



Maroa Forsyth Middle School 2012-2013

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://www.mfschools.org/middle>

Property of: _____
Address: _____
Phone #: _____
In case of emergency, please notify:
Name: _____ Phone #: _____

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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,

Mr. Brice Stewart

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 preview at the Unit Office

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

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ADMINISTRATION

Mike Williams, Superintendent

Kathy Massey, Director of Curriculum

Brice Stewart, Principal/Middle School Athletic Director

Dana Dale Transportation Director

Randy Massey Director of Technology

BOARD OF EDUCATION

Jim Peck, President

Cyndi Butkovich-Harris, Vice President

Andrea Shaffer, Secretary

Jill Applebee, Member

Mike Gentle, Member

Rob Jacobsen, Member

Kristin Sowa, Member

MIDDLE SCHOOL SECRETARY

Becky Younker

AREA	FACULTY
English.....	6th/7th Marsha Cuttill 7th/8th Rosanne Corey
Math.....	6th/7th Jennifer Williams 7th/8th Ethel Jaggi
Reading.....	6th/7th Angie Woodhall 7th/8th Debbie Johnson
Science.....	6th/7th Chris Hamilton 7th/8th Chip Wallen
Social Studies.....	6th/7th April Underwood 7th /8th Rhonda Peebles
Technology Literacy.....	Jon Kidd
Resource	Kelsey Gosch Becca Nashland
P.E.	John Peters
P.E./Health.....	Brenda Livingood
Band	Everett James
Choir.....	Christopher Weisenborn
Social Worker	Stacy Poland
Nurse.....	Rachel Hooker
Custodians.....	Mark Smith Bill Weikle Denise Renfro
Cafeteria.....	Cindy Barnes Christi Brown Linda Haws
Noon Supervision	Barb Hastings Diana Coombs

**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. The doors are open for students to enter the building and supervision begins at 7:50 a.m. Students not riding the bus should not arrive before 7:50 a.m. The school day ends at 2:55 p.m.

MIDDLE SCHOOL SCHEDULE

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

2:03 DISMISSAL

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

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

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. 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	A+	5
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

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 covered.

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 covered.

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 students cost as an alternative to make up credit. Major subjects are defined as: English, mathematics, reading, science and social studies.

GRADES ONLINE

Parents may track their child's progress via an online grade book. This is accessed through the information page of the school using Web site at <http://www.mfschools.org/middle>. Contact the office to obtain the student's ID and PIN.

FACULTY WEB PAGES

Parents may access faculty web pages at <http://www.mfschools.org/middle>. 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.

GRADE REPORTS

Maroa-Forsyth Middle School will issue mid-term reports to parents if their child is receiving a "D" or an "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.

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 due to an absence. 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. These electives are in place of a study hall. To drop elective students will need written permission from a parent /guardian. Changes will take place at the end of the semester in which the request is received.

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.

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://www.mfschools.org/middle>

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. Through out the year all students are recognized for their participation in maintaining a positive atmosphere. For more information about PBIS, please visit www.mfschools.org/middle/PBISWEB

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.

LOCKS/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.

All students will be required to rent a school lock. Two locks will be required, one for PE and one for the hallway locker. **School officials have the right to search (either by using trained dog or by administration/staff) any locker for any reason, and a student has no expectation of privacy in the contents of his/her locker.**

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.

Cell phones are to be turned off and stored/locked in the student's locker during the school day. If a cell phone is not stored properly it will be turned into the office, and the student will need to retrieve the phone from the office after school.

HALLWAY TRAFFIC

Students will use their own Agenda Book as their hall pass 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.

GUM CHEWING

Gum chewing is not allowed at Maroa-Forsyth Middle School. Any member of the faculty has the right to deal with the situation, such as assigning a detention and notification of parents.

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/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 nonplacement 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.

FERPA

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
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
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

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

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; such as lawyers, doctors, or ministers
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.

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 located at:

Mike Williams
101 Cedar Street
Maroa, Illinois 61756
792-3488

Also, under the same philosophy each and every student has the same privileges to an equal education without regard to sex, race, national origin, color, or handicap.

Any person who feels that he/she is being denied the rights previously mentioned should contact the building principal. If no satisfaction is obtained, the person should then contact the Unit Superintendent. If after going through the first two steps the person still feels they are being denied some right, then the next step in the chain of command would be to discuss the matter with the Board of Education. Students have the right to present their case, have representation, and have witnesses.

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 of Maroa Forsyth Community Unit School District No. 2 to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of Maroa Forsyth Community Unit School District No. 2 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District. Students or employees should report any sexual harassment to the building principal/designee, superintendent, Coordinator for Nondiscrimination or a counselor. If the claim of sexual harassment is against one of the foregoing persons, the student should instead report the harassment to any other of the persons specified. The complete board of education policy on sexual harassment is on file and available for viewing in the building principal's office.

HARRASSMENT/BULLYING CODE

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. The complete board of education policy on harassment/bullying is on file and available for viewing in the building principal's office.

DISCIPLINE CODE

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 other look alike/similar 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 Board 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 the 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.

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16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." 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 device, or cellular phone.
17. 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.

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 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.

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EXPULSION PROCEDURE

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.

8TH GRADE TRIP

Each 8th grade student's disciplinary record 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 stanines, 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 RtI 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 RtI programs, please contact the principals 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 children and provide educational support to parents. In the Maroa Forsyth School District, Title I services are provided in grades K-5 at the Maroa Forsyth Grade School. Students who are not performing at grade level are eligible for Title I services.

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.

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.

LOCKERS

Lockers are assigned to all students at the beginning of the school year. Keep the combination private and use only the assigned locker. 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.

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. The administration, or other faculty member designated, is authorized to open lockers and to inspect the contents, including personal belongings of students. 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.

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.

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.
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 Recording 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 at 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 exposes 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 must extend to, or past, the fingertips when arms hang freely at the sides
- 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
- P. Lacey or sheer see-through blouses that expose the shoulders and/or undergarments.

Students will be required to change the clothing and will receive a warning on their first offense. On any subsequent dress code violation, students will be required to change the clothing and will receive a detention.

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.

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

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.

Students must provide a note for the office or a parent/guardian may call to let the school know if a student is to be dismissed early from school. The note or phone call needs to be received before 9:00 a.m. The student must sign out in the office when leaving. When a student returns or comes in late during the day, he or she must get an admit slip from the office before proceeding to class.

Absences will be classified as follows:

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

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

TRUANCY

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

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

Action to be taken:

1. After the first three days of unexcused absence, the principal will inform the county truancy officer via letter of the person found to be truant. The same procedure will be used after the 5 days and 10 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.

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.

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).

HEALTH EXAMINATION AND IMMUNIZATIONS

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 FORSYTH CUSD #2

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

Chicken Pox - 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 for 24 hours before returning to school.

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

Hand, Foot, and 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 S B - Exclude during acute clinical symptoms.

Herpes Simplex Types-(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. 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.

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 principals 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

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.

POINT OF SALE

Maroa Forsyth Schools have 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 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.

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.

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.

SOCIAL WORKER

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

NURSE

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

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.

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

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' assertion of their rights under the Act.

PARENT/TEACHER CONFERENCE

Maroa Forsyth Schools 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 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. 94-994).

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

TRANSPORTATION REIMBURSEMENT

We believe we provide transportation to all our eligible students. However, parents and/or guardians of pupils that qualify may be eligible for pupil transportation reimbursement. To qualify the student must live 1 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 REACH NOTIFICATION

School Reach is 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.

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, boy's basketball, girl's basketball, volleyball, Track, spirit squad, scholastic bowl, student council, jazz band, and show choir.

Extracurricular activities available to 6th grade students are student council, jazz band, and show choir. 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 9, 2011

Effective Date: Middle School August 1, 2011

High School August 10, 2011

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. 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 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, unless approval is obtained from the principal.
- 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.
- 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.

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
- 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
- Boys Track – if less than 15 students per grade level
- Girls Track - if less than 15 students per grade level
- 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 a minimum 3-day tryout. Tryouts are considered part of practice.

ACADEMIC ELIGIBILITY

- A. Academic eligibility will be determined on a weekly basis beginning the first week of practice. Eligibility will be turned into the school office by 8:20 a.m. 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 quarter in the Middle School. Grading for eligibility will be on a cumulative basis for a semester in the 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 not allowed to travel to or attend away contests during their period of ineligibility. This time should be used to address the students' academic issues. 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 be cause for 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.
3. During the suspension the player/coach may not attend contests or travel with the team to and from contests for which they are suspended.

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 illegal drugs or alcohol being used or consumed.
- 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 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. The majority of over the counter training supplements are not recommended for use by individuals under the age of 18. A participant using/possessing and /or distributing over the counter training supplements on the grounds of the Maroa Forsyth School District will be in violation of training rules.
- 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.

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 participated.

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 competitions that were originally scheduled during the suspension period but were rescheduled outside of the suspension period due to scheduling conflicts, inclement weather, etc. The contest must be completed in order for the partial penalty to be assessed.

Counseling Option first 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 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 large letter, certificate and sport pin will be awarded in the first sport participated in during the 7th and/or 8th grade. After that, participants will be awarded a certificate and service bar.

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

Freshman Team	Numerals Certificate
Junior Varsity Team	JV Letter JV Bar 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 first activity. JV and Varsity awards may be given at any class level if the participant has met criteria for lettering.

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 access the middle school web site

<http://www.mfschools.org/middle/> and select Information and Weekly Middle School Schedules or by accessing the high school web site <http://www.mfschools.org/high/> and select Calendar at top left hand side of page. The Schedule Star program allows the user to see upcoming activities. By "rolling over" an event with the mouse pointer, a small pop up screen will provide more information about the event. Visit the Web sites for additional information.



Code of Honor Matrix

Code of Honor	Hallway/Stairs/Locker	Office	Cafeteria	Playground	Technology
Respect <ul style="list-style-type: none"> • <i>Self</i> • <i>Others</i> • <i>Property</i> 	<ul style="list-style-type: none"> -Respect others' space -Use appropriate tone and voice level -Use appropriate and peaceful language -Close lockers quietly -Hold doors for others -Follow directions and school rules -"Stop" when asked 	<ul style="list-style-type: none"> -Bring hall pass -Go directly to the office when permitted -Be polite (Please and thank you) -Wait patiently for your turn 	<ul style="list-style-type: none"> -Follow directions from all staff members -Be polite and courteous -Respect others and there possessions -Patiently wait your turn in line -Use peaceful and appropriate language -Wait for permission to leave the designated area -Welcome others to your table 	<ul style="list-style-type: none"> -Use equipment properly -Return equipment to proper place when finished -Share equipment and space -Use appropriate and peaceful language -Demonstrate good sportsmanship -Follow directions of supervisors -Ask permission to leave the designated area. 	<ul style="list-style-type: none"> -Follow Acceptable Use Policy -Conserve paper and ink -Fully disclose all publishing activities on the school network -Observe netiquette
Responsibility <ul style="list-style-type: none"> • <i>Be safe</i> • <i>Own actions</i> 	<ul style="list-style-type: none"> - Stay on right when passing -Keep all hands, feet and objects to yourself -Be aware of others' space -Walk steadily and safely -Leave spray bottles or perfumes at home -Use only your assigned locker -Keep locker and hallways clean 	<ul style="list-style-type: none"> -Sit in assigned area -Keep hands, feet, and objects to yourself -Return directly to class with hall pass -Use peaceful and appropriate language 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Clean up eating area before leaving the cafeteria -Report accidents immediately to supervisors -Wait your turn 	<ul style="list-style-type: none"> -Dress for the weather -Walk to and from the playground -Stay within the boundaries -Inform supervisors of problems -Keep hands, feet, and objects to yourself -Food, drinks, candy are prohibited 	<ul style="list-style-type: none"> -Respect others' space -Ask for adult help when you need it -Report all mechanical difficulties to teacher -Keep your password confidential -Log off when finished
Effort <ul style="list-style-type: none"> • <i>Be there</i> • <i>Be ready</i> 	<ul style="list-style-type: none"> -Observe time limits (4 min.) -Move towards destination/don't linger -Have a pass during class time -Use locker at designated times 	<ul style="list-style-type: none"> -Politely state your reason for coming to the office 	<ul style="list-style-type: none"> -Keep a positive account balance -Quickly and quietly take a seat -Wait patiently for your table to be called -Pay all charges the following day 	<ul style="list-style-type: none"> -Exit the cafeteria and go directly to playground or gym -Listen for directions -At the end of lunch proceed to the appropriate door and enter hallways quietly 	<ul style="list-style-type: none"> -Listen and follow directions -Bring all necessary supplies

Code of Honor Matrix

Code of Honor	Restroom	Gym Lunch	Gym AM	Library	Bus
Respect <ul style="list-style-type: none"> • <i>Self</i> • <i>Others</i> • <i>Property</i> 	-Respect the privacy of all -Pick up after yourself -Wash hands -Keep a clean restroom -Respect school property	-Use equipment properly -Return equipment to proper place when finished -Share equipment and space -Use appropriate and peaceful language -Demonstrate good sportsmanship -Follow directions of supervisors -Ask permission to leave the designated area	-Listen to supervisors -Keep area clean -Patiently wait -Use peaceful and appropriate language	-Use peaceful and appropriate language -Wait your turn -Be polite and courteous -Respect others' space -Respect materials loaned to you -Listen and follow directions	-Use peaceful and appropriate language -Obey instruction of the driver at all times -Keep aisles free of books, lunches and other objects
Responsibility <ul style="list-style-type: none"> • <i>Be safe</i> • <i>Own actions</i> 	-Participation in horseplay or misuse of the restroom is prohibited -Report damaged property or accidents to the office -Refrain from loitering	-Keep hands, feet, and object to yourself -Walk instead of run -Follow rules of activities -Food, drinks, candy prohibited	-Keep hands, feet, and objects to yourself -Sit in assigned area -Food, drinks, candy prohibited	-Keep hands, feet, and objects to yourself	-Remain seated while on the bus -Keep all parts of the body inside the bus -Remain quiet at railroad crossings -Changes in transportation plans require written parent permission and the principal's signature
Effort <ul style="list-style-type: none"> • <i>Be there</i> • <i>Be ready</i> 	-Observe time limits -Use passing time between classes when possible -Have a restroom pass during class time -Use designated restrooms	-Listen for direction -Sit or go to an appropriate area -Arrive with only appropriate items	-Be on time -Have materials	-Return materials on time/pay fines in a timely manner -Know why you are there -Ask for help when you need it	- Be on time so the bus can keep on schedule -Stay off the road while waiting for the bus -Be especially cautious when leaving or entering the bus

Code of Honor Matrix

Code of Honor	Classroom	Study Hall	Social Skills
Respect <ul style="list-style-type: none"> • <i>Self</i> • <i>Others</i> • <i>Property</i> 	-Listen and follow directions -Use appropriate words and actions -Keep hands, feet and objects to yourself -Accept differences	-Listen and follow directions -Work quietly and not disturb or distract others -Accept differences	-Respect all adults and peers -Respond when someone speaks to you -Wait your turn in a conversation rather than interrupting
Responsibility <ul style="list-style-type: none"> • <i>Be safe</i> • <i>Own actions</i> 	-Do your own work -Stay on task -Participate appropriately -Keep your area safe and neat -Keep you agenda book	-Agenda filled out for all classes you have had prior to entering study hall -Use bathroom or get a drink before entering study hall -Know if your name is on the failure list for a subject and make that subject a priority -Keep your area safe and neat	-Raise your hand when you need help -Clean up after yourself
Effort <ul style="list-style-type: none"> • <i>Be there</i> • <i>Be ready</i> 	-Have materials ready for class -Be on time -Be awake and alert -Be ready to learn -Have assigned work completed and ready -Be positive	-Be on time -Come prepared with all materials; books, paper, pencil, pen, assignments, agenda, binders, etc. -Bring extra reading materials (trade book or appropriate magazine) to study hall everyday -Ask teacher for help, after an honest effort -Do work from the study hall crate as assigned by the study hall teacher if you do not have any work and/or have nothing to read	-Use your manners -Make eye contact -Wait your turn