



Maroa Forsyth Middle School

STUDENT HANDBOOK

Maroa Forsyth CUSD #2
Middle School
101 Cedar Street, P.O. Box 738
Maroa, Illinois 62521
Phone: 217-794-5115
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<http://mis.mfschools.org>

This agenda belongs to:

NAME _____

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CITY/TOWN _____ ZIP CODE _____

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STUDENT NO. _____



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MAROA-FORSYTH MIDDLE SCHOOL

INTRODUCTION

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

Excellence and Pride,

Mrs. Kathy Massey
Middle School Principal

Maroa-Forsyth District Philosophy

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

Mission Statement

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

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Administration

Mike Williams, Superintendent
Kathy Massey, Principal
Dana Dale, Athletic Director, Transportation Director

Board of Education

Jim Peck, President
Cyndi Harris, Vice President
Andrea Shaffer, Secretary
Randy Hatton, Member
Rob Jacobsen, Member
Sue Kowa, Member
Rick Patterson, Member

Faculty

Debbie Beal – 6th Science
Vickie Bruce - Aide
Sherry Cluver - Science
Rosannee Corey - English
Selina Finck - Health
Phillip Hardin - Band
Angie Jacobsen - 6th Reading
Ethel Jaggi - Math
Debbie Johnson-Reading
Brenda Livingood-PE
Janet Myers – Technology Literacy
Rebecca Nashland - LD Resource
Darlene Olmstead – Technology Literacy
Rhonda Peebles –Social Studies
Edd Powers - Chorus
Jason Robinson PE
Joni Schleifenbaum - Aide
Jackie Sellers-Resource
Jean Thompson - 6th Social Studies
Jennifer Williams – 6th Math
David Woodhall - PE

Table of Contents

Absence	6
Administration of Medication.....	12
Bus Suspension.....	10
Chain of Command	5
Classroom/Study Hall Expectations	7
Closing School/Weather	5
Corrective Procedures	9
Daily Announcements	5
Discipline Code	8
Dress Code	5
Early Dismissal.....	5
Emergency Procedures	5
Equal Opportunities.....	11
Extracurricular.....	12
Fifteen Day Rule	6
Fire Drills	10
Grade Reports.....	4
Grading System	3
Hallway Traffic	7
Health /Dental Exam	4
Homework.....	4
Honor Roll.....	3
Infractions.....	8
Lockers/Backpacks.....	6
Lunch/Closed Campus.....	7
Makeup Grading.....	4
Middle School Retention.....	3
Middle School Schedule.....	3
Notification of ACBM.....	11
Parent/Teacher Conf.....	4
PE Medical Excuse.....	4
PE No Dress	4
Pest Management	12
Pets/Animals.....	7
PPRA.....	12
School Attendance.....	6
School Bus Reg	10
School Phone.....	7
School Safe Zone.....	7
Showing Affection	7
Sick Student.....	6
Student Attendance/Extracurricular.....	7
Student Records.....	11
Tardiness	6
Tornado/Disaster	10
Transportation Reimbursement	12
Truancy	7
Visitors	5

School Hours

School begins each day at 8:10 a.m. The doors are open for students to enter the building and supervision begins at 7:50 a.m. Students not riding the bus should not arrive before 7:50 a.m. The school day ends at 2:44 p.m.

Middle School Schedule

Period 1	8:10 - 8:52
Period 2	8:56 - 9:38
Period 3	9:42 - 10:24
Period 4	10:28 - 11:10
6 th Lunch	11:10-11:40
6 th Period 5	11:44-12:26
7 th /8 th Period 5	11:14 - 11:56
7 th /8 th Lunch	11:56 - 12:26
Period 6	12:30 - 1:12
Period 7	1:16 - 1:58
Period 8	2:02 - 2:44

11:30 Dismissal

Period 1	8:10 - 8:31
Period 2	8:35 - 8:56
Period 3	9:00 - 9:21
Period 4	9:25 - 9:46
Period 5	9:50 - 10:11
Period 6	10:15 - 10:36
Period 7	10:40 - 11:01
Period 8	11:05 - 11:30

2:08 Dismissal

Period 1	8:10 - 8:48
Period 2	8:52 - 9:30
Period 3	9:34 - 10:12
Period 4	10:16 - 10:54
6 th Lunch	10:54 - 11:24
6 th Period 5	11:28 - 12:05
7 th /8 th Period 5	10:58 - 11:35
7 th /8 th Lunch	11:35 - 12:05
Period 6	12:09 - 12:46
Period 7	12:50 - 1:27
Period 8	1:31 - 2:08

Grading System

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

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

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

High Honor Roll

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

Honor roll

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

Honorable Mention

A student must have a grade point average of 3.51 or better in all subjects with no grade below C- for the period covered.

Middle School Retention

Any 6th, 7th or 8th grader with three or more F's as the year average in major subjects shall be retained in the same grade. Major subjects are defined as: English, mathematics, reading, science and social studies.

Academic Honesty

Corrective procedures will be imposed when students engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

Make-up Grading

- A. Students who have excused absences are expected to make up work and they shall receive full credit for such work. It shall be the responsibility of the student to make arrangements for make-up work. It is required that make-up work be completed within the number of days equal to the absence.
- B. A pre-arranged absence is an excused absence for the reasonable convenience of the student or parent (family). The student must present a request from the parents for absences such as dental or doctor appointments or vacation with the family. When the student will miss class due to a prearranged absence the student will make arrangements with the teacher to complete the work in a timely manner per the teacher's discretion. The pre-arranged form must be turned into the office prior to the student's absence in order for it to be excused (pre-arranged).
- C. Students who receive unexcused absences will be expected to be ready to keep up with the class. Any material missed is the students responsibility. The student will receive a zero for class work missed. Students will be allowed to make-up tests and quizzes. The maximum percent the student will be allowed to earn on a test or quiz is 70%.
- D. Parents may request to pick up students work due to an absence.

Homework

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

Grade Reports

Maroa-Forsyth Middle School will issue mid-term reports to parents if their child is receiving a "D" or an "F" in a subject area at the mid point of each quarter. Parents of all students will be issued a grade report each nine weeks. This report will provide information regarding your students achievement in all their classes.

Health/Dental Examination

All students entering Maroa-Forsyth Middle School for the first time must have a physical examination on file in the office. Physical examination forms supplied by the State Board of Education must be used. All required immunizations must be indicated

on the form with the date administered. Students without the above information on file will be excluded from school on October 15 of each year. Athletes and cheerleaders must meet physical requirements and have them on file for the current year.

All 6th graders are required to have a dental examination.

PE Medical Excuse

All students who have medical excuses signed by a certified physician will be required to complete the following in place of participation in PE. All students will be required to turn in medical excuses to the main office.

A copy will be given to the student to give to the teacher. **A date for returning to PE should be included on the excuse notice, a notice will be good for a Maximum of 5 school days unless otherwise indicated on the note.**

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

PE No Dress Policy

Students who fail to dress for PE without a valid excuse, will have their quarterly grade reduced by 5% for each no dress.

Parent/Teacher Conference

Maroa-Forsyth Middle School will conduct two parent teacher conferences during the school year. The conferences will be held during the first and third quarters of each school year. The purposes of the conferences are to discuss student progress. Parents and teachers may request conferences at any time throughout the school year.

Early Dismissal

Students must provide a note for the office or a parent/guardian may call to let the school know if a student is to be dismissed early from school. The note or phone call needs to be received before 8:30 a.m. He or she must sign out in the office when leaving. When a student returns or comes in late during the day, he or she must get an admit slip from the office.

Emergency Procedures

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

Chain of Command

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

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

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

Visitors

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

Closing School Due to Weather

When conditions make it advisable to close school, an announcement will be made on the radio (WSOY, WHOW, WDKR, WEJT), and television (WAND or WCIA). This decision and announcement would most often occur between 6:30 a.m. and 7:30 a.m. for school closings. If school must dismiss early, announcements are made over the same stations.

Parents are urged to listen to the radio for school closing or early dismissal times on days when the weather may cause severe or dangerous conditions. Each family must have a procedure for early dismissal and school closings. This helps the school and also assists your child in feeling more secure should weather or an emergency force the school to dismiss early.

Daily Announcements

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

Dress Code Policy

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

- A. Headware of any kind
- B. Shirts, jackets, jewelry, buttons, etc. that advertises drugs, alcohol, tobacco, and inappropriate language or messages, both stated or implied;
- C. Slit or Cut jeans
- D. Bandannas
- E. Shirts or tops that expose the midriff or cleavage
- F. Sunglasses
- G. Halters, tube tops, spaghetti straps (Sleeveless shirts must cover all undergarments)
- H. Coats,
- I. Chains not designed to be worn as jewelry, including wallet chains,
- J. Dog Collars,
- K. Sagging pants that expose undergarments
- L. Skirts and shorts must cover all undergarments and be of appropriate length.
- M. No flannel or pajama pants
- N. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell clothing, jewelry, emblem, badge, symbol, sign, or other things which are perceived evidence of membership or affiliation in any gang.

Safety glasses are required to be worn at all times while in any work area if any work is in progress. Dress clothes are required for some dances at the school. Attire requirement will be announced prior to the dance.

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

Lockers/Backpacks

Since lockers are a permanent part of the building, students are expected to keep them in good usable condition.

All student lockers are considered school property for all intents and purposes. Students should make sure lockers have the doors closed, latched, and locked at all times. **School officials have the right to search (either by using trained dogs or by administration/staff) any locker for any reason, and a student has no expectation of privacy in the contents of his/her locker.**

Students will be assigned a locker at the beginning of the school year and they will be held responsible for that locker. The students will also be held responsible for any items that may be in that locker.

For this reason students are not to change lockers without approval from the office nor are they to move into a locker with another student.

All students will be required to rent a school lock, there are No Exceptions to this rule. Two locks will be required, one for PE and one for the hallway locker.

No backpacks will be allowed in any class at any time. Students who use backpacks will be required to keep them in their lockers at all times. Students are not allowed to have electronic audio and video devices, CD players etc. in class, unless permission has been granted by the classroom teacher, otherwise they should be secured in the student's locker.

School Attendance

The obligation for regular attendance rests with the parents/guardians. When a student is absent the parent or guardian must call the school before 9:30 a.m. the morning of the absence and report the reason for the absence. Any student being absent without the aforementioned procedure being followed will be considered unexcused which will result in zeros on daily work for the periods missed. The only exceptions will be those that have a prearranged absence on file in the office with the parent's signature. Written notes the following day

will be accepted at the discretion of the building principal. The absence must be taken care of that day in the afore-mentioned manner.

Absences

Absences will be classified as follows:

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

Sick Students

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

Tardiness

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

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

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

Middle School Fifteen-Day Absence Policy

Students may accumulate no more than 15 days of EXCUSED or UNEXCUSED absence per semester without having medical authorization from a doctor. If this number exceeds 15, students will receive 0's for daily work and will receive no better than 70% of whatever score they earn on missed tests and/or quizzes for each unexcused absence. Excused absences, including vacation days and/or illness as determined by the parent will be counted as part of the 15 days of absence per semester.

Truancy

Truancy is an absence not excused by the principal.

(1) Absence for no valid cause for any school day or portion thereof;

(2) Absence without the knowledge of parents. (If parents do not call in as prescribed it will be interpreted to mean that the parents are unaware of the absence and the absence will be treated as a truancy).

Action to be taken:

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

To assist students with truancy problems the following interventions may be utilized. 1 Student Assistance Program, 2. School Social Worker, 3. Guidance Counselor, 4. Futures Unlimited and 5. GED program.

Student Attendance and Extracurricular Participation

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

Lunch Hour - Closed Campus

The lunch period is thirty minutes in length and all students are expected to observe the time frame. **The middle school campus is closed at all times over the lunch hour. Students are not allowed to leave campus for the purpose of smoking, obtaining food or beverages, or to socialize with individuals who are not enrolled at MFMS.** Closed campus is defined as follows: No students are allowed beyond the sidewalk to the east of the school, the parking lot to the north or beyond the intermediate school to the south. **All food will be consumed in the areas designated by the principal.**

Classroom/Study Hall Expectations

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

School Safe Zone

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

School Phone

School phones are to be used for school business only. Students are not to use the school phones without permission from office personnel.

Hallway Traffic

In order for students to be in the hall or rest room during class time, students must obtain a pass from the teacher stating the time the student left the class or study hall and the destination. If a student wishes to be in another room or class during study hall, the student should make prior arrangements.

Showing Affection

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

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

Pets/Animals

Board Policy states that animals, including any type of pet -- are not allowed on school grounds during school hours.

Discipline Code

The following rules and regulations relating to the conduct of students during school hours and school sponsored activities have been formulated under the direction of the Middle School principal and teacher/parent advisory committee and approved by the Maroa-Forsyth CUSD #2 Board of Education. They have been established to insure the maintenance of discipline and a stable learning environment in an atmosphere, which encourages academic excellence.

Infractions

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession. First offense ten day suspension out of school and could lead to an expulsion.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. "Look -alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. First offense ten day suspension out of school and could lead to expulsion.
4. Using, possessing, controlling, or transferring a weapon, or a look-alike weapon. First offense is a ten day suspension and could lead to an expulsion. Expulsion would be for no more than two years. A weapon shall be defined as anything that causes physical harm. Included but not limited to this are knives, firearms and look-alike knives and firearms.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, during the school day. Cell phones must be turned off and stored in the student's hallway locker. **Cell Phones are not to be used during the school day.** Cell phones not turned off and stored in the student's hallway locker will be confiscated and returned to the parent/guardian.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying directives from staff members directives or school officials and/or rules and regulations governing student conduct. A student who physically confronts a teacher will receive an of school suspension.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and board policy will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by (a.) being a member, (b.) promising to join, (c.) pledging to become a member, or d.) soliciting any other person to join, promise to join or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing. Hazing means any intentional, knowing or reckless act directed against a student for the purpose of being initiated in affiliating with

- holding office in, or maintaining membership in an organization, club or athletic team whose members are or include other students.
- 15 Engaging in any activity, on or off campus, that:
 - (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
 16. Threatening to cause physical harm either verbally or in writing will result in a suspension from school and could lead to an expulsion.
 17. Common courtesy is expected of students. Defiance of authority is not acceptable. Gross defiance and/or verbal/physical abuse of school personnel will result in a suspension from school.
 18. Verbal Abuse - Any student who verbally abuses another student, that leads to a physical altercation, may receive the same punishment as the student initiating the physical contact.
 19. Body Piercing/Inappropriate Appearance - No student shall be allowed to have body piercing that distract from the educational process. Body piercing will not be allowed in PE class at anytime. Furthermore, students will not be allowed to wear makeup that distracts from the educational process. (i.e. lime green hair, black lipstick)
 20. Sexual Harassment of students is prohibited. Any person, including a district employee or agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
 1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
 2. has the purpose or effect of
 - (a) substantially interfering with a student's educational environment;
 - (b) creating an intimidating, hostile, or offensive educational environment;
 - (c) depriving a student of educational aid, benefits, services, or treatment; or
 - (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

21. Students violating the school district acceptable use policy will not use school computers for a period of time as determined by the principal.
22. Threatening to cause physical harm to a staff member either verbally or in writing will result in a ten day out-of-school suspension and could lead to possible expulsion.
23. Physical abuse/contact from a student to staff member will result in a ten day out-of-school suspension and could lead to possible expulsion.

The above list of infractions is not the entire scope of possible infractions, but is simply a list of examples.

Corrective Procedures

Any of the above infractions may be dealt with by the school using any if the following procedures, unless specifically stated otherwise.

1. Detention-30 minutes before or after school under the supervision of the person assigning the detention or detention supervisor.
2. Temporary removal from the classroom and sent to the office.
3. Disciplinary conference - including student, parent, teacher, and principal.
4. Withholding of privileges.
5. Seizure of Contraband.
6. Alternative classroom
7. Out-of-school suspension - Students suspended out of school will receive zeros for all daily work missed. Students will be allowed to make-up tests and quizzes. Students can earn a maximum of 70% on test and quizzes.

Normally suspensions out-of-school would be as follows:

- First Offense - 3 days
 - Second Offense - 5 days
 - Third Offense - 10 Days
 - Fourth Offense - Expulsion from school
8. Removal from extra-curricular activities.
 9. A student will be required to under go a psychiatric evaluation if they are found to be a potential threat to students, themselves, faculty or school.

Parents will be notified for all disciplinary infractions either via phone or mail except #2 and #4 above.

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

The principal will notify the police if they feel that the situation warrants or if they are obligated by law. Anyone receiving an out-of-school suspension will not be allowed to attend or participate in any school district extra-curricular activities and their parents

and/or students may be required to meet with the principal before they are allowed to return to school.

Due process in out-of-school suspensions of students will be as follows:

1. The student will be given an opportunity to hear the “charges” brought against him/her and be given an opportunity to “give their side of the story.”
2. The school will send a written notice to the parents by “certified mail”.
3. If an appeal is desired, the parent/student may appeal to the Board of Education. The Board of Education will act as its own hearing office.

After School Detention

After-school detentions will be served from 2:50-3:20. Persons involved will be given a 24 hour period in which to make transportation arrangements. Students will serve no more than four (4) after school detentions per semester for disciplinary reasons. Beyond that, an assignment to an alternative classroom will be given. Students will serve no more than two (2) days in an alternative classroom for disciplinary reasons. Beyond that, an out of school suspension will be given. If an 8th grader has more than four after-school detentions, 2nd semester, that student will not be able to go on the 8th grade trip to Six Flags. Failure to serve an after-school detention, unless prior arrangements are made between the parent/student and the building principal, will result in an in-school suspension.

School Bus Regulations

Although it is impossible to list all safety rules, the following rules and regulations have been established to help insure the safety of student and driver.

1. Obey the instructions of the driver at all times.
2. Be on time so that the bus can keep on schedule.
3. Stay off the road while waiting for the bus.
Do not move toward the bus until it is completely stopped.
Be especially cautious when boarding and leaving the bus.
Watch for the driver’s signal before crossing the road.
4. Riders shall remain seated while the bus is in motion.
5. Refrain from eating or smoking on the bus.
6. Keep all parts of the body inside the bus.
7. Do not throw anything from bus windows.
8. No fighting, bickering, or teasing.
9. Be absolutely quiet when approaching railroad crossing.

10. Never tamper with bus or any equipment on the bus.
11. Keep aisles free of books, lunches, and other objects.
12. Students will not be let off the bus other than at their regular stop without a letter from the child’s parents signed by the principal. Also, a non-bus riding student must have a note signed by the building principal to ride home with a bus rider.
13. Cell phones are not to be used on regular bus runs.
14. No Laser pointers allowed on the bus.

The bus driver has the authority to assign seats to students either individually or collectively. Students who do not adhere to bus regulations will be reported by the bus driver to the principal. Failure to observe bus regulations may result in the student being suspended from riding the bus. **School buses are equipped with video and audio surveillance equipment. Videos will be used to monitor student behavior and to discipline when a situation arises. A student should have no expectation of privacy when riding a school bus.**

If a student is suspended from the bus, it will be the parent’s responsibility to see that he or she gets to and from school. Otherwise the student’s absence will be unexcused.

Bus Suspension

If a student is suspended off the bus for disciplinary reasons, the first offense will be up to a three day suspension, the second offense will result in a 5 day suspension, and the third offense will result in a 10 day suspension off the bus. If a fourth offense occurs the student will be suspended for 10 days and recommended for expulsion off the bus.

Fire Drills

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

Tornado and Disaster Procedures

A disaster warning system and procedures have been developed. This plan is discussed with students at the beginning of each school year. At least three drills are conducted during the school year. The disaster alarm at Maroa-Forsyth Middle School will be the sound of a prolonged air horn.

Student Records-FERPA

Each student has a permanent school record containing:

- A. Basic identifying information including student's and parent's names and addresses, student's birth date, place of birth, and grades.
- B. Academic transcripts including grades, grade level, achievement, and scores on State ISAT Test.
- C. Attendance records
- D. Health records
- E. Record of release of permanent record information

Parents and/or guardians have the following rights pursuant to state statutes:

- A. Inspect and copy permanent and temporary records at parent and/or guardians expense.
- B. Control access and release of said records and the right to request a copy of information released, at parents and/or guardians expense.
- C. Challenge the contents of said records.
- D. Be notified of persons, agencies, or organizations having access to student records.
- E. Copy student records or information that are destroyed.
- F. Be notified of information the school had designated "directory information" and the right to prohibit the release of such information.
- G. Inspect and challenge the information contained in a school student record prior to the transfer of the record to another district in the event of the transfer of the student to that district.

The following information may be published without consent. Students and parents have the right to deny such publications provided they provide a written objection to the principal during the first full week of school.

- A. Name and address
- B. Gender
- C. Date and place of birth
- D. Parents names and addresses

The following persons shall be granted access to or have information released to them from school student records without parental consent or notification:

- A. To any employee or official of the school or school district or State Board of Education provided such employee or official has a current demonstratable educational or administrative interest in the student and the records are in furtherance of such interest.

- B. To any person for the purpose of research, statistical reporting or planning provided that:
 - 1. Such person has the permission of the State Superintendent of Education and,
 - 2. No student or parent can be identified from the information released.
 - 3. Pursuant to a court order, parents have the right to challenge any entry exclusive of grades in the student's school records on the basis of:
 - a. Accuracy
 - b. Relevance
 - c. Propriety

Any student who has reached the age of 18 years becomes the sole controller of his or her records.

Equal Opportunities

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

The director of Title IX for CUSD #2 is the Superintendent of Schools. The superintendent's office is located in the Maroa-Forsyth Intermediate School at 101 Cedar in Maroa, Illinois (794-3488). Also, under the same philosophy, each and every student has the same privileges to an equal education without regard to sex, race, national origin, color or handicap.

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

Notification of ACBM

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

Pest Management

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

Administration of Medicine

Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medications.

No school District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s) guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school related functions other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or the medication's storage by school personnel.

Parent(s)/ guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self medication or the storage of the medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

PPRA

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

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Pupil Transportation Reimbursement

We believe we provide transportation to all our eligible students. However, parents and/or guardians of pupils that qualify may be eligible for pupil transportation reimbursement. To qualify the student must live 1 1/2 miles or more from the school attended or have received verification from the Illinois Department of Transportation that a serious safety hazard exists. If you think you may be eligible because free transportation is not available to your children, further information is available in the school office.

Extracurricular Activities

Extracurricular activities available to 7th and 8th graders are baseball, basketball, volleyball, track, spirit squad, student council, roots and shoots club and scholastic bowl.

Middle School
Extracurricular Activities Handbook
Maroa-Forsyth Community Unit District #2
Adopted: May 27 1993
Revised: June 15, 2003
Effective Date: August 2, 2004

This handbook governs all student activities for which academic eligibility is determined, for the entire school year. Students at Maroa-Forsyth must remember that to participate in extracurricular activities is a privilege, not a right. This privilege can be taken away when certain rules are not followed. Any student found guilty or in violation of this handbook will be subject to penalties contained in the extracurricular handbook whether in or out of season during the school year. The regular student handbook will override the extracurricular handbook when school is in session.

Goals and aims apply to all life situations and not just “in-season” or on the contest floor. It is our hope to help develop individuals who contribute positively to society.

To promote within each student the following attitudes:

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

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

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

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

It is a privilege to participate in interscholastic activities. In addition to the lessons taught in the classroom, lessons and attitudes can be learned through extracurricular activities that will carry through life.

Academic Eligibility

A. Academic eligibility will be determined on a weekly basis beginning the first week of practice. Eligibility will be collected and reported to each coach/sponsor by the end of the school day on Friday. Ineligibility will begin on Monday and go until the next Monday.

- B. What grades must a participant maintain?
1. Middle School students who fail one class are ineligible.
 2. A Middle School student who is ineligible 3 times during a season will be done in that activity for the remainder of the season.
 3. All grading for eligibility will be on an accumulative basis for a quarter.
 4. In order for a student to be ruled ineligible a minimum of 3 grades or 3 weeks shall be recorded in the teachers grade book.
- C. Students must be in school a full day on the day of an activity in order to be eligible to participate that day, unless approval is obtained from the principal.

Policies and Regulation of the Maroa-Forsyth Extracurricular Department

Policy of Team Organization

If a student is going to participate in an extracurricular activity, he/she must begin the activity when the coach or sponsor officially starts practice for the activity, unless the participant is in another school related extracurricular which does not allow him/her to practice. Students who transfer, are injured, or ill will be considered on an individual or case-by-case bases.

It will be the practice at the Middle School level to cut participants to the following numbers in Boys and Girls Sports:

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

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

Boys Baseball - Maximum 18

Spirit Squad - Maximum 20 for Cheerleading and Poms have no cut.

Spirit Squad may participate in Volleyball, but not Basketball. If there is a conflict with Volleyball, student will play Volleyball.

7th and 8th Grade Boys and Girls Track--No Cuts.
Scholastic Bowl - Maximum 30

7th Graders will not dress up to 8th Grade competition unless there were ten or less on the 8th Grade Team for basketball and twelve or less for volleyball.

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

Boys and Girls Basketball - if less than ten on the 7th grade team.

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

Boys Baseball - if less than 15 on total team.

Boys Track - if under 15 students
Girls Track - if under 15 students
The Coaches will make the decision on the participants to keep on the roster after a minimum 3 day tryout. Tryouts are considered part of practice.

All Maroa-Forsyth Middle School athletic and extracurricular activities, competitions and other events, shall comply with the rules as stipulated in the Constitution and By-Laws of the IESA.

Conduct of Extracurricular Participants

Maroa-Forsyth CUSD #2 believes very strongly that students in extracurricular activities represent their communities, school, family and themselves to other people. Therefore, the students should represent the highest moral, emotional and physical values set forth by the school district and adhere to the following rules:

- A. All students at home or away contests, in which they do not wear their uniforms to the games, will be expected to dress properly (as designated by coach/sponsor).
- B. Participants will be expected to show good sportsmanship on the field or floor as well as off.
- C. Participants will ride team bus to and from the game. No participant will be allowed to participate in a contest if he/she fails to ride the team bus to and from the extra-curricular event. However, the participant may meet the team due to unavoidable circumstances (including doctor appt., funerals, etc.) if permission is granted the parent, one day in advance by the coach/sponsor. The participant may leave with a parent provided the parent signs the coaches/sponsors sign out sheet the day of the contest. A student may also leave with another adult only if they have a note from their parent and the other adult signs the sign out sheet.
- D. Students receiving detentions from teachers are to serve the detentions on the day specified. Coaches are to be informed of the detention by the student before the student reports to the detention room. Repeated detentions will result in disciplinary action.
- E. All participants are expected to be at their homes or with their parents at a reasonable time as determined by the individual coaches/sponsors.
- F Each coach/sponsor will have rules that apply specifically to their activity and all participants will be expected to abide by these rules.

Penalty

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

Unsportsmanlike Conduct Policy

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

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

First Offense:

1. Any player or coach who is ejected from a contest for unsportsmanlike conduct shall be ineligible for all remaining contests the day of the ejection and the next interscholastic contest at the level at which the ejection occurred.
2. The athlete or coach must submit in writing a statement of the incident within 48 hours after the incident took place.
3. During the suspension the player/coach may not attend contests or travel with the team to and from contests for which they are suspended.

Second Offense:

1. Player or Coach removed from the team for the remainder of the season.

Practice Session/Games

- A. Practice times will be posted and the participants are expected to be dressed and ready to participate at the proper time.
- B. If a participant misses practice, he/she must present a valid reason to the coach or sponsor prior to the practice he/she will miss.
- C. Coaches/sponsors will not tolerate any profane language during practice sessions or during an activity.
- D. No horseplay (which will be described by the coach/sponsor) will be allowed on the practice area or in the dressing rooms.
- E. Students who are academically ineligible, suspended from extracurriculars for handbook violations, or suspended from school may not ride the bus to and from a contest.**

Training Rules

It is the purpose of the Maroa-Forsyth CUSD #2 to promote a healthy mind and body in each participant therefore creating a measure of self-discipline within each participant. The use of tobacco, alcohol, and controlled substances does not promote a healthy mind and body and therefore is prohibited. **The following training rules govern all student activities for which academic eligibility is determined for the entire school year:**

- A. Participants will not be allowed to use/possess tobacco, alcohol, or drugs in any form.
- B. A participant using/possessing tobacco, drugs or alcohol will be in violation of the training rules. A participant will also be in violation of training rules if in the presence of illegally consumed/possession of drugs, alcohol, or involved in criminal activity.
- C. Any participant found guilty of a criminal offense, charged by law enforcement of breaking the law, or in the presence of criminal activity, will be in violation of moral standards and will be subject to penalties for violation of training rules.
- D. Any student suspended from school will be suspended from participation in all activities until suspension is over. The student may also be subject to individual team penalties as determined by the coach/sponsor.
- E. The majority of over the counter training supplements are illegal for use by individuals under the age of 18. A participant will be in violation of training rules if such supplements are used and/or distributed on the grounds of the Maroa-Forsyth School District.

**Maroa-Forsyth High/Middle School has a reciprocal agreement with law enforcement agencies that allows for the exchange of information regarding any violation of local and state laws.

Penalty

All subsequent infractions will be dealt with by the Extracurricular Council. **The council will determine all penalties.** Penalty will be assessed by prior participation in the extracurricular activity. The council will consist of:

- High School Principal
- Middle School Principal
- Athletic Director
- Head Coach / Sponsor of Activity Out of Season
- Head Coach / Sponsor of the Activity Involved

*Any council member related in any way to the student(s) in question shall excuse themselves from the council and be replaced by another Head Coach/Sponsor of Activity Out of Season.

The Extracurricular Council will deal with infractions in the following manner based upon the results of the investigation as determined by the council.

The Extracurricular Council has the right to assess penalties as needed.

The Extracurricular Council reserves the right to suspend any participant from competition until any violations have been investigated and resolved either by a court of law, plea agreement, restitution or admission of guilt by participant.

Students may be directed toward counseling with the School SAP (Student Assistance Program) Counselor at the discretion of the Extracurricular Council.

1st Offense

If student admits guilt, suspension will be reduced to a maximum 50% of contests scheduled, including tournaments and/or events. If a student admits guilt, suspension will be reduced to a maximum 50% of contests schedule, including tournaments and/or events. All discipline issued due to extracurricular code violations will be based upon games scheduled. Games that are canceled due to scheduling conflicts, inclement weather, etc. will not count towards the student's discipline obligations. The contest must be completed in order for the partial penalty to be assessed. If the season does not allow student to successfully complete the suspension, the suspension will carry over to the next activity season in which the student participates.

If student denies violation of the rule and is allowed to participate, and then is subsequently found guilty of the violation, he/she will not be allowed to participate in that next Middle School activity season in which he/she previously participated in.

All extracurricular suspensions, including carryover suspensions, must be served in an activity that the student previously participated. The student must remain an active member of the team for the entire season in order for the suspension to be deemed completed.

Student will forfeit any leadership role such as captain or co-captains.

2nd Offense

A second and any subsequent offense by an extracurricular participant in their middle school career will result in a one-calendar year suspension beginning from the date of the offense.

3rd Offense

Loss of eligibility at Maroa-Forsyth Middle School in all extracurricular activities.

Students may be directed toward counseling with the School SAP (Student Assistance Program) Counselor at the discretion of the Extracurricular Council.

Awarding of Letters and Trophies

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

Maroa-Forsyth Middle School Parent/Coach Communication

Parent/Coach Relationship

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

Communication You Should Expect from Your Son's/Daughter's Coach

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

Communication Coaches Expect from Parent(s)

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

As your son/daughter becomes involved in the programs at Maroa-Forsyth, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your

son/daughter wishes. At these times discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

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

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

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

If you have concern to discuss with a coach

This procedure is to be followed:

1. Call and set up an appointment with the coach and the athletic director or principal. **The Athletic Director or Principal will not meet without the Coach. The athlete must be available, if needed when discussion takes place.**
2. The Maroa-Forsyth Middle School Phone Number is 794-5115.
3. If the coach cannot be reached, call the Athletic Director, Mr. Dale: 794-3749. He will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent(s) and the coach. Meetings of this nature do not promote resolution.
5. At this meeting the appropriate next step can be determined.

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

1. Call and set up an appointment with the Athletic Director and Coach to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after school. We hope the information provided makes both your son's/daughter's and your experience with the Maroa-Forsyth Middle School Athletic Program less stressful and more enjoyable.

Sportsmanship at Maroa-Forsyth C.U.S.D.#2

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

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

Calendar Abbreviations

Middle School	
MSBA	Middle School Baseball
MSGBK	Middle School Girls Basketball
MSBBK	Middle School Boys Basketball
MSVB	Middle School Volleyball
MST	Middle School Track (Co-Ed)
MSSchB	Middle School Scholastic Bowl

High School	
VVB	Varsity Volleyball
JVVB	Junior Varsity Volleyball
FVB	Freshman Volleyball
VBG	Varsity Boys Golf
JVVG	Junior Varsity Boys Golf
VGG	Varsity Girls Golf
BSoc	Boys Soccer
GSoc	Girls Soccer
CC	Cross Country
VBA	Varsity Baseball
JVBA	Junior Varsity Baseball
VSB	Varsity Softball
JVSB	Junior Varsity Softball
VFB	Varsity Football
JVFB	Junior Varsity Football
FRFB	Freshman Football
ScholB	Scholastic Bowl
VBBK	Varsity Boys Basketball
JVBBK	Junior Varsity Boys Basketball
VGBK	Varsity Girls Basketball
JVGBK	Junior Varsity Girls Basketball