

FORRESTVILLE VALLEY SCHOOL DISTRICT #221

2022 - 2023  
PARENT/STUDENT  
HANDBOOK



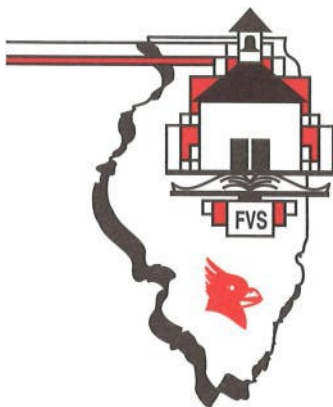
This handbook is in effect during the  
2022 - 2023 School Year  
From August 24, 2022 Through the Last Day of School

- **Attendance**
- **Bus Transportation**
- **Calendar**
- **Discipline**
- **Dress Code**
- **Grading Scale**
- **Registration & Fees Collection**



FORRESTVILLE VALLEY  
SCHOOL DISTRICT #221

**Forreston Junior/Senior High School**  
**Forreston Grade School**  
**German Valley Grade School**



## FORRESTVILLE VALLEY SCHOOL DISTRICT #221

Dear Parents/Guardians,

Welcome to the 2022 - 2023 school year!

The following pages outline many of the guidelines and procedures for all students in the Forrestville Valley School District. We have done our best to highlight the common themes and questions for easy reference. This handbook is intended to describe the district and our current general practices, procedures, rules, and regulations at the time of publication for an appropriate code of conduct. However, please note the following information is not inclusive of each board policy, and rules and procedures are subject to change without prior notification. All information, including staff, school, and district data, will be updated as needed. For a more detailed list of all current board policies and updates to the Parent/Student Handbook, please refer to our district website at [www.fvdistrict221.org](http://www.fvdistrict221.org).

We look forward to a great school year and appreciate your continued support.

Sincerely,

*Mrs. Sheri Smith*

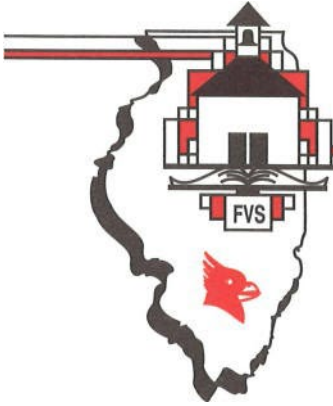
District Superintendent

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# FORRESTVILLE VALLEY SCHOOL DISTRICT #221

Mrs. Sheri Smith, Superintendent

## BOARD OF EDUCATION

Mr. John Reining	President
Mr. Shaun Gallagher	Vice President
Mr. Chip Braker	Secretary
Mr. Don Cook	Board Member
Mrs. Shawnda Ludwig	Board Member
Dr. April Moore	Board Member
Dr. Craig Pauls	Board Member

*The Board of Education typically meets the third Wednesday of the month at 6:30 p.m. Please see page 46 of this handbook or check the district website, [www.fvdistrict221.org](http://www.fvdistrict221.org), for additional information.*

## FACILITIES & ADMINISTRATION

### **Forrestville Valley District Office**

P.O. Box 665,  
601 East Main Street,  
Forreston, IL 61030  
Phone: (815) 938 – 2036  
Superintendent: Mrs. Sheri Smith

### **Forreston Junior/Senior High School**

P.O. Box 665,  
601 East Main Street,  
Forreston, IL 61030  
High School Phone: (815) 938 – 2175  
Attendance Office Phone: (815) 938 – 2195  
Principal: Mr. Travis Heinz  
Assistant Principal/Activities Director: Mr. Kyle Zick

### **Forreston Grade School**

P.O. Box 665,  
401 S. First Avenue  
Forreston, IL 61030  
Phone: (815) 938 – 2301  
Principal: Mr. Ryan Schrader  
Assistant Principal: Mrs. Christy Garnhart

### **German Valley Grade School**

200 Rock City Road,  
German Valley, IL 61039  
Phone: (815) 362 – 2279  
Principal: Mr. Ryan Schrader  
Assistant Principal: Mrs. Christy Garnhart

**2022 – 2023 SCHOOL CALENDAR****August, 2022**

Monday, August 22	District Institute
Tuesday, August 23	District Institute
Wednesday, August 24	First Day of Student Attendance & Early Dismissal for Students
Thursday, August 25	First Full Day of Student Attendance

**September, 2022**

Monday, September 05	NO SCHOOL - Labor Day
Wednesday, September 07	Early Dismissal for Students - Curriculum Development
Friday, September 23	1 <sup>st</sup> Quarter Progress Reports

**October, 2022**

Wednesday, October 05	Early Dismissal for Students Parent/Teacher Conferences from 3:00 - 7:00 p.m.
Thursday, October 06	Early Dismissal for Students Parent/Teacher Conferences from 2:00 - 6:00 p.m.
Friday, October 07	NO SCHOOL
Monday, October 10	NO SCHOOL – Columbus Day
Friday, October 21	End of 1st Quarter
Friday, October 28	1 <sup>st</sup> Quarter Report Cards

**November, 2022**

Wednesday, November 02	Early Dismissal for Students – Curriculum Development
Tuesday, November 08	NO SCHOOL – Election Day
Friday, November 18	2 <sup>nd</sup> Quarter Progress Reports
Wednesday, November 23 through Friday, November 25 – NO SCHOOL – Thanksgiving Break	

**December, 2022**

Wednesday, December 07	Early Dismissal for Students – Curriculum Development
Wednesday, December 21	Early Dismissal for Students & End of 2 <sup>nd</sup> Quarter
Thursday, December 22 through Tuesday, January 03 – NO SCHOOL – Christmas Break	

**January, 2023**

Wednesday, January 04	School Resumes
Friday, January 06	2 <sup>nd</sup> Quarter Report Cards
Monday, January 16	NO SCHOOL – Birthday of Martin Luther King Jr.

**February, 2023**

Wednesday, February 01	Early Dismissal for Students – Curriculum Development
Friday, February 03	3 <sup>rd</sup> Quarter Progress Reports
Monday, February 20	NO SCHOOL - Presidents' Day

**March, 2023**

Wednesday, March 01	Early Dismissal for Students – Curriculum Development
Friday, March 10	End of 3 <sup>rd</sup> Quarter
Friday, March 17	3 <sup>rd</sup> Quarter Report Cards
Friday, March 24	Early Dismissal for Students
Monday, March 27 through Friday, March 31 – NO SCHOOL – Spring Break	

**April, 2023**

Monday, April 03	School Resumes
Friday, April 07	NO SCHOOL - Good Friday
Friday, April 21	4 <sup>th</sup> Quarter Progress Reports

**May & June, 2023**

Wednesday, May 03	Early Dismissal for Students – Curriculum Development
Monday, May 29	NO SCHOOL – Memorial Day
Tuesday, May 30	Last Full Day of Student Attendance (If no Emergency Days are used)
Wednesday, May 31	Last Day of School & Early Dismissal for Students (If no Emergency Days are used)
Thursday, June 01	District Institute (If no Emergency Days are used)

**Early Dismissal Schedule:**

12:20 p.m.	German Valley Grade School Students
12:40 p.m.	Forreston Junior/Senior High School Students
12:50 p.m.	Forreston Grade School Students

If all 5 Emergency Days are used, the last day of student attendance will be June 07, 2023.

## SCHOOL START & FINISH TIMES

Whiteside Area Career Center	Bus Leaves at 7:10 a.m.	
Forreston Junior/Senior High School	7:40 a.m.	2:40 p.m.
<i>Grades 6<sup>th</sup> - 12<sup>th</sup></i>		
Forreston Grade School	7:50 a.m.	2:50 p.m.
<i>Grades 1<sup>st</sup> – 5<sup>th</sup></i>		
German Valley Grade School	8:00 a.m.	2:20 p.m.
<i>Kindergarten &amp; Preschool</i>		

## EARLY LEARNING ACADEMY & LITTLE CARDINALS PRESCHOOL

All Day (LCP Only)	8:00 a.m.	2:20 p.m.
Morning Session (ELA & LCP)	8:00 a.m.	10:30 a.m.
Afternoon Session (ELA Only)	11:50 a.m.	2:20 p.m.

**It is requested that students do not arrive at school until  
10 minutes prior to classes beginning.**

## **ATTENDANCE**

The school cannot reach or teach pupils who are not present. The entire process of education requires participation, learning experiences, and study, in order to reach the goal of maximum educational benefits for each individual child. If the child is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained.

### **Procedures for Reporting Absences:**

All absences must be verified by a parent within two attendance days. Verification may be through a phone call, a signed note, or an e-mail. Any absence, which is not verified by the parent, makes the absence unexcused. If a student is going to be absent for all or part of the school day, the parent or guardian should call the school the morning of the absence. If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students may make up work missed for credit.

If the parent does not call the school, the student must bring a note to the office immediately upon his/her return to school. The note must state the specific reason for the absence and the specific date(s) of the absence. If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students may make up work missed for credit.

If the cause of any student's absence is judged as invalid, the absence will be recorded as unexcused.

1. Parents should report all student absences by phone to their respective school offices by 8:00 a.m.:

Forreston Junior/Senior High School: (815) 938 – 2175

Forreston Grade School: (815) 938 – 2301

German Valley Grade School: (815) 362 – 2279

2. Students will need a previous phone call or parental note upon returning. Any absence without parental communication makes the absence unexcused and will be treated as such.

### **Early Dismissals:**

All teachers have been instructed not to excuse any student without a written or personal request from the parent or guardian, which has been signed and approved in the office. No child is permitted to go home from school with an unidentified person. This is done to protect your child. Please do not ask to have your child dismissed from school early unless it is absolutely necessary. Remember, attendance is essential to good learning. When early dismissals are necessary, a note should be taken to the school office at the start of the day. Parents of students in grades Preschool - 8 will need to sign your child out in the school office.

### **Excused Absences:**

Absences for the following reasons will be deemed as excused absences:

1. Illness or disability.
2. Death in the immediate family.

3. Medical or legal appointment. (All parents are urged to try and have these set during non-school hours, if possible.) Students with medical or legal appointments who arrive and/or leave according to the following times will be counted with a full day of attendance:

**Forreston Junior/Senior High School**

**Arrive by 8:40 a.m. or leave after 1:40 p.m.**

**Forreston Grade School**

**Arrive by 8:50 a.m. or leave after 1:50 p.m.**

**German Valley Grade School**

**Arrive by 9:00 a.m. or leave after 1:20 p.m.**

4. Absence approved in advance with the school administration.
5. Authorized religious holiday.

**Pre-Arranged Procedures:**

Pre-arranged absences allow for communication between the school and a student prior to an absence. Students are to present a note from home stating the nature of the expected absence. Students are then to obtain a Pre-Excused Absence Form. This Pre-Excused Absence Form is to be signed by the Principal, parent, student, and each of the student's teachers verifying that the student is aware of the material they are responsible for, and then turn it into the office 3 days prior to the day of the intended absence.

**Unexcused Absences:**

Any student absent from school without parental/guardian knowledge and permission will be considered truant.

**Excessive Absences:**

**The administration has the right to ask students to bring a physician's statement of illness after 3 consecutive or 5 accumulated absent days per school year.** It makes no difference if the absences are excused or unexcused. At the discretion of the Principal, exceptions may be made for those students who are absent. Parents may be contacted by the school in the event of excessive absences. After two to eight full days of absences, students may be referred to the Regional Truancy Officer.

1. Attendance letters will be sent to parents after the student has 5, 7 and 10 absences per semester. The letter is to inform both student and parent of attendance history.
2. Any student who has 10 absences during a semester will be required to meet with the principal, assistant principal or counselor before the student will be allowed to return to classes. The meeting with the principal/assistant principal will determine whether or not the student will be allowed to return to classes. Absences beyond 10 days per semester will need a doctor's excuse. Failure to secure a doctor's note will result in an unexcused absence.

**Extracurricular Activities:**

For students to participate in or attend an extracurricular activity (practice, concert, game, dance, etc.), they must be in attendance ALL periods of the school day. To be eligible to participate in extracurricular activities, students with medical appointments must attend school:



- Elementary Students – ½ Day of Student Attendance
- Junior/Senior High Students – Minimum of 4 Full Periods of Student Attendance

(Principal's discretion is final.) College/career days, funerals, emergency absences or other circumstances that received prior approval by the Principal are exceptions to the rule. When students are present, but do not participate in P.E. class, they may not practice or participate in extracurricular activities.

**Make-Up Work:**

The responsibility for make-up work rests entirely with the student. The student is required to see all of their teachers upon their return. The use of a Pre-Excuse greatly aids this process. (See "VACATIONS" for rules on make-up work for vacations.) Students have the amount of days to make up the work equal to the amount of days that they were excused.

**Truancy:**

Students are truant when their absence is considered unexcused. Students will also be considered truant when their absences are excessive.

**Vacations:**

The Forrestville Valley School District encourages you not to take vacations during the school year. Students who will be gone from school for vacations, trips with parents, or are absent for other similar reasons must receive an approved absence from the Principal not less than three (3) days prior to the absence. Forrestville Valley will allow an excused absence for 5 vacation days per year. Any days in excess of 5 vacation days may be considered unexcused. Students need to obtain a Pre-Excused Absence Form from the Principal and see all their teachers prior to their absence. The Principal, teachers, parents, and students must sign the form. Students will be expected to turn in all required work, based on a schedule determined by the teacher, to receive full credit.

## **ART**

Our Art Program includes students in grades 1<sup>st</sup> - 12<sup>th</sup>. All 1<sup>st</sup> - 5<sup>th</sup> graders have Art two days per week. Students in grades 6<sup>th</sup> – 12<sup>th</sup> may choose Art as an elective. High School and Junior High students are required to pay a course fee to offset the cost of the consumable supplies.

## **AUTHORITY OF SCHOOL EMPLOYEES**

All employees of the Forrestville Valley School District, by virtue of such employment, have full responsibility and equal authority over the property, equipment, and students under their supervision.

## **BAD CHECKS**

If a check is written to any school in the Forrestville Valley School District and is returned for any reason, there will be a \$25 fee added to the insufficient amount. If the check is not made good within 24 hours of notification by the district, it will be turned over to the State's Attorney for collection. Once a bad check is written, no further checks will be accepted for the remainder of the school year.

## CARE OF EQUIPMENT & BUILDINGS

The buildings and equipment should receive the same care and treatment as one's own property. Any malicious destruction or damaging of school property will result in the offender being required to pay for such destruction or damage.

### **Lockers:**

Students issued lockers are responsible for their care. All lockers issued are the property of the Forrestville Valley School District and are to be left clean of marks and decorations and kept in good repair. Students who do not clean or care for their lockers will be fined a minimum of \$10. A heavier fine amounting to no more than the replacement cost will be levied if the damage or marking is extensive. Magnets (but not tape) are acceptable to hold up locker materials.

## **COLLEGE & CAREER DAYS**

At Forreston High School, a College/Career Day may be granted by the Principal upon a written request by the parent at least one week (five school days) prior to the requested date. The reasons for College/Career Days are to allow students to visit colleges and/or specific career fields. The College/Career Day will not be allowed for job hunting and interviews. College/Career Days will not be granted at the start or finish of any school vacation period. No College/Career Days may be taken after May 1st. There are many days during the school year when school is not in session and students are expected to use these times for colleges and/or career exploration. Visitation to area colleges (Highland and Rock Valley, etc.) can usually be done during non-school times and will generally not be allowed during College/Career Day. A College/Career Day is not a free day from school. If the visit should take only one-half day, the student should be back in school the remainder of the requested College/Career Day. College/Career Days are a privilege not to be abused and will be allowed only at the Principal's discretion. Students are to use the pre-excuse form for a College/Career Day.

## **CONFERENCES WITH TEACHERS**

If you desire a conference with a teacher, arrangements may be made by calling the school office, or emailing the teacher directly. Conferences are generally scheduled at the close of the school day. Teachers are on duty 20/30 minutes before and after school hours so that parents who wish may make arrangements for conferences during these times, when the need arises.

## DRESS CODE

Students who come to school or school sponsored activities wearing inappropriate dress will be asked to change to more suitable clothes, parents will be called, and students may be otherwise disciplined. Students missing class time due to unsuitable attire will have this time considered unexcused until such time the student returns to class. Principal's discretion is final; however, temperature of the day and age of students will be taken into consideration at the elementary level. The following are considered inappropriate to wear to school:

1. Students should avoid clothing, displaying hair styles, or practicing grooming habits that could be hazardous to them in their school activities. Grooming or dress styles that prevent students or others from learning because of blocked vision, restrictive movement, or creating a class disruption are not acceptable.
2. Articles of clothing that cause excessive damage or maintenance problems to district property, including spiked apparel, accessories, or chains, are prohibited. Wallets with long chains that could cause damage or provide a safety problem will be eliminated.
3. The waistline, hemline, and neckline of students' clothing needs to remain at an appropriate level. Students' undergarments should not be visible.
4. Tank tops, halter tops, crop tops (those not covering the entire stomach area or not covering the entire top of the shoulder), tube tops, see-through clothing, inappropriately tattered/torn clothing, cutoffs, running shorts, swimsuit style or spandex biking shorts are not allowed.
5. Shirts or patches displaying weapons, firearms, foul language or pictures, offensive gestures, sex, sexual innuendos, drugs, alcohol, cults, gangs, tobacco, excessive violence, or discrimination may not be worn.
6. Hats, gloves, and sunglasses will be allowed on special arrangement days only.
7. Coats and book bags will not be allowed in classrooms without prior approval from the teacher or Principal.
8. Appropriate footwear must be worn in the school during the school day.

This list is not inclusive. Any garment worn that is disruptive to the educational process may be included in this list.



## EARLY DISMISSAL DUE TO BAD WEATHER CONDITIONS

If severe weather conditions make bus transportation impossible, school may be forced to close. Notification of such closings will be made prior to 6:15 a.m. and will be done by way of the Skylert System, radio, and television. If weather conditions are questionable, information will be available through the following:

**Forrestville Valley School District Website:** [www.fvdistrict221.org](http://www.fvdistrict221.org)

**Skylert:** Parents may sign up through Skyward for inclement weather notifications.

## **ELECTIVES**

Students in grades 6<sup>th</sup> - 8<sup>th</sup> may elect to add or drop Band, Chorus, or Art only at the end of the quarter, with parent permission and administrative approval.

## EXTRA-CURRICULAR ACTIVITIES

All students participating in athletics, cheerleading, and the dance team must have a physical examination by a physician prior to participation or practice in any activity each school year. In addition to policies set down in this handbook, students are subject to all rules and regulations in the Extracurricular Handbook. Basic program guidelines are covered by I.H.S.A., I.E.S.A. or conference policies. The students, parents, and coaches all have a vested interest in making sure that injuries are attended to efficiently.

Any student participating in an extracurricular activity must complete an Insurance Verification Form and a copy of the insurance card must be on file in the activities office. Students must demonstrate proof of insurance or purchase a student insurance plan.

Students in fifth grade and below attending school events must be accompanied by an adult. Student misconduct at extracurricular activities, including but not limited to assemblies, ball games, plays, and meetings could result in suspension from school activities.

*The Forrestville Valley School District complies with all Youth Sports Concussion Safety Act, Concussion Return to Play, Concussion Return to Learn, and Illinois School Code requirements.*

## Junior High School Students

### Participation:

**6<sup>th</sup> Grade Boys & Girls** are offered opportunities to participate in interscholastic football, wrestling, and track. Students also have the opportunity to participate in Academic Bowl.

**7<sup>th</sup> & 8<sup>th</sup> Grade Boys** are offered opportunities to participate in interscholastic athletics of football, basketball, wrestling, and track. Students also have the opportunity to participate in Academic Bowl.

**7<sup>th</sup> & 8<sup>th</sup> Grade Girls** are offered opportunities to participate in interscholastic volleyball, basketball, cheerleading, wrestling, and track. Students also have the opportunity to participate in Academic Bowl.

### Academic Eligibility:

1. In order to be eligible for participation in extracurricular activities, students at Forreston Junior High School cannot fail any subject at any given time.
2. Weekly eligibility will be determined by a student's cumulative quarter average in each of his/her subjects. Eligibility will be checked on Monday, and any student failing a class at that time will be ineligible to participate in any contests for the following calendar week -- Monday through Saturday. It is the practice of the District to notify any ineligible student in person on Monday and to send a letter to parents. Ultimately, however, it is each student's responsibility to monitor his/her grades and eligibility status.
3. For the purposes of determining academic eligibility for participation in extracurricular activities, cumulative quarter averages for Forreston Junior High School students will start over at the beginning of each new nine weeks.
4. Forreston Junior High School students will be allowed to practice, but not participate in events, for a period of 2 weeks during a given season. If the student is ineligible on the Monday check at the beginning of the 3rd week, he/she will be dismissed from the squad.
5. Credit earned in Summer School or correspondence classes may NOT be applied to extracurricular eligibility.
6. Students must be enrolled as full-time students of the Forrestville Valley School District #221 in order to be granted the privilege of participating in extracurricular activities offered by District #221.

## **High School Students**

### **Participation:**

**9<sup>th</sup> - 12<sup>th</sup> Grade Boys** are offered opportunities to participate in the following interscholastic athletics: football, basketball, wrestling, track, baseball, golf, and swimming. Students also have the opportunity to participate in Scholastic Bowl, IMEA district workshops, IMEA district festival, IMEA all-state conference, Upstate Illini Music Festival, madrigal concert, fine arts trip, jazz choir, FFA executive team, band day, jazz band, student council, variety show, musical, play, and FFA.

**9<sup>th</sup> - 12<sup>th</sup> Grade Girls** are offered opportunities to participate in the following interscholastic athletics: volleyball, basketball, wrestling, cheerleading, dance, golf, track, softball, and swimming. Students also have the opportunity to participate in Scholastic Bowl, IMEA district workshops, IMEA district festival, IMEA all-state conference, Upstate Illini Music Festival, madrigal concert, fine arts trip, jazz choir, FFA executive team, band day, jazz band, student council, variety show, musical, play, and FFA.

### **Academic Eligibility:**

1. In order to be eligible for participation in extracurricular activities, students at Forreston High School cannot fail more than one subject at any given time.
2. Weekly eligibility will be determined by a student's cumulative semester average in each of his/her subjects. Eligibility will be checked on Monday, and any student failing 2 or more classes at that time will be ineligible to participate in any contests for the following calendar week -- Monday through Saturday. It is the practice of the District to notify any ineligible student in person on Monday and to send a letter to parents. Ultimately, however, it is each student's responsibility to monitor his/her grades and eligibility status.
3. Any student failing two or more subjects at semester's end will be ineligible to participate in any extracurricular events during the next semester of school. The ineligible student is allowed to participate in off-season training and practice with the squad but cannot participate or travel as a member of the team at home or away events. To maintain this off-season training and practice privilege, the student must maintain a passing average on the weekly eligibility check in ALL of his/her subjects.
4. During a period of ineligibility, Forreston High School students will be allowed to practice, but not participate in events, for 3 weeks during a given season. If the student is ineligible on the Monday check at the beginning of the 4th week, he/she will be dismissed from the squad.
5. Credit earned in Summer School, correspondence classes, or Credit Recovery may NOT be applied to extracurricular eligibility.
6. Students must be enrolled as full-time students of the Forrestville Valley School District #221 in order to be granted the privilege of participating in extracurricular activities offered by District #221.

## GENERAL RULES

1. The Principal and classroom teacher have a right to remove a student from class due to **behavioral problems** that deny or hinder other students' right to learn.
2. Students are encouraged to check out and renew books or videos from our libraries, but anyone with an overdue item may not check out anything further until the item is returned, and a late fee is paid. If the item cannot be found or is damaged, you will be expected to pay the purchase price.
3. A policy of restraint will be followed in **student relationships**. In the best interest of the school and student, these relationships should be above criticism. At Forreston High School, holding hands will be allowed; however, at Forreston Junior High School, public displays of affection are not allowed.
4. **Courteousness** and respect are expected at all times during the school day. **Profanity and obscene behavior** are not tolerated and will result in a detention and possible suspension.
5. Students are not allowed to **drive**, ride, or sit in or on motorized vehicles during the school day without permission of the Principal. Students violating this rule will have a conference with the Principal and may result in a revocation of privileges, detention, or suspension.
6. **Elementary school grounds** are NOT available for public use prior to 3:30 p.m. on school days.
7. No **candy, pop, or flavored drinks** are allowed out of the cafeteria and all food is to be eaten in the cafeteria. Exceptions will be made on special occasions; school-sponsored parties, ball games, field days, etc.
8. No students in grades Preschool - 12 will be allowed **in classrooms, the library, the gym, or on the stage** during lunch hour, before school, or after school without teacher supervision.
9. Please DO NOT send or pass out **party invitations** at school. We would like to encourage you to call parents or mail invitations to eliminate hurt feelings.
10. A **pass**, which has been issued by a school official, is required of students in grades 6 - 12 who wish to use the halls other than between classes. Students without a pass will be issued a detention and/or lose their pass privileges.
11. **Bullying** will not be tolerated.
12. Drawing or writing **gang symbols**, the promotion of **illegal substances**, or **sexual connotations** are not allowed.

13. **All school rules apply to students attending school activities off school property, such as field trips, athletic or extracurricular away activities.** School rules broken at extracurricular school activities could lead to disciplinary action being taken during the regular school day, and for extracurricular activities. Students and spectators may be suspended from attending extracurricular school activities for up to one year for breaking school rules or misconduct at the activity.
14. **Substitute teachers** provide a great service to our school. Every attempt will be made to allow the classroom to function in a normal manner when a substitute is present due to a teacher absence. To further support the efforts of our substitute teachers, penalties that substitute teachers must give will be automatically increased.
15. Any compromising of **testing procedures** will be subject to a disciplinary penalty up to and including loss of credit for the semester, and/or both. The compromising of testing procedures includes but is not limited to the use of "cheat sheets," stealing of exams, copying during an exam, electronically transferring exams, and use of previous exams.
16. **Throwing food** or other objects is not permitted at school.
17. Only **walking** is permitted in all school buildings.
18. The school will not make available parents' or students' addresses or phone numbers. Parents have the option annually to release student information to the military and institutions of higher education by completing a "Release of Student Information" form.

## **GRADING SCALE**

Students in Kindergarten **through Third Grade** will be graded using: Exceeding Standards (4), Meeting Standards (3), Approaching Standards (2), or Developing (1). The grading scale used for grades 4 - 12 is as follows:

<b>A</b>	<b>93.34% – 100%</b>
<b>A -</b>	<b>90.00% – 93.33%</b>
<b>B +</b>	<b>86.67% – 89.99%</b>
<b>B</b>	<b>83.34% – 86.66%</b>
<b>B -</b>	<b>80.00% – 83.33%</b>
<b>C +</b>	<b>76.67% – 79.99%</b>
<b>C</b>	<b>73.34% – 76.66%</b>
<b>C -</b>	<b>70.00% – 73.33%</b>
<b>D +</b>	<b>66.67% – 69.99%</b>
<b>D</b>	<b>63.34% – 66.66%</b>
<b>D -</b>	<b>60.00% – 63.33%</b>
<b>F</b>	<b>Below 60.00%</b>



## GRADUATION CREDITS/COURSES AT FORRESTON HIGH SCHOOL

### **Graduation Credits:**

Each student must successfully accomplish the following in order to graduate from high school: 1) Complete all District graduation requirements that are in addition to the State requirements. 2) Complete all courses as provided in the School Code. 3) Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440. 4) Complete all District course requirements, including: 4 credits of English (with minimum 2 years of English Writing intense courses); 3 credits of Science; 3 credits of Math (with minimum Algebra I and Geometry equivalency); 3 credits of Social Science \* (with minimum of ½ credit of U.S. History, ½ credit of World History, ½ credit of Civics, ½ credit of Careers); ½ credit of Consumer Education; 1 credit of Computer Science; ½ credit of Health; 2 credits of Physical Education. One credit of art, music, vocational education, or foreign language is also required. To be classified as a sophomore, a student must have earned 7 credits; 14 credits to be classified as a junior; and 21 credits as a senior. 5) Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. 6) Participating in State assessments that are required for graduation by the School Code, 105ILCS5/2-3.64a-5, unless the student is exempt. To qualify for a diploma at Forreston High School, students must successfully complete seven semesters in good standing.

### **Correspondence Course/Credit Recovery:**

A student enrolled in a Correspondence Course / Credit Recovery may receive high school credit for work completed, provided: the course is taken through the APEX or other approved accredited program; the student assumes responsibility for all fees; the course is approved in advance in writing by the High School Principal; the course must have been taken at Forreston High School and failed, or educationally appropriate for students who do not have enough credits to graduate, before Correspondence Course / Credit Recovery will be approved; grades will be recorded as “pass” or “fail” and not count towards a student’s grade point average. A maximum of 2 units of credit may be counted toward the requirements for a student’s high school graduation.

### **Community College:**

A Forreston High School student will be allowed to take community college courses and receive high school credit, provided the student is a senior in good academic standing; has a GPA of 3.0 or higher; had 2 or less discipline referrals in the past year; is on track to graduate; was absent less than 10 days in the previous school year. The student must assume responsibility for all fees associated with the community college course and transportation to/from the course. The student is required to submit proof of registration by providing the community college schedule to the Forreston High School Advisor at the beginning of each semester and submit an official transcript at the end of each semester. In order to be released from the FHS school day, the course being taken at the community college: must be a pre-approved course selected by FHS administration; cannot be used to fulfill a graduation requirement; must be scheduled Monday through Friday and be a General Education class. (Physical Education or other electives are not allowed.) The community college course must be approved in advance in writing by the School Advisor and Principal. A student cannot take classes at both Whiteside Area Career Center and a community college. A maximum of 2 elective credits may be counted toward a student’s high school graduation. Exceptions may be made at the discretion of administration. Grades will be recorded as “pass” or “fail” and not count toward a student’s grade point average. A student may escrow the credit earned at the college (by prior arrangement) for use at the college level later. If a student fails a community college course, he or she will not be allowed to take a community college course the next semester.

**Signing In & Out:**

When a student is leaving or returning to Forreston Junior / Senior High School, he or she must sign in or out of the Attendance Office every time. Violations of this rule will result in disciplinary consequences.

**Online College Courses:**

Students who elect to take college courses to supplement their high school education may submit their transcripts for additional high school credit (with a 2-credit maximum). These will be listed as “pass” or “fail” and will not be included in their GPA. Students MAY NOT leave campus to complete an online course.,

**CollegeNOW:**

CollegeNOW is a program that provides academically motivated high school students the opportunity to take college courses at Highland Community College full-time during their junior and/or senior year of high school as part of their high school education. Courses taken at HCC will be for dual credit, which will meet the requirements for both a high school diploma and an Associate of Science Degree. Students who are in the program for only one year will complete two semesters of college courses. Students are assigned grades based on the Highland grading scale and are listed as FHS courses and included in the FHS grading scale. Students must meet these pre-qualifications: On-track to complete the sophomore year in good standing (two-year CollegeNOW); On-track to complete the junior year in good standing (one-year CollegeNOW); Minimum 3.5 GPA; Successful completion of Geometry and Algebra II; Recommended from the high school; Be accepted to HCC, which may require additional placement testing. Students and their families are responsible for ALL tuition and expenses and are NOT ELIGIBLE for financial aid. CollegeNOW students may participate in FHS and HCC extra-curricular activities but it is their responsibility to manage the scheduling. Although FHS students will receive guidance and support from HCC staff, the student must develop strong independent study and work skills as he or she will be treated as a college student.

**Whiteside Area Career Center:**

WACC is a regional vocational center located in Sterling, Illinois. Career and technical programming is offered to program members. Occupational clusters include agricultural occupations, business and related occupations, family and consumer sciences, health occupations, and industrial/technical occupations. Students who enroll in this program are transported to WACC during the school day and partake in WACC classes in lieu of FHS campus courses. To be eligible to attend WACC, students must submit a formal application for each year they wish to attend. The application submitted to the Advisor must include a statement of goals, career objective, course outline toward graduation requirements and a parent or guardian signature. Student attendance, overall grades, GPA, discipline, and student statement will be used to determine eligibility for limited WACC spaces available. In addition, students wishing to return to WACC for a second year must have earned at least a B- in their WACC course at the end of the third quarter. To earn dual credit through Sauk Valley Community College (SVCC), students will have to pass the required admissions test. Daily attendance is very important for those enrolled as the work missed is difficult to make up. Students having attendance problems and/or behavior problems at WACC or on the bus to and from WACC, may lose their privilege to attend. The WACC bus will leave Forreston High School at 7:10 a.m. Students missing the bus to WACC are to report to the office. The students will not be permitted to leave school and will be required to work quietly until the end of the day dismissal. In addition, repeated infractions will result in disciplinary consequences.

Students may not ride to WACC with other students without prior administrative approval. Students driving to WACC in their own vehicle are required to follow the bus to and from WACC or lose this privilege.

**Weighted Classes:**

A weighted grading system is utilized at Forreston High School whereby the grade point average for selected college-prep courses will be raised .33 on a 4.0 scale.

## HEALTH SERVICES

### **Communicable Diseases:**

Observe your child and notify the school when your child has a cold, cough, rash, Chicken Pox, strep throat, pink eye, or any other signs of communicable diseases. Any child who is absent from school because of any communicable disease may be required to have a doctor's permit before re-entering. There may be times during the year when your school may notify you that a communicable disease was identified.

### **Head Lice:**

Procedure for a child with pediculosis (head lice) will be exclusion from school until a treatment of medicated shampoo has been given and live bugs or nits are removed from the hair. The child may return to school after the first shampoo, providing no live bugs or nits are present in the hair. Bring the student to the office or send a note along showing proof that treatment was given. If live bugs or nits are found, the student will again be sent home.

### **Medication at School:**

Medications may be given to a child at school in an emergency or if it is required in order for the child to remain in daily attendance for comfort or as a necessity. It is expected that in most instances medication will be given at home and not in school.

All medication, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Students requiring prescription or over-the-counter medication at school must complete a *Request for Administration of Medication Form*. This form requires a doctor's signature accompanied by a written order for prescription and non-prescription medications as well as a parent signature requesting the medication be given during school hours.

It is the responsibility of the parent/guardian to assure that a licensed medical prescriber completes a written order and the Request for Administration of Medication Form. All medication brought to school must be in the original container or package (prescription or over the counter). Prescription medication brought to school must be in the original container from the pharmacy, properly labeled with student name, physician name, medication, and dosage information.

The only exception to the above is throat lozenges or cough drops (not candy or liquid) which may be sent to the school without a written doctor's order if a parent/guardian provides them and writes a note requesting their child be allowed to use them during school. The elementary teachers will keep the cough drops on their desks with the note. Junior High and High School students may carry them with their note. The cough drops need to be in the original wrapper or bag so ingredients can be determined.

Students requiring use of an inhaler and/or epinephrine auto-injector will be permitted to self-administer this medication, provided the parent/guardian complies with the following: completes a *Request for Administration of Medication Form*; provides to the school written authorization for the self-administration of medication; provides a written statement from the student's physical or other medical professional authorized to prescribe medication A) name and purpose of the medication; B) prescribed dosage; C) the time or times at which or the special circumstances under which the medication is to be administered; D) provides the school the prescription label for the medication.

### **Temperatures:**

Throughout the year students will come to the nurse / office with a variety of symptoms. Their

temperatures will be taken, and symptoms analyzed. The school reserves the right to request students be picked up from school when a student's temperature is approximately 100 degrees or greater. This is not the only physical symptom to cause a school to send a child home but will be used as a guide for fevers only. It is recommended that students be fever free for 24 hours prior to returning to school.

**Restricted Physical Education:**

Notify the school if a physician indicates that your child needs to be put into a restricted Physical Education program, or if he/she has special needs that should be given consideration. Most children in school should be able to participate in the entire school program, including recess and Physical Education. Please do not indiscriminately send notes requesting your child be excused from these activities. We wish to cooperate with you if your child has been extremely ill and is returning to school. In these extreme cases, we encourage you to contact the Principal by phone or by note. For any period longer than two days, a doctor's statement is needed, or else the student will return to Physical Education classes.

**Vision and Hearing Screenings:**

Vision and hearing screenings will be conducted each year as mandated for students in grades Pre-Kindergarten through 9th grade and for special education and transfer students, between the months of October and December. Vision screening is not a substitute for a complete vision exam by a doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been done within the past 12 months and the evaluation is on file at school. If a vision examination report is not on file at school, your child will be screened.

**Pandemic Conditions**

If at any time Forrestville Valley experiences pandemic conditions, the district will follow the guidance provided by local health departments, Illinois Department of Public Health, and any Forrestville Valley District plans. All students, staff, and visitors are expected to comply with any regulations in place while on district grounds.

**Epinephrine and Opioid Antagonists**

Forrestville Valley School District has a standing protocol to administer undesignated epinephrine or an opioid antagonist. The school nurse or other trained personnel will administer the medication to whom in good faith is believed to be having an anaphylactic reaction or opioid overdose, respectively, while at school, a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities. A written request may be submitted to the school if you would like to deny administration of either medication under any circumstances.

## **HOMEWORK**

Students must learn how to work on their own and learn to accept the responsibility of learning how to budget their time wisely. Budgeting of time must be developed at an early age, as homework is usually required on the part of most students. The parent is the first teacher a student experiences and must remain an important member of the educational process. This process begins by discussing homework, ensuring homework completion, and brainstorming additional ideas with the classroom teacher to meet individual needs.

## HONOR ROLL

**Forreton Junior/Senior High School:**

Students meeting the following minimum requirements in all subjects, and have no D's or F's, are placed on the Honor Roll as follows:

Excellent Honor Roll – 3.75 – 4.0

Honor Roll – 3.0 – 3.74

## **INSURANCE – STUDENT ACCIDENT**

All students in grades K - 12 are provided the opportunity to enroll in accident insurance. Any student participating in an extracurricular activity must complete an Insurance Verification Form and a copy of the insurance card must be on file in the activities office. Students must demonstrate proof of insurance or purchase a student insurance plan through the district insurance provider. Insurance application forms are available on the district website.



## LEAVING SCHOOL GROUNDS & MOTOR VEHICLE USE

Forreston Junior/Senior High School operates as a “closed” campus. Students in grades 6 - 12 are not permitted to leave the school grounds, and are not permitted to drive, ride, or sit in a motor vehicle, without prior approval of the Principal. Students by law must possess a valid driver's license to drive a motor vehicle to school or operate any type of motorized vehicle on school property at any time. If in the judgment of ANY employee of the district a student operates a motor vehicle in an unsafe manner on or near school grounds, he or she will be reported to the proper authorities. If a student operates or rides in a motor vehicle during the school day without permission of the Principal, driving privileges may be subject to suspension.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **Students park their vehicles on or near school property at their own risk.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by administration and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Consequences for parking lot misconduct may result in loss of driving privileges. The following rules apply:

1. Students must register their vehicles in the office. Each vehicle the student may drive to school must be registered.
2. Vehicles are to be parked upon arrival at school and not driven or occupied during any part of the school day.
3. Students with motor vehicles are not allowed to pick up students on the school grounds prior to school in the morning.
4. Only licensed drivers who have acquired high school status may drive or bring a motor vehicle on school property. Students driving vehicles must obey all driver safety rules and drive in a safe manner as not to endanger persons, vehicles, or property. Students must obey any posted warning signs concerning vehicle operation. Violation of this policy will lead to a conference with the Principal and may result in a detention or possible suspension.
5. Students must be in good standing academically to be eligible to take Driver's Education. Administration discretion will be final.
6. Students will not be granted early dismissal to go to work.
7. Students should have a valid Parking Permit visible in their vehicles at all times.

## LOCKDOWN PROCEDURES

In the event a school goes to lockdown the district will utilize the Skylert system to notify parents by phone AND email as soon as possible. This does not happen immediately, as our goal is to ensure safety first, and it is possible you may hear from another source before the district is able to send mass notifications. *Please do not panic during this scenario and be patient. The district will communicate as soon as possible.*

While in lockdown please note:

- Parents will not be allowed to enter the building
- Students will not be allowed to leave the building
- Phone systems will be left open for emergency use only; please do not call seeking information as office staff will be assisting situation at hand and you will not receive an answer.

Once the lockdown has been released phone systems will be operable and parents who wish to contact the school may do so. If you do not have Skylert set up to receive calls, please call your school office for assistance. *If you miss a Skylert call, please check your email first, as a message will send to the email on file.*

## **LOST & FOUND ARTICLES**

All books, clothing, and equipment should be plainly marked with tape or ink. If your child has lost any article, please have them check in the school office immediately.

## LUNCH & BREAKFAST PROGRAMS

A lunch program is offered at all schools in the Forrestville Valley School District, and a breakfast program is offered at Forreston Grade School. Lunch and breakfast may be through the e~Funds system, or lunches and breakfast may be paid for daily in cash. Students in grades 6 - 12 will not be allowed to charge lunches. Forreston Junior/Senior High School students may purchase lunch items from the ala carte line. Funds from the prior year will roll over for students in grades K - 11. Students in grade 12 will not receive a refund for any unused balance upon graduating. Once funds are added to any student's food service account, no refunds will be given. Students may bring a sack lunch to school if they do not wish to eat the school's hot lunch.

Lunch (at all schools)		Breakfast (at FGS)	
Grade	Daily Cost	Grade	Daily Price
Preschool – 12 <sup>th</sup>	\$ 3.00	1 <sup>st</sup> – 5 <sup>th</sup>	\$2.00
Adult	\$3.50	Adult	N/A

**Milk Prices:** Milk costs \$0.50 per carton for students carrying sack lunches. Additional milk for students eating school lunches and breakfast is available. The yearly cost of milk for students in Kindergarten is \$60 per student.

**Free or Reduced Lunches:** Students qualifying for free or reduced meals may not give their meals away. Forrestville Valley does not participate in the National Free Milk Program. Applications for the National School Lunch/Breakfast Program are available in any school office and online through Skyward Family Access.

## NEW STUDENTS TO THE DISTRICT

The following are required for all **new students** to District #221:

1. A certified or photocopy of the birth certificate from the courthouse.
2. Records of transfer.
3. A physical examination within the last 12 months listing all immunizations, a dental examination, and a professional eye examination are required for new students from outside of Illinois.
4. Proof of residency or verification of FV District employment.
5. A "Student Transfer" form completed by the school district that the student is transferring from.
6. In addition to the requirements listed above, homeschooled students will be assessed by district personnel and placed according to their needs and ability levels.

The following are required for all **kindergarten students** of District #221:

1. Children starting kindergarten this year must be five years old on or before September 1<sup>st</sup>.
2. A certified or photocopy of the birth certificate from the courthouse.
3. A physical examination listing all immunizations.
4. A dental examination.
5. A professional eye examination.
6. Proof of residency or verification of FV District employment.

Children entering first grade who have not had kindergarten experience must be six years of age on or before September 1<sup>st</sup>.

## NATIONAL HONOR SOCIETY SELECTIONS

Juniors and seniors at Forreston High School who have earned cumulative grade point averages of 3.66 on a 4.0 scale or higher have met the minimum standards for the scholarship requirement. The other requirements of service, leadership, and character are to be rated by 4 faculty members and the High School Principal. These characteristics are briefly described.

### Service:

- willingness to render any service to the school and community when called upon.
- willingness to do committee or staff work.
- readiness to show courtesy by assisting visitors and students.

### Leadership:

- demonstrates leadership in classroom or organization work.
- demonstrates leadership in promoting school activities.
- is thoroughly dependable in any responsibility he or she accepts.
- successfully holds school offices or positions of responsibility.
- demonstrates initiative in carrying out any responsibility without the prodding of teachers.
- exemplifies the qualities and attitudes which are a silent influence on others for good.

### Character:

- meets promptly for pledges and responsibilities to school and teacher.
- demonstrates highest standards of honesty and reliability.
- consistently exemplifies desirable qualities of personality – cheerfulness, friendliness, neatness, poise, and stability.
- cooperates by complying with school regulations.
- upholds principles of morality and ethics.

Students must be recommended for membership by at least 3 of the 5 committee members. Students will be expected to keep a minimum grade point average of 3.66 on a 4.0 scale and uphold the standards of service, leadership, and character as explained in the induction ceremony. All students will be expected to earn 5 service points or volunteer for 10 or more hours in some service project.

Students must turn in a list of leadership and service activities for the selection committee to review prior to the selections being made.

## REGISTRATION & FEES COLLECTION

### **Registration:**

Registration & Fees Collection

All student registration for school and athletics, as well as fee collection, will be completed online through our Skyward System. Links to this system can be found on our district website [fvdistrict221.org](http://fvdistrict221.org). Parents are encouraged to contact any school office for assistance with the registration and/or payment process.

Returning Students:

- Students returning to Forrestville Valley Schools will be able to access online registration the third week of June. All parents will be notified via email and phone messaging system once registration is open for the upcoming school year.
- Verification of district residency, physicals, and all information will be uploaded electronically in the skyward system, eliminating the need for any paper forms.
- Parents/Guardians are encouraged to make payments electronically through the E-Funds system using a checking account or credit card. Checks may be sent to any school office. To make a cash payment please contact your school or the district office.

If you complete registration AND make electronic payment by July 15th, 2022, you will receive an early registration discount of \$10 for each student.

All other registrations are due no later than August 8th

All registration is online, there is no walk-in registration

**Instructional Fee:** The Instructional Fee for students in grades K - 5 is \$110.00. The Instructional Fee for students in grades 6<sup>th</sup> - 12<sup>th</sup> is \$135.00. The Family Maximum for Instructional Fees is \$500.00.

- Instructional Fees paid by July 1<sup>st</sup> will be discounted \$10.00 per student.
- Students entering or leaving the district at any time during the first semester will be required to pay the full Instructional Fee for the year. New students entering the district at any time during the second semester will only be required to pay half of the Instructional Fee for the year.
- No refunds for Instructional Fees or Technology Fees will be given.
- "Fees Waivers Request" forms are available for Instructional Fees for families in need. Forms must be completed and returned to the District Office for approval.

**Technology Fee:** *High School and Junior High students are required to pay a \$35 Technology Fee. (Technology Fee will be waived if the BYOT Authorization is signed by the student and parent.*

**Course Fees:** High School students are required to pay the following fees if they are enrolled in these courses:

- Art – \$35 per semester
- Band – \$35 per year
- Chorus – \$35 per year
- Credit Recovery – \$55 or program tuition cost
- Driver Education – \$250 per semester
- Horticulture – \$35 per semester
- Plant Science – \$35 per semester
- AP Courses - \$35 per course
- PLTW Courses – \$35 per course

Junior High School students are required to pay the following fees if they are enrolled in these courses:

- Art – \$35 per semester
- Band – \$35 per year
- Chorus – \$35 per year

Forreston Junior/Senior High School course fees not paid within the first week of each semester will result in a change in the student’s schedule.

Course fees will not be prorated for collection of fees or refunds. Refunds will only be made if a student is not enrolled in the course for the entire semester/year.

**Preschool Fees:** Students enrolled in the Little Cardinals Preschool program pay the following monthly tuition:

Program	All Day	Half Day	Registration
5 Days Per Week	\$320	\$215	\$70
4 Days per Week	\$264	\$174	\$70
3 Days per Week	\$207	\$132	\$70
2 Days per Week	\$145	\$110	\$70

Optional non-bus student transportation is available for \$175 per semester.

**Activity Fee:** FJSHS Students choosing to participate in extracurricular programs provided by the Forrestville Valley School District are required to pay a fee of \$60 per activity, with a maximum fee of \$120 per student per school year. All Instructional Fees, Technology Fees, and Course Fees MUST be paid prior to the participation in extra-curricular activities. Parents requiring financial assistance should contact the District Office.

**Class Dues:** High School students are required to pay \$15.00 per year for class dues. Class dues may be paid during Fees Collection.

**P.E. Uniforms:** Physical Education Uniforms are required for boys and girls in grades 6 - 12. Uniforms will be sold through the FJSHS Physical Education Department. Cost of the uniforms will



be \$18. Students/Parents will be contacted by the P.E. Department of the ordering window each year. Last year's uniforms may be used.

**Other Fees:** High School students enrolled in College Courses, Credit Recovery, Illinois Virtual School, or Whiteside Area Career Center will be required to pay course/material fees set by that organization.

**Reminder**  
Any unpaid balance will carry over to the following school year. Students with an unpaid balance will not be permitted to participate in commencement ceremonies until the balance is paid in full.

<b>2022 – 2023 ACTIVITY PASS INFORMATION</b>	
Student Activity Pass	\$20.00
Adult Activity Pass	\$80.00
Family Pass	\$130.00
Senior Citizens (Age 65 & Older)	\$0.00
<small>(Donations Accepted - \$20.00 Donation Appreciated Per Year for Admission to all home athletic events.)</small>	
<ul style="list-style-type: none"> <li>• The Forrestville Valley Activity Pass provides admission to Forreston Junior/Senior High School home activities.</li> <li>• Tournaments are not covered by the Activity Pass.</li> <li>• Credit will not be given towards a Family Pass for any other passes issued by the district.</li> <li>• A lost or damaged Activity Pass may be replaced for \$5.00.</li> </ul>	

## **PESTICIDES/HERBICIDES**

From time to time, the district may use pesticides/herbicides or chemicals. Please contact your child's building Principal for notification of pesticide/herbicide or chemical use.

## PHYSICALS & IMMUNIZATIONS

All students entering Pre-kindergarten, Kindergarten, 6th, and 9th grades must have a physical examination. Student physical and immunization records are required to be on file, recorded, and confirmed by a physician by October 15th of each year. If a child does not comply by October 15th, the child will be excluded from school until the child presents proof of having had the required health examination and proof of the required immunizations. All students upon entering kindergarten, or at first entrance to any school in the State of Illinois, will be required to show proof of having had a professional eye examination.

Students whose parents or legal guardians object to health examinations or to immunizations on religious grounds shall not be required to submit their children to the examinations or immunizations to which they object *if* the parents or legal guardians submit a *Statement of Religious Beliefs* and a *Certificate of Religious Objection*, signed by both the parent *and* health care provider responsible for the child's health examination.

All students in grades kindergarten, 2nd, and 6th grades are required to have a completed dental form on file by May 15th of the year the student attends that grade level. Exams must have been completed within 18 months of the May 15th deadline.

## PICK UP/DROP OFF OF STUDENTS

**Forreston Junior High School:** The Northwest Entrance by the Band Room also known as CARDINAL LANE will be closed from 7:20 – 7:50 a.m. and also from 2:30 – 3:00 p.m. on school days when children are present. Pickup and drop off for Junior High students will do so by entering the West Parking Lot by the tennis courts on Cherry Street via Locust Street. Vehicles will come in the West Parking Lot slowly and will drop off at the Band Door Entrance and go back around our curb islands and exit the lot again by the tennis courts on Cherry Street.

**Forreston High School:** Parents who are dropping off students in the East Lot on the High School side need to make sure they are South of the student sidewalk before stopping their vehicle. Once the students are dropped off, parents should then continue to go around the entire parking lot and then exit.

**Forreston Grade School:** Students being picked up or dropped off by a driver should use the parking lot south of the school or a location allowing use of the supervised crosswalk. Unattended vehicles are not allowed in the pick-up/drop off zone area. Students may not be picked up or dropped off along the highway in front of the school, the front parking lot, or in the alley behind the school between the hours of 7:30 a.m. to 7:50 a.m. and 2:40 p.m. and 3:00 p.m. The alley behind the school is for bus transportation students only - no parking is allowed at any time. Students who walk to school and need to cross Route 26 should utilize the crosswalk with adult supervision.

**German Valley Grade School:** Students being dropped off or picked up should use the north parking lot and students will enter and exit the building using the east door. The west driveway of the school is closed from 7:40 a.m. to 3:10 p.m. All walking students exit the east door.

## **PROBLEMS OR CONCERNS**

The administration realizes that, from time to time, there will be legitimate concerns. We want to hear about your issues and problems as soon as they become evident. If your concern is within the area of the classroom, contact the teacher immediately. If the results of your contact are not to your complete satisfaction, then seek out the administrator of that building and discuss the situation with that person. The sooner the problem is discussed, the sooner it can be corrected and the less chance it will have to become a more serious problem. One always has the recourse to take the unresolved problem to the Superintendent.

## **REPORT CARDS/PROGRESS REPORTS**

Grades are always available for parent viewing via the Skyward system. Quarter and Semester final grades will also be available via the Skyward system. Parents of students in grades K - 5 must sign Report Card envelopes.

## **SCHOOL BOARD MEETING PROCEDURES FOR PUBLIC COMMENT**

Regular Board of Education meetings are held the third Wednesday of each month at the Forreston Junior/Senior High School unless otherwise posted. Special meetings may be called at other times. Public notification/posting will be made at least 48 hours prior to the meeting. Citizens should seek out answers to questions or concerns from the school district administration. If that information is not satisfactory, they should then address their inquiry to the Board. The Board of Education is a deliberative body, not a forum. To facilitate the orderly conduct of a meeting, the following methods should be followed:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify him or herself and be brief.
3. Questions should be directed to the Board as a whole. If additional information is needed, the questions may be taken under advisement and answered later. Items requiring Board discussion and/or action will be placed on the agenda of a future meeting.
4. The Board President may set a time limit for each speaker. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject.
5. Any Board Member may stop a speaker for clarification of statements.
6. No person addressing the Board shall make charges or level complaints against individual employees of the district. Such charges or complaints will only be accepted in writing and will only be considered if signed by the person. The Board will refer such charges to the Superintendent for investigation.
7. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board of Education policy.

The Board governs the schools within the context of laws, State regulations, and School Board Policy. It does this as a body. An individual Board member cannot act for the Board except when specifically directed to do so by official action of the Board of Education.

## **SEX OFFENDER NOTIFICATION**

In accordance with Illinois law, each school district must notify parents that information regarding sex offenders is available to the public. For information regarding sex offenders, including names and addresses, see the Illinois State Police website at: <http://www.isp.state.il.us/sor>. Alternatively, parents may want to view: <http://www.familywatchdog.com>. If you do not have access to a computer or would like additional information, please contact your child's school office.



## **STUDENT RECORDS**

Forrestville Valley Unit School District #221 shall comply with the provisions of the Illinois School Records Act (Ill. Rev. Stat. 1985, ch. 122, par. 50-1 et seq.). Parents may contact the school office to review records. Please contact the building Principal if you have any questions.

## **TELEPHONE MESSAGES**

Parents are requested to limit telephone messages for their child to those of an emergency nature. Students are not permitted to use the phone unless the call is of emergency nature determined by the building Principal.

## TECHNOLOGY

The Forrestville Valley School District believes in promoting independent learners that will work in a flexible environment that is inquiry-driven, thoughtful and empowering – not bound by location, socio-economics, and/or disability. FV believes that technology must serve pedagogy, while at the same time technology will transform pedagogy. FV believes in preparing all students to be self-advocates, responsible digital citizens, develop high-level executive function skills and transition to life after leaving Forrestville Valley. FV believes in enhancing creativity, communication, critical thinking, and collaboration for all. FV believes in redefining and extending the school space beyond the physical classroom walls and constraints of time where synchronous and asynchronous learning may occur in formal and informal ways. FV believes in raising the level of expectation for student performance and teacher innovation. Finally, FV believes in moving the District to be a recognized world leader in education.

Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of 21<sup>st</sup> century students. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with 1:1 devices integrates technology into the curriculum anytime, anyplace.

The Forrestville Valley School District will provide students, as part of their required course materials, a technology device to use for school. The initial cost of the device purchased will be covered by the District, and an annual technology fee will be paid by parents of students in grades 6 - 12. When a student leaves FV for any reason, the device must be returned in full working condition with normal wear and tear.

By accepting the device, pre-installed software and peripherals, the students and parents/guardians understand and agree to:

1. Adhere to Forrestville Valley's rules and regulations governing the use of the device and network and will comply with all applicable copyright and other regulations regarding the hardware and software;
2. Will not sell, lease, or otherwise grant anyone rights to the device and installed software;
3. Provide reasonable care and maintenance of the device;
4. Will not remove any factory or school label from the machine.

If the device is damaged in any way, the student and parents/guardians may be held responsible for the repairs. Any needed repairs will be addressed on a first come - first served basis by the Director of Technology.

The District will provide:

1. Loaner devices while inoperable units are out for repair, if available;
2. Replacement for lost or stolen devices, subject to payment by parent.

**Bring Your Own Technology Program:**

Students in grades 9 - 12 will be allowed to bring their own technology for instructional use. Participating in this program is optional and students electing to participate must complete the *Authorization to Participate in the Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct Agreement*.

The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

1. Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, *Access to Electronic Networks*. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOT device with another student. Report inappropriate content and conduct to your classroom teacher.
2. Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
3. Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOT devices is encouraged. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
4. Use of a BYOT device is subject to policy 7:190, *Student Discipline*. That means BYOT devices are for curriculum-based instruction only. Devices are prohibited in locker rooms and bathroom facilities.
5. Transmit only appropriate content while using the District's electronic network. At no time, may a photographic image or video of any person on campus be made, posted, or shared without permission. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
6. Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any

teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.

**Device Misuse & Repair Consequences:**

If a student exhibits a pattern of device negligence, misuse, or abuse, the Forrestville Valley School District reserves the right to administer consequences in accordance with the Acceptable Use Policy and may include suspending device privileges and requiring the student and parents/guardians responsible for the full price to replace the device. If mishandling results in a needed repair, the following guidelines will be used:

1 <sup>st</sup> Repair	Cost of Repair
2 <sup>nd</sup> Repair	Cost of Repair + Loss of Home Device Privileges for 3 Weeks
3 <sup>rd</sup> Repair	Cost of Repair + Loss of Home Device Privileges Remainder of the Semester
All Subsequent Repairs	Cost of Repair + Loss of All Device Privileges Remainder of the School Year

If there is clear evidence of gross misuse/abuse of a device, the student will immediately lose all device privileges. In case of theft, the student is responsible to promptly contact the Principal. If the student is no longer enrolled in the Forrestville Valley School District #221, the student will return the device in good, working order.

In no event shall the student or parents/guardians hold Forrestville Valley School District #221 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the technology.

**Skyward:**

Skyward Family Access is a web-based information and communication center. Registration for this free service is available in all Forrestville Valley School Offices and can be used for all students in grades K - 12. Any misuse of this system will result in the user being permanently restricted from future use.

## TRANSPORTATION

Transportation of all pupils of the district to and from school will be provided where deemed necessary. The number one goal for student transportation is to maintain the safety of all students and staff. Therefore, please note the district will only accept one daily pick-up location and one daily drop off location per student, as deemed necessary. While it may be acceptable to have a different address for pick up and a different address for drop off, the address must remain the same Monday - Friday for both the AM and PM routing. Variable pick up or drop off schedules will not be approved on an ongoing basis. Students are allowed to depart at a different point if prior approval has been received and the student has a bus pass signed by the building administration. This permission should be granted prior to the start of the school day when possible.

### **Bus Rules:**

This privilege to ride a bus is revocable and students can and will be denied the privilege if they cannot adhere to the established rules. Video surveillance may be used to monitor and ensure students' safety. Our district bus rules are based on the State of Illinois school bus regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure the knowledge of what is expected while entering, riding, or leaving the school bus.

1. Be on time at the designated school bus stop -- help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking, laughing, unnecessary confusion, or electronic equipment that causes a distraction or diverts the driver's attention is not allowed.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Do not write on or rip the bus seats and do not damage any bus equipment.
11. Assist in keeping the bus safe and sanitary at all times. There shall be no eating, drinking, or gum chewing while on the bus at any time.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other articles out of the aisles.

14. Leave no books, packages, coats, lunches, or other objects on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Students must maintain the same daily drop off location and the same daily pick-up location. Changes will not be made without prior approval.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point of at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Do not forget to observe the same rules & regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. If you know your student is not going to ride the bus on a particular day, please call the school office so the driver can be notified.
21. Follow all health safety protocols as required.
22. Appropriate consequences will be administered by the building Principal or designee using the following as a guide:

1 <sup>st</sup> Offense	Written Warning
2 <sup>nd</sup> Offense	3 Day Bus Suspension
3 <sup>rd</sup> Offense	5 Day Bus Suspension
Additional Offenses	Loss of Bus Privileges for Year

**Paid Bus Transportation for Non-Bus Students K-12:**

Paid student transportation may be provided for non-bus students under certain conditions. Please contact the Transportation Department at (815) 938 – 2195 for more information.

**Procedures & Conditions for Non-Bus Student Transportation:**

1. Permission slips for paid-students' authorizations and emergency requests must be approved in writing by the Superintendent.
2. Authorizations for non-bus students must be on the basis of a full semester (one-half year).
3. Buses will not deviate from regular routes.
4. Buses must have room (sufficient seats) for the non-bus students.
5. Payment must be paid one semester in advance (August 15<sup>th</sup> & January 15<sup>th</sup>).
6. Fee is \$175 per child per semester with a limit of \$310 per family per semester

## SPECIAL EDUCATION

The District shall provide free appropriate public education in the least restrictive environment and necessary related services to all children with identified disabilities enrolled in the District, required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

### NOTICE TO PARENTS/GUARDIANS OF CHILDREN WITH DISABILITIES

Under the *Individuals with Disabilities Education Act*, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If your student receives related services from the District through their Individualized Education Program (“IEP”) document, such as occupational therapy, physical therapy, social work, nursing services, and speech and language therapy, you may request copies of related service logs developed and maintained by the District for your child. These related service logs include information regarding the type and duration of related services administered to your child.

If you have any questions regarding your child’s special education services, please contact Mr. Matt Zilm, Special Education Director of Ogle County Educational Cooperative, at [mzilm@ocecil.org](mailto:mzilm@ocecil.org).

#### **Response to Intervention Process:**

We believe every child can learn. We believe high expectations for performance and behaviors are necessary for success. Each building within the Forrestville Valley School District #221 has a learning team comprised of teachers, administrators, and related support personnel. The team’s mission is to utilize a proactive problem-solving approach to review and evaluate data to create specific, positive



intervention strategies using scientifically based research methods. Follow up data on the interventions is maintained on a regular basis and the student's progress is closely monitored to determine if adequate progress is being made to solve the problem, or if a new intervention should be developed. *The ultimate goal is to create a positive impact on a student's academic or behavioral needs.*

Parents are important partners in the educational process. They will be informed and will be asked to be involved as a team member from the beginning in the development of the intervention plan that will assist their child. If you would like to know more about the process, please contact the building administrator or counselor.

## **TEXTBOOKS**

Textbooks and workbooks for all grades (K - 12) will be provided by the school through an Instructional Fee for each student. The fee charged will include the total cost of workbooks, the cost of some supplies furnished by the school, and a portion of the costs of the textbooks to cover their use span. Supplies used for take-home type projects are to be paid for by the student. In cases where books are extensively damaged by rough usage or loss, the student will be required to pay for replacing the books. Students are expected to take care of their books in treatment and usage.

## VIDEO SURVEILLANCE

**Notice:**

Forreston Junior/Senior High School, Forreston Grade School, German Valley Grade School, and district transportation equipment are under 24 Hour Video Surveillance.

## **VISITORS/PARENTS AT SCHOOL**

Parents are welcome in all school buildings. If you choose to visit a classroom, please make arrangements with your child's teachers prior to the visit. We ask that small children do not accompany parents during the school day. All parents should report to the office and follow all visitor check-in procedures including any health protocols before proceeding to a classroom.

## **VOLUNTEERS**

While volunteers act as a valuable resource for our schools and communities and enhance students' educational experiences, it is the responsibility of all volunteers to be approved by the school office. No volunteer should have access to students in any classroom or extracurricular activity without first receiving approval.

## **DISCIPLINE**

A discipline system is established to help maintain a proper climate so learning can take place. While discipline does not appear as a subject, it underlies the whole educational structure. The climate created should allow for purposeful work, caring and spontaneous fun, which enhances the activities and interpersonal relationships.

Our goal is to create a productive learning environment for all students and staff. Behavior(s) which keep us from this goal will not be tolerated. Consequences for improper behavior will be strictly enforced and, in some instances, carried over to the next semester or as part of a 6<sup>th</sup> - 12<sup>th</sup> grade policy. Please note infractions at or during school-sponsored activities are also enforced under these rules.

This discipline section is used as a guide, and while we have done our best to list consequences for various categories of improper behavior, it is impossible to list every infraction that can occur. Administration always retains the right to skip steps within the offenses and/or impose more strict or less strict consequences at his/her discretion. Each discipline situation will be taken on a case-by-case basis. Administration is unable to discuss discipline outcomes of any other student besides your own.

Saturday School and other consequences may not apply to students in preschool through 5<sup>th</sup> grade.

The Forrestville Valley School District complies with all Senate Bill 100 and Illinois School Code requirements.

## DETENTIONS

As a disciplinary action or as an academic result/consequence, after-school detentions may be assigned by teachers or the administration. Detentions will be served the night following the day the detention is issued unless other arrangements are planned. The parents of K - 8 students will receive a phone call from the staff member who issued the detention. The detention will be served for 30 minutes. Students need to be picked up immediately after the detention. If more than one detention is assigned, all detentions will be served on consecutive school nights. Arrangements for transportation home after the detention are the responsibility of the student and should be made in advance.

Arrangements for alternate dates for serving assigned detentions may be made with the staff member prior to the detention period provided a just cause is given and then approved by the administration. Early dismissal, work, and athletics are not considered just causes.

Repetitive non-academic misbehavior will be referred to administration for further discipline.

## **SATURDAY SCHOOL**

Saturday School will meet from 8:00 a.m. - 12:00 noon. Students will be assigned a Saturday School for failure to complete homework and for violations of the discipline rules. Students assigned to 2-hour Saturday School will be in attendance from 8:00 - 10:00 a.m. A five-minute break will be taken at 10:00 a.m. Students assigned to 2-hour Saturday School will be dismissed at this time.

Students are expected to be in the Saturday School room with all of their materials by 8:00 a.m. Students who arrive between 8:00 a.m. and 8:15 a.m. will be issued a detention as a penalty. Students who arrive between 8:15 a.m. and 9:00 a.m. will be issued a 2-hour Saturday School as a penalty. Students who arrive after 9:00 a.m. will be sent home and considered as failing to serve their Saturday School assignment.

With the Principal's or designee's permission, parents may request a one-week delay in a scheduled Saturday School. This reassignment must be completed 24 hours prior to the assignment by having the parents contact the Principal or designee in person or by phone.

Students must bring with them in the morning all materials needed to study during the assigned time. Students may not leave the class for any reason, except during break. Students may speak only with the staff member in charge. Students are to study and/or read during their time in Saturday School.



## **IN-SCHOOL SUSPENSION PROCEDURES**

The Principal or designee may choose to assign an In-School Suspension. The in-school room can be used as a consequence or an alternative learning area. If a student is issued an In-School Suspension, that student will serve their suspension in a supervised area. The student is required to come to school and complete the day's assignments. It is mandatory that the assignments be completed and turned in as directed by each teacher assigning work. The student will receive 100% credit for the completed work. Students spending the day in In-School Suspension will not be allowed to participate in or attend any after-school activity until the Suspension is served in full.

### **In-School Suspension Procedures:**

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

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

## OUT-OF-SCHOOL SUSPENSION PROCEDURES

Any student suspended out-of-school must not be on any Forrester Valley School property at any time during the suspension. Suspensions may be given only by the Superintendent or Principals. It is mandatory that students complete the assigned work during the suspension days. This will eliminate any void in the educational process. All work completed will receive 100% credit if the work is presented on the first day the student returns to school. Students are not allowed to participate in or attend any school activities until completion of the suspension.

*Once students return from an out-of-school suspension, they will be required to meet with Administration to facilitate their re-engagement. Students who are suspended out-of-school for longer than four (4) days will be provided with appropriate and available support services during the period of suspension, including but not limited to, counseling and academic support services.*

### **Out-of-School Suspension Procedures:**

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

1. A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student which shall:
  - a. Provide notice the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

1. A threat to school safety, or
  2. A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
1. That other appropriate and available behavioral and disciplinary interventions have been exhausted.
  2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  3. That the student's continuing presence in school would either:
    - a. Pose a threat to the safety of other students, staff, or members of the school community, or
    - b. Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii, above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## EXPULSION PROCEDURES

There are times when a student's conduct is so severe, he/she needs to be removed from the school for a period of time longer than ten (10) days. In these instances, the district will follow the expulsion procedures listed below.

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## SEARCH & SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers.

### **School Property & Equipment, as well as Personal Effects Left By Students:**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students:**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

If the search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## ACTS OF INTIMIDATION/BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is

meant to be illustrative and non-exhaustive.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Nondiscrimination Coordinator, District Complaint Manager, or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report



## DRUGS & DRUG USE

The use, possession, distribution of illegal drugs, look-a-like drugs, drug paraphernalia, improper use or distribution of prescription or over-the-counter drugs, hallucinogens, and inhalants is prohibited on school property or any school-sponsored activity. Students are also prohibited from being under the influence of the listed materials. Legal authorities will be contacted. Violation of this policy will result in the following minimum consequences:

1 <sup>st</sup> Offense	10 Day Out-of-School Suspension AND completion in a prevention/intervention program
Any Offense Thereafter	Recommended for Expulsion

A user of drugs who requests help before discovery will be offered assistance without school penalty.

**These steps are cumulative during Elementary, Junior High, and High School careers. They will be carried over from Elementary to Junior High or Junior High to High School. Extracurricular consequences may also be assigned. Violations will be enforced cumulatively on transferring students with past violations.**

When the administration feels it is necessary, they may call for assistance from law enforcement officials (which may include the use of specially trained dogs) to conduct reasonable searches of school grounds and student lockers for drugs.

In a situation in which a student or his/her parents wish to self-report a drug violation for the purpose of enrolling in and completing an approved rehabilitation program, the student will not be suspended, provided the self-report is NOT an attempt to avoid punishment for having been observed by a school employee or law officer.

## DRUG/ALCOHOL TREATMENT CENTERS

Rosecrance	(866) 330 - 8729
Sinnissippi Center	(815) 732 - 3157
Lutheran Social Services	(815) 626 - 7333

## **CELL PHONES**

Students in grades 9 - 12 are not allowed to use or have turned on any cell phones/smart phones during class time unless authorized by teachers or administrators. Students may use cell phones/smart phones during passing time and lunch times.

Students in grades 6 - 8 are not allowed to use or have turned on any cell phones/smart phones during class time unless authorized by teachers or administrators and may store turned off phones in lockers during class time. Students may use cell phones/smart phones during lunch times.

Students in grades K - 5 are not allowed to use or have turned on cell phones/smart phones from 7:50 a.m. - 2:50 p.m. at Forreston Grade School and 8:00 a.m. - 2:20 p.m. at German Valley Grade School unless authorized by teachers or administrators. Students may store turned off phones in their lockers.

Cell phones/smart phones are expected to be used in a responsible and courteous manner. Forrestville Valley is not responsible for lost or stolen cell phones.

## CHEATING/ACADEMIC DISHONESTY/PLAGIARISM

Cheating on students' work, academic dishonesty, use of a translator, and plagiarism will not be tolerated. Consequences are as follows:

1 <sup>st</sup> Offense	Incomplete + ½ Day In-School Suspension + Work with Teacher on Assignments
2 <sup>nd</sup> Offense	Incomplete + 1 Day In-School Suspension + Work with Teacher on Assignments
3 <sup>rd</sup> Offense	Incomplete + 3 Day In-School Suspension + Work with Teacher on Assignments

## **CLASSROOM CONDUCT**

Students are expected to be orderly and respectful. At Forreston High School, students are to be in their seats when the bell rings. They are to come prepared to class with pen or pencil, notebook paper, technology device, required textbooks, and other material as instructed by the teacher. Students who are asked to leave a class or study hall must report to the office. A conference with the administration will be held.

Based on severity, the teacher will issue a detention or refer the student to administration for issuance of at least a detention. Multiple offenses will result in alternative discipline and may result in the removal of the student from the class without credit.

## FIGHTING

Disputes between members of the school community should be settled through the proper channels. Fighting on school grounds will result in the following consequences:

1 <sup>st</sup> Offense	1 Day In-School Suspension -- The severity of the fight may dictate up to a 3 Day Out-of-School Suspension (Principal's or Designee's Discretion)
2 <sup>nd</sup> Offense	3 Day Out-of-School Suspension
3 <sup>rd</sup> Offense	Recommend for Expulsion

## **FIRE ALARMS**

All fire-fighting equipment is checked periodically in order to meet an emergency. Students should not handle this equipment in all District buildings except in a case of emergency. False sounding of the fire alarm is against State Law. Violation will result in severe disciplinary action.

## **FORGERY**

Misrepresentation of yourself or others, in writing or type, on any documents, passes or papers, will result in a minimum of one day of in-school suspension.

## **HOMEWORK**

Homework enables teachers to judge when students are able to move onto the next level or skill. Students who fail to complete their homework may be kept after school or in at recess (this is not considered a detention) to work with the teacher and complete the work.



## INSUBORDINATION/DISRESPECT

Acts of gross misconduct, misrepresentation, insubordination, or disrespectful behavior will not be tolerated by the school. Talking back to staff members, swearing at or threatening staff members are some examples. This includes verbal or non-verbal communications directed at school personnel. Consequences will be as follows:

1 <sup>st</sup> Offense	1 Day In-School Suspension -- The severity of the incident may dictate up to a 3 Day Out-of-School Suspension (Principal's or Designee's Discretion)
2 <sup>nd</sup> Offense	3 Day Out-of-School Suspension

Situations of severe insubordination or disrespect may result in a recommendation for expulsion for up to two years.

## THEFT

Theft or knowingly possessing stolen property is prohibited. Depending on the situation, legal authorities may become involved. Consequences will be as follows:

1 <sup>st</sup> Offense	1 Day Out-of-School Suspension
2 <sup>nd</sup> Offense	3 Day Out-of-School Suspension

## TOBACCO, E-CIGARETTES, VAPING, Marijuana/THC & ALCOHOL

The use or possession of tobacco in any form, e-cigarettes, vaping, or Marijuana/THC in any form on school property or at any school-sponsored activity is prohibited. Possession of alcohol or being under the influence of alcohol is not allowed on school property or any school sponsored activity.

1 <sup>st</sup> Offense	2 Day Out-of-School Suspension
2 <sup>nd</sup> Offense	3 Day Out-of-School Suspension
3 <sup>rd</sup> Offense	Recommended for Expulsion

A marijuana/THC or alcohol infraction will also carry a penalty of completion in a prevention/intervention program.

## DRUG/ALCOHOL TREATMENT CENTERS

Rosecrance	(866) 330-8729
Sinnissippi Center	(815) 732 - 3157
Lutheran Social Services	(815) 626 - 7333

Matches and lighters are also prohibited from school, and possession is subject to disciplinary action.

**These steps are cumulative during Elementary, Junior High, and High School careers. They will not be carried over from Elementary to Junior High or Junior High to High School. Extracurricular consequences may also be assigned. Violations will be enforced cumulatively on transferring students with past violations.**

## **VANDALISM**

Anyone involved in vandalism and/or malicious mischief against all school buildings/property faces possible disciplinary actions, prosecution, and restitution charges.

## **WEAPONS**

The possession or use of dangerous weapons (knives, clubs, guns, chains, etc.) or look-a-like articles which can be used to inflict bodily injury is prohibited on all school district grounds or at school-sponsored activities. Severe discipline action will be recommended and taken, which may include expulsion, and authorities will be contacted, based upon the nature of the offense.

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Forrestville Valley Unit School District #221 does not discriminate on the basis of age, race, color, religion, sex, or national origin. The district is an equal opportunity/affirmative action employer. As required by Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder, School District #221 does not discriminate on the basis of age, race, color, religion, sex, or national origin in admission to, employment in, or operation of its educational programs and activities. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, District Office, P.O. Box #665, Forreston, IL 61030 or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20203

FV District Non-Discrimination Coordinator and Compliance Managers:

Coordinator:

Travis Heinz

[theinz@fvdistrict221.org](mailto:theinz@fvdistrict221.org); (815) 938-2175

Managers:

Christy Garnhart

[cgarnhart@fvdistrict221.org](mailto:cgarnhart@fvdistrict221.org); (815) 938-2036

and

Kyle Zick

[kzick@fvdistrict221.org](mailto:kzick@fvdistrict221.org); (815) 938-2175