer Education course. Students may also meet the Consumer Ed. requirement by passing the Consumer Education Proficiency Exam given annually in October.

All students are required to pass the Consumer Education Course or pass the consumer education proficiency exam for successful graduation.

DRIVER'S ED REQUIREMENT

In order for high school students to take driver's education they must have received a passing grade in at least eight courses during the previous two semesters (junior and/or senior high school). This requirement may be waived by the local superintendent of schools. Students will receive one half credit for driver's education. The grade will not be calculated into the honor roll or the GPA.

Students who have accumulated 10 days of suspensions whether in-school, out of school, or Saturday will not be allowed to take driver's education for one semester.

CLASS LOAD

A student must be enrolled in at least seven (7) courses including physical education each semester.

A student must have no grade lower than C- the preceding semester before being allowed to carry eight subjects, except during the senior year or failure of one semester of English. In the latter case, the student would be scheduled for the failed semester of English in addition to the seven (7) courses for the semester.

No student will be allowed to enroll in more than eight (8) courses per semester at the high school or in combination with high school and another school, unless prior approval of the principal.

CORRESPONDENCE COURSE

Any student graduating from Maroa-Forsyth High School can transfer up to two (2) credits from a recognized correspondence school. These two (2) credits must be taken prior to terminating attendance at Maroa-Forsyth High School. Any student desiring to take a correspondence course must petition the Guidance Counselor stating the desire and reason. A final exam in a correspondence course will be given once, unless approved by the building principal. Any course not offered here at Maroa-Forsyth High School, is taken independently by the student, and is the sole responsibility of the student. Independent work must be completed by May 1st for graduating seniors and prior to the start of the next academic semester for all other students.

CREDIT FOLLOWING SENIOR YEAR

The only credit accepted after terminating attendance at Maroa-Forsyth High School must be taken in summer school or a course taken during the summer from Richland Community College for high school credit. This must be completed no later than the summer immediately following the school year of final attendance.

JUNIOR COLLEGE CREDIT

The course taken must be one for which college credit would be given. Non-credit courses will not be accepted. The student is responsible for having a letter sent to the school with the grade received. A 3-hour course will be equivalent to .5 hours credit at MFHS. A student can take a maximum of 2 high school credits at the local junior college unless approval is granted by the principal.

A student must be enrolled and in attendance on a daily basis at MFHS for at least 5 classes excluding the dual credit courses taken at the local community college. Credit will not be given for courses that are available at MFHS and will fit into a student's schedule.

Often colleges follow a schedule that differs from that of MFHS. All schedule changes for high school courses must be completed in compliance with the "Schedule Changes" procedures outlined on Page 9 of the Student Handbook.

STATE BOARD OF EDUCATION ADMISSION REQUIREMENTS

For admission to public universities the law requires students to complete at least fifteen (15) units of high school course work distributed as follows:

- 4 English (emphasizing written and oral communications and literature).
- 3 Social Studies (emphasizing history and government).
- 3 Mathematics (introductory through advanced algebra, geometry, trigonometry, fundamentals of computer programming, computer mathematics, or statistics).
- 3 Science (laboratory sciences)
- 2 Electives chosen from Music, Art, Foreign Language, or Vocational Ed

Admission requirements for colleges and universities vary. It would be advisable to check with the universities and colleges to obtain the actual requirements established by the university or college.

GRADING SYSTEM

Grade reports are issued every nine weeks. A check of student progress is made every four to five weeks and a mid-term report is sent to the parents of students doing "D or F" work.

Letter grades will be given in all classes (using numeric average to determine). Letter grades will be put on the grade cards. The semester grade will be determined by adding the two-quarter grades (numeric averages [0-100]) and multiplying by two and adding the grade (numeric [0-100]) for the semester exam. This total will then be divided by five and a letter grade assigned.

Letter grade equivalent of numerical grades and numerical value to be used to figure honor roll and grade point average are as follows:

GRADES ONLINE

Parents may track their child's progress via an online grade book. This is accessed through the information page of the school website. Contact the office for your child's ID # and PIN.

GRADING SCALE

Number Grade	Letter Grade	Number Value
95-100	A	5
94	A-	5
93	B+	4
87-92	B	4
86	B-	4
85	C+	3
77-84	C	3
76	C-	3
75	D+	2
71-74	D	2
70	D-	2
69 or below	F	1

All remedial coursework must be completed prior to enrollment in the next sequential course.

GRADE REPORTS

Maroa-Forsyth High School will issue mid-term reports to parents if their child is receiving a "D" and/or "F" in a subject area at the mid point of each quarter.

Parents of all students will be issued a grade report each nine weeks. This report will provide information regarding your student's achievement in all their classes. All high school students will have their reports cards sent home via the mail at the conclusion of the 4th quarter.

HIGH HONOR ROLL

A student must have a grade point average of 4.51 or better in all subjects with no grade below B- for the period.

HONOR ROLL

A student must have a grade point average of 4.0 or better in all subjects with no grade below C for the period.

HONORABLE MENTION

A student must have a grade point average of 3.75 or better in all subjects with no grade below C for the period.

CLASS RANK

Class rank is calculated by counting all semester grades in a regular academic program and multiplying these grades by the following scale (A=5, B=4, C=3, D=2, F=1). This number is divided by the total number of semester grades. The numerical average of all semester grades is the grade point average (G.P.A.). Class rank is determined by numerically ranking the G.P.A. (rounded to the nearest thousandth) of all students in the class. A student may elect to not have PE or Weight Training counted into his/her GPA. This request must be made in the semester in which the change is to be made, but prior to the class drop date of that semester.

VALEDICTORIAN AND SALUTATORIAN

These designations will be determined by work completed at the end of seven semesters. The student must have been enrolled at Maroa-Forsyth High School at least two of those seven semesters.

In determining the valedictorian and the salutatorian, the G.P.A. will be rounded off to the nearest thousandth. It is possible for these rankings to change after the eighth semester. If so, this will be reflected on the final transcript. However, the commencement speeches will be given by the students designated at the end of the seventh semester.

HONOR HOODS

All seniors in a regular academic program who earn a 4.0 or higher grade point in each of their first seven semesters will receive Honor Hoods to wear at the graduation ceremonies.

HONOR CORDS

All seniors in the National Honor Society will receive Honor Chords to wear at the graduation ceremonies.

SCHEDULE CHANGES

Four days prior to the start of the school year will be designated for student schedule changes. Each grade level will have its own specific day for schedule changes. After the first day of school, schedule changes will be permitted over the next three school days *provided the change meets one of the following criteria: the class is needed for graduation, school personnel made a mistake on the student's schedule, the student needs a specific class for admittance into a college or university, or with the principal's approval.* A student may drop a course and

enroll in a study hall provided that the proper paperwork is filled out. All changes or dropping of classes must be completed by December 1st of the fall semester and May 1st of the spring semester. Additional classes cannot be added following the initial schedule change deadline.

PE NO DRESS POLICY

Students who fail to dress for PE without a valid excuse, will have their quarterly grade effected by each "no-dress".

STUDENT RECORDS/FERPA

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:

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, Attendance record, Accident and health reports, 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 include: Honors and awards received, School-sponsored activities and athletics.

No other information shall be kept in the permanent record. 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

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 files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals verified reports or information from non-educational persons, agencies, or organizations, Verified information of clear relevance to the student's education.

FAMILY EDUCATIONAL PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. 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. 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.

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 authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if 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.

4. 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, S.W.

Washington, D.C. 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

Gender

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 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.

RELEASE OF INFORMATION TO THE MILITARY

Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. While recruiters are presently 15 on campus from time to time, providing directory information is new. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information will also be done in a manner consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student education records. Student directory information will be used for armed services recruiting purposes and for informing young people of scholarship opportunities. As a parent, you have a right to “opt out” of this disclosure. You must submit in writing to the high school office your express wish that your student’s information not be released. This statement should include your student’s name, address, and the date on which the document was written. This needs to be submitted to the office by October 1 of the school year in question. **By signing the Handbook Receipt Document, you are stating you have read this statement and choose not to “opt out”.**

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) 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.

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 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 parents/guardians 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.

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, guidance counselor, or principal to schedule such a preview.

EQUAL OPPORTUNITIES

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

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

Mike Williams
101 Cedar Street
Maroa, Illinois 61756
794-3483

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

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.

STUDENT DISCIPLINE

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 materials.
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, or selling:
 - a. Any illegal drugs, controlled substances, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy. Policy 7.190.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and kept in student's locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in 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 includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and board policy on truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference

with school purposes or an educational function; or (c) is disruptive to the school environment.

CORRECTIVE PROCEDURES

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes”, alcohol, or weapons.
- Notifying parent(s)/guardian(s).
- Removal from classroom.
- In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
- After school study or Saturday study, provided the student's parent(s)/guardian(s) have 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.
- Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.
- A student will be required to undergo a psychiatric evaluation if they are found to be a potential threat to students, faculty or school.

These are only guidelines and the principal can use discretion to give lesser or greater discipline measures if the situation deems.

The length of the suspension will be based upon the severity of the conduct and the repetitive nature of the conduct. Parents will be notified for all disciplinary infractions either via phone or mail. The principal will notify the police if they feel that the situation warrants or if

they are obligated by law. Anyone receiving an out-of-school suspension will not be allowed to attend or participate in extra-curricular activities and their parents and/or students may be required to meet with the principal before they are allowed to return to school.

SUSPENSION PROCEDURES

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
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. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The request for a review must be made in writing within ten (10) days of the suspension. A copy of the suspension notice shall also be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSION PROCEDURES

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, 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.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

AFTER SCHOOL DETENTION

After-school detentions will be served from 3:00-3:30. Persons involved will be given a 24 hour period in which to

make transportation arrangements. Students will serve no more than four (4) after school detentions per semester for disciplinary reasons. Beyond that, a Saturday detention will result. Students will serve no more two (2) Saturday detentions for disciplinary reasons. Beyond that, an out-of-school suspension will be given. If a senior student has three disciplinary consequences (ie, detention, in-school suspension, Saturday school, or out-of-school suspension) in a semester, that student's eligibility to participate in the senior trip will be reviewed and possibly denied at the principal's discretion. Failure to serve an after-school detention, unless prior arrangements are made between the parent/student and the building principal, will result in a Saturday School detention.

CLASSROOM MANAGEMENT

Teachers who give a detention will notify the student and the building principal. The student will serve the detention on either Tuesday or Thursday after school in the detention room. This arrangement must be made at the time of the detention, with the teacher and/or principal. If there is a problem with a parent as to the student being able to serve the detention on the date determined, the parent is to call the principal and work out the details. A student who has accumulated four detentions for classroom behavior per semester will be required to serve a Saturday Detention on the fifth classroom behavioral problem. A student who has accumulated 2 Saturday Detentions will be required to serve an out-of-school suspension on the third. The following will be the standard procedure for out-of-school suspension for classroom behavior problems - 1st-1day, 2nd-3days, 3rd-5days, 4th-10days. The only area that will be carried over from one semester to the next will be the out-of-school suspensions. It is our feeling that once a student has had an out-of-school suspension because of classroom behavior and has gone through the initial detention and Saturday suspension process for the second semester, and is still experiencing problems, should go immediately to where they fall on the out-of-school suspension process.

CLASSROOM/STUDYHALL EXPECTATIONS

While at Maroa Forsyth High 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 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, listening to radio/CD players etc. Radios and CD players, and MP3 players must be secured in students' lockers.

SAFE SCHOOL ZONE

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

in each direction from each building within the school district.

LUNCH HOUR CLOSED CAMPUS

The high school campus is closed at all times over the lunch hour. All food will be consumed in the cafeteria or on the outdoor patio unless otherwise designated by the principal.

SCHOOL BUS REGULATIONS

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

SCHOOL BUS SAFETY RULES

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

7. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the bus driver's signal and then cross in front of the bus.
10. Never run back to the bus, even if you dropped or forgot something.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

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

DRESS CODE POLICY

Research has indicated that students tend to act in a manner similar to their appearance. Therefore, it is the policy of this school to require students to dress appropriately to enhance a positive learning environment in our buildings. Students should wear clothing that avoids extremism and/or is a distraction to the educational process. If a student's appearance is deemed by a teacher or administrator to be a disturbing influence, the student will be asked to change clothes, request a parent bring a change of clothes, or be dismissed from school until acceptable appearance is reached. The following is considered inappropriate dress Maroa Forsyth students:

- A. Shirts, jackets, jewelry, buttons, etc. that advertises drugs, alcohol, tobacco, and inappropriate language or messages, both stated or implied
- B. Slit or Cut jeans that expose the undergarment or skin
- C. Sagging pants that expose undergarments
- D. Flannel or pajama pants
- E. Shirts or tops that expose the midriff or cleavage
- F. Halters, tube tops, spaghetti straps, (tops must cover entire shoulder area as well as all undergarments)
- G. Skirts and shorts that do not cover all undergarments and/or are not of appropriate length. (Ideally covering half the thigh)
- H. Coats
- I. Headwear of any kind
- J. Bandannas
- K. Chains not designed to be worn as jewelry, including wallet chains
- L. Jewelry or accessories with spikes, studs, etc. or any accessory/piercing that might be deemed dangerous
- M. Sunglasses
- N. Shoes without hard or rubber soles. No house slipper type shoes

- O. "Heelies", or other shoes with wheels

A student who is wearing inappropriate attire will be asked to change the attire or turn it inside out. Upon receipt of the second offense for inappropriate attire the student will need to change the attire, and it will be confiscated. A parent may pick up the confiscated clothing in the school office.

ACCEPTABLE USE

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

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

DRIVING TO SCHOOL

Driving is a privilege but will not be part of the school day. All vehicles driven to school will be considered "off limits" during the school day, including lunch period. No student will be allowed to drive or enter their vehicle any time during the school day without permission from the principal's office. If a student drives to school, their vehicle can be searched, upon reasonable suspicion of the school administration.

SHOWING AFFECTION

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

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.

SCHOOL ATTENDANCE

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

ABSENCES

Absences will be classified as follows:

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

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

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, vacation with the family, college visitation. When the student will miss class with a pre-arranged absence, all work must be made up and the student prepared for class the day he or she returns. Arrangements to make up work must be completed with each teacher. The pre-arranged form must be turned into the office prior to the student 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 student's work due to an absence.

E. Each teacher at MFHS has his/her own policy on late grades. The procedure will be explained at the beginning of each class.

TRUANCY

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

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

Action to be taken:

1. After the first five days of unexcused absence, the principal will inform the county truancy officer via letter of the person found to be truant. The same procedure will be used after the 10 days and 18 days of unexcused absence.
2. For any further truancy in a school year, the truancy officer shall confer with the student and parent or guardian in an effort to obtain compliance with the laws governing attendance. The truancy officer may request the following action:
 - a. The filing of a truancy petition in Circuit Court, which may result in the child being declared a minor in need of supervision.
 - b. A charge filed in Circuit Court against the parent or guardian.
 - c. A truancy hearing before the Board of Education that may result in expulsion.

To assist students with truancy problems the following interventions may be utilized: 1. School Social Worker; 2. Guidance Counselor; 3. Alternative School

TARDINESS

Tardiness (after first period and the rest of the school day with the exception of the period following lunch) to class will be handled by the teacher of the class. If it becomes habitual, the student should be reported to the office.

The following procedure will be used for those students who are tardy to school either morning or noon. These will be handled by the office.

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

A parent call for running late, overslept, etc. is still considered tardy. Students are reminded that if a tardy

exists on their record, it will exclude them from exempting a semester exam.

SICK STUDENTS

If a student feels ill while he or she is at school, he or she must report to the office. If the student and the nurse or principal feel the student needs to go home, the student must contact the parents or responsible adult before being permitted to leave. Parents can pick the student up or make arrangements. Students must also sign out in the office.

STUDENT ATTENDANCE AND EXTRACURRICULAR PARTICIPATION

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

EXCELLENT ATTENDANCE/SEMESTER EXAM WAIVER

A student may be excused from taking a semester exam of his or her choice if they have excellent attendance and a 87% or better in the class. Excellent Attendance is defined as not having missed more than 3 school days in a given semester or not missing more than three of the same class period. School sponsored activities will not count as one of the three days. College days are counted against the student's absences. Any unexcused absence or unexcused tardy from school and/or class will negate this waiver. Also, three disciplinary consequences (detention, Saturday school, in-school, or out-of-school suspension) in a semester will negate a student's ability to waive a semester exam.

Seniors will be exempt from taking second semester exams during their senior year, provided they are earning a "B" or better in each class. In addition, any unexcused absence or tardy from school and/or class will negate this waiver.

PE MEDICAL EXCUSE

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

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 student's 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).

HEALTH EXAMINATION AND IMMUNIZATION

State law requires all students entering Pre-K, Kindergarten, 6th grade, and 9th grade or moving into the district from out of state to have a physical examination on file in the office 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.

All students entering Kindergarten, 2nd grade, and 6th grade must have a dental examination on file in the office. Dental examination forms supplied by the State Board of Education must be used.

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.

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

VISION AND HEARING SCREENING

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

MEDICAL EXCLUSION

POLICIES/MAROA-FROSYTH C.U.S.D. #2

The following guidelines have been established in accordance with recommendations of the Illinois Department of Public Health. Students will be readmitted according to these guidelines. Please contact your school office or 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 eyes are clear; 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 or more should not be sent to school. Children must be fever free before returning to school.

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.

HEAD LICE-Exclude until hair is properly treated and all nits have been removed.

HEPATITIS A-Exclude for one week or more after onset of jaundice until other acute symptoms are gone.

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 antibiotic treatment has begun; sores must be covered until they are dry.

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

MUMPS-Exclude for nine days after start of swelling.

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

SCABIES-Exclude for 24 hours after treatment.

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 for first 24 hours or antibiotic treatment (continue treatment at least 10 days).

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.
2. A program for administration of medications to children in schools must be developed and managed by a certified school nurse.
 - a. Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.
 - b. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
3. All prescribed medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This includes standing orders.
 - a. A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. The order includes: Child's Name, Date of Birth, Licensed Prescriber & Signature, Licensed Prescriber Phone/Emergency Number, Name of Medication Dosage, Route of

Administration, Frequency and Time of Administration, Date of Prescription, Date of Order, Diagnosis Requiring Medication, Intended Effect of the Medication, Other Medications Child is Receiving, Time Interval for Re-Evaluation

b. Medication must be brought to the school in the original package or an appropriately labeled container.

- 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.
6. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child. If the parent(s)/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
7. From time to time, students may acquire a small scrape or cut. The medical staff of Maroa Forsyth typically cleans the wound and dresses it with antibiotic ointment and a bandage. If you would like to opt out of this treatment, please notify the office.

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

TEACHER QUALIFICATIONS

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

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

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

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 CONFERENCES

Maroa-Forsyth High School will conduct two parent teacher conferences during the school year. The conferences will be held during the first and third quarters of each school year. The purposes of the conferences are 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. 94-994). School districts are required by law to notify parents they can access information regarding sex offenders by going into the Illinois Sex Offender Registry online at www.isp.state.il.us Individuals may search the database by name, zip code, or county. Access is free. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them.

TRANSPORTATION REIMBURSEMENT

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

PEST MANAGEMENT

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

PETS/ANIMALS

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

POINT OF SALE

Maroa-Forsyth High School has a biometric finger scanning identification program in an effort to provide students with a safe and easy way to identify them when they use the cafeteria. Biometric identification is the use of automated methods to recognize a student based upon a physiological or behavioral characteristics. Using a finger scanner, the software scans the fingerprint to create and store individual templates of unique points that identify

each student. When the student returns, the software again scans the finger and look for a match in the database. When a match is found, the student is identified. Although the computer software scans the finger for personal identification, it does not store a copy of the fingerprint. Instead, the computer program creates a template of the unique fingerprint characteristics. This ensures the privacy of each student. **At no time is a fingerprint image stored. No fingerprints can be recreated or delivered to any outside agencies.** The School Code requires written permission from the individual who has legal custody of the student, or from the student if he or she has reached the age of 18, to collect biometric information from students. Should you choose to not have your child participate in the biometric process, your child will have the option of utilizing their 10-digit school identification number.

CLOSING DUE TO WEATHER

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

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

SCHOOLREACH NOTIFICATION

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

DAILY BULLETIN

The daily bulletin will continue to provide the information concerning school activities. The daily bulletin will be posted in the library, on the school website, and on the message board in the cafeteria.

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. All phone calls must be made in the office.

SCHOOL AND DISTRICT REPORT CARDS

The annual School and District report cards are available on the unit office website at www.mfschools.org. 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.

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.

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.

TEXTBOOK 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.

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 MFHS staff during the staff members planning time. Parents are welcome as long as their presence is not disrupting to the educational process

HOMEWORK

Home study 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.

LOCKERS/BACKPACKS

Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. All student lockers are considered school property for all intents and purposes. Students should make sure lockers have the doors closed, latched, and locked at all times.

School officials have the right to search (either by using trained dogs or by administration/staff) any locker for any reason, and a student has no expectation of privacy in the contents of his/her locker.

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. 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.

No backpacks will be allowed in any class at any time. Students who use backpacks will be required to keep them in their lockers at all times.

HALLWAY TRAFFIC

In order for students to be in the hall or rest room during class time, students must obtain a pass 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 should make prior arrangements.

OBTAINING A TRANSCRIPT

If a student desires a transcript of his/her grades sent to another school, college, or employer the student must complete a consent form. High school, colleges, and universities require that a transcript be mailed by the school. Please allow time for the transcript to be mailed. The first two (2) copies are free and then there will be \$1.00 charge for each additional copy.

NATIONAL HONOR SOCIETY

Students are selected to the National Honor Society based on their scholarship. All juniors and seniors who have a 4.5 G.P.A. are nominated for NHS. Once a member, all students will need to demonstrate leadership, character, and service. This can be accomplished by the organization. Members failing to uphold the highest moral character will be dismissed from the organization.

SENIOR TRIP

The senior trip is not an automatic activity. It must be approved each year by the board of education. The senior trip will be in Osage Beach, Missouri each year.

In order for a student to accompany the class on the senior trip, the student must meet the following:

1. Class dues for all four years paid. (This includes students transferring in)
2. Permission slip signed by parents and students. (The form states the rules and regulations)
3. Students who graduate early may go on the senior trip and attend the prom.
4. Each senior student's disciplinary record and behavior will be reviewed prior to the senior trip. Students' eligibility to participate in the senior trip may be denied.
5. Any violation of the school rules contained within this document, violation of the law and/or trip rules, while on the trip, will nullify the student's participation in the graduation ceremony.

FIELD TRIP POLICY

A student will not be allowed to go on a field trip if he/she is failing any classes. Teachers will submit to the faculty a listing of all students going on a field trip one week prior to

the trip. If a student on the list is found to be failing a class they will not be allowed to go on the trip. An alternate assignment will be given in lieu of the field trip. A field trip will be defined as any trip taken during school hours.

SCHOOL DANCES

Only students in grades nine or above may attend. However, students may not have guests that are 21 years of age or older. Sponsors will be in attendance at all functions sponsored by a particular group. The main purpose of their attendance is to check students as they enter and leave the activity. Students who leave the school premises will not be allowed to re-enter unless permission is granted by the sponsor or the building principal prior to their leaving. MFHS students bringing a guest to school dances who is not a MFHS student must have the guest approved by MFHS Administration using the MFHS dance approval form.

