

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 1
REGULAR BOARD OF EDUCATION MEETING AGENDA
Metamora Grade School - Cafeteria
Thursday, June 12, 2025, 7:00 PM

- 1 Call to Order - President Dana Smith
- 2 Roll Call - Secretary Mary Schierer
- 3 Pledge of Allegiance
- 4 **Reports from the Public**
 - A. Public Comments and/or Petitions to the Board

People wishing to address the Board of Education are guided by Board of Education Policy 2:230, "Public Participation at School Board Meetings and Petitions to the Board"

- 5 Acknowledgement of Cards and Letters
- 6 **Consent Agenda**
 - A. Minutes

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #1

Regular Board of Education Meeting

Metamora Grade School

Tuesday, May 6, 2025, 7:00 p.m.

UNOFFICIAL MINUTES

Those in attendance: Dana Smith, Jared Frye, Trent Yoder, Mary Schierer, Kristina Grebner-Rauh, Dave Gleissner, Matt Wilkerson, Dr. Lee, Tim Damery, Ben Dirks, Lisa DeVore, Anna Staab, Kim Suarez, Danielle Buerkett.

CONSENT AGENDA

Motion by Jared Frye, second by Kristina Grebner-Rauh to approve the consent agenda, including May 1 minutes, bills and payroll, treasurer's report, investment report and activity account. Motion carried 7-0. carried 7-0.

PUBLIC COMMENT

no public comment

ADMINISTRATIVE REPORTS

In their principal reports, Mr. Damery and Mr. Dirks shared the following:

Academic Growth:

- IAR testing is complete
- Principals attended the Extreme Ownership Conference

Engaging Learning Environment:

- Class lists are being assembled for next school year

Social/Emotional Wellness:

- SEL SIP Day May 9th
- Jr High students had their monthly Redbird Coupon drawing

Facility and Operations

- Final piece of playground installed

Community Engagement:

- Kindergarten Registration complete; screenings are set for May 21 & 22
- MABA held a fundraiser for the playground on April 5th
- Two 8th graders were recognized at the IPA Student Recognition Breakfast
- Woodford County Health Department spoke with 6th-8th graders about careers in the health field and engaged the students in an activity.

In his Superintendent's report Dr. Lee shared the following:

Amended budget—Revenues exceeded anticipated expenses by almost \$80k in the Education Fund except for one main area: Special Education expenses—both in district and out of district placements. This resulted in almost \$200k additional expenses. In other funds, the anticipated price of bus leases underestimated the actual (\$93k). This will not happen again as we are purchasing the next 5 buses outright and the numbers are known.

Student Services Coordinator- Dr. Lee explained that MGS is understaffed from an office personnel perspective. The main difference between this role and a principal is the SSC will not

evaluate teachers, nor issue suspensions. Any behavior that may result in suspension will be referred to the principal. What takes the most time is the investigation and communicating to all parties involved or impacted. That's where the SSC will help. A large portion of time will be spent problem solving student conflict and addressing the root causes of undesirable behavior. This is very much in response to the growing social-emotional needs of students. There will be an instructional support component to this position as well. Meaning, the SSC will act as an instructional coach or assist teachers in technology integration, behavior management or helping solve learning challenges, including data analysis, curriculum development and intervention support as examples.

Property Tax Bills—Dr. Lee explained that property taxes increased for two main reasons:

- 1) The overall value of your property increased
- 2) The district levied 15 cents more in the Education Fund than last year. The referendum allowed for up to an additional 79 cents. As promised, we did not go above 15 cents.

Dr. Lee recognized that while MGS tried to limit the tax burden, it still amounts to an average of \$350 additional for the MGS portion of your property taxes. That increase prevents us from spending all our reserves and positions us to likely reach the end of our bond payments (2029) without raising the rate any more.

COMMITTEE REPORTS

Dana, Kristina and Trent summarized the Education Committee notes, which primarily included discussion on the Student Handbook, RtI Plan and Board Policy updates.

Student Handbook Updates:

- 3.10 School Lunch Program—Wording changes to reflect the “grab and go” breakfast option rather than a full breakfast program.
- 8.00 Participation in Designated Grade Level Teams For Extracurriculars—updated to reflect current practice.
- 8.60 Students are not allowed to remain after school in order to watch an athletic contest.
- 5.20—Engaged in discussion on proposed language that would require non-food items for birthday treats or holiday parties. The proposed change would still allow classroom snacks and any appropriate teacher-provided food. The proposed change was in response to feedback that numerous families were turned away for bringing in birthday treats that did not follow the nut free guidelines and other instances in which students with food allergies consumed food in which they should not have. With 50 students having a food allergy of some kind across every grade level, it has made such occasions very challenging. Those against the proposed changes argue students and parents should advocate for themselves and be responsible for their restrictions. Furthermore, they argue that they are responsible for their classroom and that teachers shouldn't

allow food to be given to anyone outside of their class. Finally, it was discussed that parents would not like 'trinkets' brought home in lieu of food. Nurses, teachers, secretaries and principals will touch base to review the language.

Rtl Plan Updates will be completed later this month with the Rtl committee. Topics to discuss and review include:

- Updating Tier 1 curriculum resources
- Updating minute requirement for Tier 2 and Tier 3 interventions
- Including a formal Problem Solving Team process to identify, implement, review and modify student interventions.

Policy updates

- 2:220-Another reason to enter Executive Session–testimony regarding denial of admission to school events.
- 2.140-Exhibit-Guidance for Board Member Communications, Including Email Use
- 4:130-Free and Reduced Price Food Services; Meal Charge Notifications: We must notify all households of the application process for Free and Reduced Priced lunches. Also requires multiple attempts to collect delinquent accounts; must provide federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.
- 7:10-Equal Educational Opportunities Within the School Community: Adds recognition of students to wear hairstyles historically associated with race, ethnicity or hair texture and to wear or accessorize the students' graduation attire with items associated with the student's cultural, ethnic or religious identity as part of being an Equal Educational Opportunities
- The remainder of the policy changes were unsubstantial or had no changes, but were required as part of the 5 year review process.

Disaster Response mutual aid agreement–Dr. Lee provided a summary of the agreement area districts are pursuing in the event of a catastrophic event. In short, the agreement will outline which districts will provide assistance (personnel, equipment, etc) to others in the event of an emergency.

e-Learning Plan-the committee had a brief discussion on the use of eLearning plans, specifically whether the remote learning content was more beneficial than an in person day at the end of May. These lesson plans are especially challenging for specialty teachers to create. MGS still has the capability of using these next year, if deemed necessary.

DISCUSSION ITEMS:

The Board reviewed the Board Ethics #3 Code of Conduct for Members of the School Board: *“I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.”*

ACTION ITEMS

Approve Slate of Coaches/Sponsors for Next School Year as Presented.

Motion by Yoder, second by Schierer, Motion carried 7-0

Approve leave of absence of Beth Kanaga

Motion by Wilkerson, second by Smith, motion carried 7-0

Approve tentative amended budget.

Motion by Gleissner, second by Smith, Motion carried 7-0

Approve June 12 at 7:00pm as the date and time for public hearing for FY25 amended budget.

Motion by Grebner-Rauh, second by Schierer, Motion carried 7-0

Approve Student Handbook.

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Approve Job Description for Student Services Coordinator.

Motion by Smith, second by Schierer, Motion carried 7-0

Approve Amber Lorenzatti as Student Services Coordinator

Motion by Smith, second by Wilkerson, Motion carried 7-0

Approve memorandum of understanding with Metamora Elementary Teachers Association.

Motion by Smith, second by Frye, Motion carried 7-0

Approve Kristin Muzzarelli as 8th Grade Special Education Teacher.

Motion by Schierer, second by Frye, Motion carried 7-0

ADJOURN

Motion by Smith, Seconded by Frye. Motion carried by voice vote at 7:59 pm.

Dana Smith, President

Mary Schierer, Secretary

- B. Bills and Payroll
- C. Treasurer's Report

**METAMORA CCSD #1
815 E Chatham St
Metamora, IL 61548
May 31, 2025**

Treasurer's Report

Beginning Balance of all Combined Funds 5/1/2025	\$4,836,377.39
Deposits:	
Cash Deposits May 2025	\$390,207.78
Expenses:	
Accounts Payable - May 2025(Bills & Payroll liabilities)	\$464,341.28
Payroll 5/15	\$184,992.91
Payroll 5/30	\$129,718.95

Ending Balance of all Combined Accounts 4/30/2025 \$4,447,532.03

	<u>Commerce</u>	<u>Goodfield</u>	<u>PMA</u>	<u>Total</u>
10	\$ 447,315.19			\$447,315.19
20	\$ 91,277.11			\$91,277.11
30	\$ 27,374.02			\$27,374.02
40	\$ 19,053.20			\$19,053.20
50	\$ 176,904.09			\$176,904.09
60	\$ 299,239.91			\$299,239.91
70	\$ 182,055.56	\$ 1,065,227.74	\$ 1,716,994.03	\$2,964,277.33
80	\$ 311,490.97			\$311,490.97
90	\$ 110,600.21			\$110,600.21
	\$1,665,310.26	\$1,065,227.74	\$1,716,994.03	\$4,447,532.03



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Please Note:

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (IL01-11327-0101) General Fund

5/1/2025 - 5/31/2025

Investment Pool Summary	LIQ	MAX
Beginning Balance	\$1,167.26	\$65,587.31
Dividends	\$4.04	\$235.42
Purchases	\$0.00	\$0.00
Redemptions	\$0.00	\$0.00
Ending Balance	\$1,171.30	\$65,822.73
Average Monthly Rate	4.209%	4.225%
Share Price	\$1.000	\$1.000
Total	\$1,171.30	\$65,822.73

Total Fixed Income	\$1,650,000.00
Account Total	\$1,716,994.03

Metamora C.C.S.D. #1
 815 E Chatham
 Metamora, IL 61548-0552



Your PMA Representative
 Matt Pitstick
 (630) 657-6433
 mpitstick@pmanetwork.com

PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Transaction Activity (IL01-11327-0101) General Fund

LIQ 5/1/2025 - 5/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11375220	05/31/2025	05/31/2025	Dividend Reinvest	\$0.00	\$4.04	\$1.000	4.040
				\$0.00	\$4.04		4.040

Beginning Balance: \$1,167.26 | Ending Balance: \$1,171.30



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Transaction Activity (IL01-11327-0101) General Fund

MAX 5/1/2025 - 5/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11375221	05/31/2025	05/31/2025	Dividend Reinvest	\$0.00	\$235.42	\$1.000	235.420
				\$0.00	\$235.42		235.420

Beginning Balance: \$65,587.31 | Ending Balance: \$65,822.73



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Current Portfolio

5/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				05/31/2025		LIQ Account Balance	\$1,171.30	4.209%	\$1.000	\$1,171.30	\$1,171.30
MAX				05/31/2025		MAX Account Balance	\$65,822.73	4.225%	\$1.000	\$65,822.73	\$65,822.73
CD	N	1377741-1	04/09/2025	04/09/2025	04/08/2026	First Pryority Bank, OK	\$240,200.00	3.992%		\$249,762.00	\$240,200.00
CD	N	1377743-1	04/09/2025	04/09/2025	04/08/2026	T Bank, National Association, TX	\$240,200.00	3.981%		\$249,737.18	\$240,200.00
CD	N	1377738-1	04/09/2025	04/09/2025	04/08/2026	Cornerstone Bank, NE	\$239,900.00	4.127%		\$249,773.55	\$239,900.00
CD	N	1377739-1	04/09/2025	04/09/2025	04/08/2026	Solera National Bank, CO	\$210,000.00	3.935%		\$218,240.86	\$210,000.00
CD	N	1377740-1	04/09/2025	04/09/2025	04/08/2026	NorthEast Community Bank, NY	\$240,200.00	3.969%		\$249,707.42	\$240,200.00
CD	N	1377742-1	04/09/2025	04/09/2025	04/08/2026	State Bank of Texas, TX	\$239,200.00	3.943%		\$248,604.62	\$239,200.00
CD	N	1377744-1	04/09/2025	04/09/2025	04/08/2026	Veritex Community Bank, TX	\$240,300.00	3.871%		\$249,575.56	\$240,300.00
							\$1,716,994.03			\$1,782,395.22	\$1,716,994.03

Time and Dollar Weighted Average Portfolio Yield: 3.975%

Weighted Average Portfolio Maturity: 312.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
LIQ	0.068%	\$1,171.30	LIQ Account
MAX	3.834%	\$65,822.73	MAX Account
CD	96.098%	\$1,650,000.00	Certificate of Deposit

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
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Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

ISDLAF+ Activity

This section shows all of the client's transactions in ISDLAF+. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the ISDLAF+ investment objectives, risks, charges and expenses can be found in the ISDLAF+ Information Statement, which can be obtained at www.iasbop2p.org/isdlaf/home or by calling PMA at the phone number listed. An investment in any series of ISDLAF+ is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or ISDLAF+. Investors could lose money investing in any series of ISDLAF+, and there can be no assurance that any series of ISDLAF+ that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

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Itemized Categories

6/30/2017 through 5/29/2025

5/29/2025

Date	Account	Num	Description	Memo	Amount
	Erin's Law				0.00
	Galeen Driscoll Memorial				0.00
	Girl's Basketball				1,366.52
	Girl's Softball				70.77
	Graduation				0.00
	Jacobs-Private Donation				0.00
	Jean's Donation				0.00
	Jr High Incentives				0.00
	Kdg Trips				0.00
	Lego Club				118.00
	Math Counts				240.00
	Misc.				0.00
	Miscellaneous				0.00
	Newspaper				1,487.80
	Paper Machine				0.00
	PE				244.35
	Playground				-157,070.86
	Pom Pon				347.74
	PTO				-322,205.92
	Reading - AW				0.00
	Reading Program				0.00
	Recycling Program				0.00
	Redbird Boosters				-12,548.22
	Roley Service Project				-954.50
	Scholastic Team				335.64
	SESS				0.00
	Simpsons Stem Group				0.00
	Snack Donation				14.34
	Snacks and Smiles				-150.93
	Speech Literary				787.78
	Student Council				5,041.11
	Summer School Scholarship				0.00
	Sunshine Fund				830.49
	Target, Kroger Rebate				-4,261.49
	Taylor Rudd Memorial				0.00
	Technology-chromebook Repair				0.00
	Technology-chromebooks				0.00
	Track (Boys And Girls)				11.50
	Ukuelle Club				27.00
	Unified Redbirds				-780.40
	Volleyball				311.43
	Wood-private Donation				0.00
	Yearbook				3,473.18
OVERALL TO...					93,578.02

Itemized Categories
6/30/2017 through 5/29/2025

5/29/2025

Page 1

Date	Account	Num	Description	Memo	Amount
INCOME					683,984.84
			5th Grade Coin Wars		390.97
			Art Commotion Income		20,650.25
			Bank Charge Income		50.00
			Book Fair Income		12,001.07
			Boy's Baseball Income		9,115.00
			Boy's Basketball Income		9,928.00
			Cheerleaders Income		73,235.67
			Chorus Income		5,583.00
			Cross Country Income		2,305.02
			Girl's Basketball Income		546.20
			Golf Income		1,000.00
			Playground Income		159,876.86
			Pom Pon Income		1,290.00
			PTO Income		350,893.89
			Redbird Boosters Income		26,300.08
			Roley Service Project Income		954.50
			Snacks & Smiles Income		617.45
			Student Council Income		816.00
			Target, Kroger Rebate Income		6,141.40
			Tjaden 6th Grade Math		3.57
			Unified Redbirds Income		2,165.91
			water fund		0.00
			Yearbook Income		120.00
EXPENSES					-590,406.82
			Uncategorized		0.00
			1st Grade Trip		0.00
			2nd Grade Trip		0.00
			3rd Grade Trip		0.00
			4th Grade Trip		0.00
			5th Grade PNC Grant		0.00
			5th Grade Trip		0.00
			6th Grade Trip		0.00
			7th Grade Trip		0.00
			8th Grade Class, Field Trip		11,326.82
			8th Grade Field Trips		0.00
			8th grade Science Fund		0.00
			Art Commotion		-18,329.29
			Bank Charge		152.50
			Blakesly Memorial Fund		0.00
			Book Fair		-8,001.72
			Boy's Baseball		-7,063.32
			Boy's Basketball		-9,299.00
			Character Education		0.00
			Cheerleaders		-72,628.58
			Chess Club		0.00
			Chorus		-4,505.50
			Cross Country		1,205.94
			Diversity Fair		0.00
			Donna Shifeling Memorial		0.00

- 7 **Public Hearing - Amended Budget**
 - A. Open Public Hearing
 - B. Presentation of the FY 25 Budget
- 8 **Information Items**
 - A. **Administrative Reports**
 - 1. K-4 Principal Report



METAMORA GRADE SCHOOL
TIM DAMERY - K-4 PRINCIPAL

815 EAST CHATHAM ST.
METAMORA, IL 61548
tdamery@mgsredbirds.org
309-367-2361



BOARD OF EDUCATION REPORT

June 12, 2025

Academic Growth

- [Spring Map Growth Results](#) - Excellent Growth from Fall to Spring
- MTSS/RtI Planning Team Update
- IAR Scores - Not Available

Engaging Learning Environments

- End of the Year Activities - Fun Day, Field Trips, Themed Activities
- Attend the Advance AI Workshop at ISU on June 9.
- [Extreme Ownership Conference Takeaways](#)

Social Emotional/Wellness

- SEL Team will meet on July 29th to prepare for the upcoming school year.
- 2025-2026 - Restorative Practices Trainings
- End of year assembly
- End of Year teacher celebration at Evergreen Brewing company

Community Engagement

- Attended a Reunification/School Safety Workshop on May 14, i love u guys Foundation

If the school needs to evacuate the building, how will we reunify parents and their children? This conference broke down the unification process into a very systematic and safe way to get children reconnected with parents after a school evacuation. I have shared the manual with Dr. Lee for us to start looking at this process with the help of the safety committee. We are in the process of ordering materials needed if reunification occurs.



We are **RESPECTFUL.**
We are **RESPONSIBLE.**
We are **SAFE.**
We are **REDBIRDS!**



METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL

815 EAST CHATHAM ST.

METAMORA, IL 61548

bdirks@mgsredbirds.org

309-367-2361



BOARD OF EDUCATION REPORT

June 12, 2025

Academic Growth

- [MAP Test Data & Growth](#) - Lots of great growth especially in Math.
- Waiting to get results from this year's IAR test.
- Currently working with a team of Administrators, teachers, and support staff to revamp our current RTI processes to a Multi-tiered Support System (MTSS) in order to better support all students more successfully at MGS. We have currently met two times to go over our plan and compile resources for teachers to use during their intervention times.

Engaging Learning Environments

- [Echelon Front Leadership Conference Summary](#)

Social Emotional/Wellness

- We had the final whole school assembly of the year to celebrate the Girls and Boys Track Teams and our Beanstack Reading Challenge Winners. We also drew Redbird coupons for students to race a team of teachers through an obstacle course during the assembly.
- We had our end of the year staff celebration with lunch at the school, celebrated a retirement, and staff met at Evergreen Brewery for a much deserved send off to summer.

Community Engagement

- The 8th Grade Graduation celebration went very smoothly and we received a good deal of positive feedback from parents and community members.
- 5th Grade students participated in their DARE Graduation ceremony.





June 2025 Superintendent Report

Strategic Pillar 2: Engaging Learning Environment

A handful of classrooms are finalizing their flexible seating layouts to implement next school year. This is part of the District's strategic plan to provide engaging learning environments that model an environment conducive to learning for students. We ask students to be innovative and creative problem solvers and it makes sense to provide them a work area in which to do so.

Strategic Pillar 4: Facilities & Operations

Property Casualty Renewal–The overall premium increase is less than 1%!! For the property & casualty marketplace this year, most carriers are wanting at least a 10%-15% “pure rate” increase. The district's increase is well below the industry.

For a total of \$26,865,758 in covered property, we opted for a higher deductible of \$5,000, which would save the district \$923. The Experience Mod Factor for Workers Compensation took a large decrease from .99 to .76 (-23%). These rating factors contributed to a very nice decrease in the premium as well and is a major reason why the entire account premium didn't change much at all.

Summer Projects are in full swing. The maintenance and cleaning crews are removing old chalkboards to prepare for whiteboard installation. Small asphalt and concrete work has begun on portions of the playground and bus barn areas. A couple of classroom windows will be replaced as well.

Strategic Pillar 5: Community Partnerships

The Foundation continues to display their extraordinary generosity. Their fundraising prowess has enabled them to fund the library furniture upgrade, including all new bookshelves, tables, seating options and circulation desk. The work will be done as quickly as possible, with some—if not all—completed this summer..

- B. Committee Reports
- 9 **Discussion Items**
 - A. Committee Dates
 - B. MGS Foundation Rep
 - C. Solar Update
 - D. Mutual Aid Agreement

**INTERGOVERNMENTAL COOPERATION AGREEMENT
FOR MUTUAL ASSISTANCE IN RESPONSE TO CRISES
IN THE PUBLIC SCHOOLS OF PEORIA, TAZEWELL, WOODFORD AND MASON
COUNTIES, ILLINOIS**

Recitals

WHEREAS, natural and human-made catastrophic events are occurring with increasing frequency in schools throughout the United States;

WHEREAS, Peoria/Tazewell/Woodford/Mason County School Districts and Special Education Cooperatives fortunately have not been subject to such occurrences, but recognize it is in the best interests of their students, staff and communities that they join together to plan for such occurrences and be prepared to assist each other during catastrophic events which exceed the capacity of an individual school district or cooperative to respond effectively on its own;

WHEREAS, the assistance to be provided under this Intergovernmental Cooperation Agreement (“Agreement”) includes personnel, equipment and staging facilities appropriate to the nature of the catastrophic event;

WHEREAS, the foregoing purposes are best accomplished through this Agreement, with participating school districts and cooperatives making good faith efforts to provide assistance during catastrophic events when called upon pursuant to the terms of this Agreement, but without incurring liability if, in their sole discretion, they are unable or unwilling to do so;

WHEREAS, many school districts and cooperatives have, or will develop, emergency assistance agreements with local law enforcement, fire departments and other governmental entities and nothing in this Agreement is intended to replace, supersede or take precedence over such agreements; and

WHEREAS, the program to accomplish the foregoing will be called the Central Illinois Valley School Safety Team (CIV-SST).

NOW THEREFORE, the undersigned public agency does hereby enter into this Agreement with each and every other public agency which signs a counterpart copy of this Agreement and contracts as follows:

1. Parties. The parties to this Agreement are:

a. Peoria, Tazewell, Woodford, and Mason County School Districts and Cooperatives.

b. the Peoria, Tazewell, Woodford, and Mason Regional Office of Education (the "ROE");

2. Legal Authority and Purpose.

a. This Agreement is made in the exercise of the Parties' rights and powers granted under Article VII, Section 10 of the Constitution of the State of Illinois, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 and all other rights and powers vested in the Parties by their respective governing statutes.

b. The purpose of this Agreement is to develop and implement programs (the "Programs") designed to provide mutual aid in crises, primarily arising out of disaster or violence in Peoria, Tazewell, Woodford, and Mason County School Districts and Cooperatives. The programs are also designed to provide training and professional development to prepare member personnel for response and recovery activities. Under no circumstances will an employee of a Party act under this Agreement in a capacity as a first responder by performing emergency rescue or response services ordinarily performed by police, fire or other governmental emergency service providers.

3. Administration.

a. This Agreement shall be administered by the ROE, by its Regional Superintendent of Schools (the “RSS”) acting as chair of an Advisory Panel (the “Advisory Panel”) consisting of:

1) the RSS or designee from Peoria County ROE 48 and Tazewell, Woodford, Mason Counties ROE 53;

2) two superintendents selected by the superintendents of participating School Districts in Tazewell, Woodford, and Mason counties,

3) two superintendents selected by the superintendents of participating School Districts in Peoria County;

b. Attendance at meetings of the Advisory Panel shall be by the superintendent, regional superintendent, or their designees.

d. The Advisory Panel shall establish its own rules of procedure and meet at the call of a RSS or any three members.

e. The primary duty and authority of the Advisory Panel shall be to advise the CIV-SST regarding implementation of this Agreement and to develop and implement the programs designed to achieve the purposes of this Agreement.

4. Fiscal Matters.

a. The ROE 48 and ROE 53 shall seek funding through grants and similar sources of revenue as the primary sources of funds to develop and implement the programs and administer this Agreement.

b. At no cost to the School Districts and Cooperatives, the ROE shall perform its administrative duties under this Agreement.

c. The programs shall be made available to the School Districts and Cooperatives without cost other than when agreed to by all parties.

d. Each School District is responsible for any benefits, compensation, liability insurance and worker's compensation insurance for its personnel that are providing authorized mutual aid to another School District.

e. Each School District providing facilities, materials and/or equipment to another School District under the auspices of this agreement shall not charge for such facilities, materials or equipment and for the cost of loss or damage to the facilities, materials and/or equipment.

f. Nothing in this agreement shall operate to bar any recovery of funds from any third party, state, or federal agency under existing statutes, or other authority.

5. Insurance and Liability.

a. Each Party is responsible for obtaining insurance coverage for its participation under this Agreement, which shall be primary, and which shall waive subrogation against all other Parties. Each Party shall be responsible for Workers' Compensation insurance coverage of, and liability for, the Party's employees who participate in the Programs.

b. A Party shall not be liable to another Party:

1) for the acts or omissions of its employees providing assistance to another Party when requested under this Agreement;

2) for a Party's declination to provide assistance when requested by another Party under this Agreement.

For purposes of this paragraph 5.b., “liability” means liabilities, losses, damages, claims, demands, judgments, causes of action, costs, expenses, and reasonable attorneys’ fees. Notwithstanding anything to the contrary, nothing in this Agreement voids or limits any liability protection established by law or any existing insurance coverage of the Party. Nothing in this Agreement, the actions of the ROE, the Advisory Panel or the development and implementation of the Programs shall create a duty or liability to any person or entity which is not a party to this Agreement or diminish any liability protection for the benefit of the Parties as established by law or afforded any Party’s insurance coverage.

6. New Parties and Withdrawal, Suspension and Expulsion of a Party.

a. After the effective date provided in paragraph 8 below, a School District or Cooperative shall become a Party to this Agreement when the RSS receives this Agreement in counterpart, signed by its President and Secretary.

b. A Party may withdraw from this Agreement effective by giving at least 30 days’ written notice of withdrawal to the RSS.

c. By a vote of at least two-thirds of the members of the Advisory Panel, a Party may be suspended or expelled as a Party to this Agreement, and denied participation in any of the programs, for good cause, which includes, but is not limited to, failure to meet the requirements of this Agreement or of the programs. Before expulsion or suspension, the Party shall be given a written notice summarizing the reasons for the proposed action and an opportunity to respond to the Advisory Panel.

7. Amendment and Termination.

a. This Agreement may be amended or terminated by the affirmative vote of a majority of the Parties.

b. This Agreement shall terminate without a vote of the Parties within 120 days after the number of Participants falls below 10 or ROE 48 and/or ROE 53 withdraws from this Agreement. During such 120-day period, the Advisory Panel shall wrap up the business under this Agreement and the Programs.

8. Effective Date and Dissolution. This Agreement shall become effective when the participating school districts and ROE 48 and ROE 53 approve and sign this Agreement and the RSS receives this Agreement, in counterparts, signed by the President and Secretary of at least 10 of the Boards of Education of the School Districts and governing entities of the Cooperatives listed on the attached Exhibit 1.

<p>Board of Education of _____</p> <p>President Name (Print): _____</p> <p>President Signature: _____</p> <p>Date: _____</p> <p>Secretary Name (Print): _____</p> <p>Secretary Signature: _____</p> <p>Date: _____</p>	<p>Peoria County ROE 48</p> <p>Name (Print): _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Tazewell, Woodford, Mason Counties ROE 53</p> <p>Name (Print): _____</p> <p>Signature: _____</p> <p>Date: _____</p>
<p>Governing Board of Cooperative of _____</p> <p>President Name (Print): _____</p> <p>President Signature: _____</p> <p>Date: _____</p> <p>Secretary Name (Print): _____</p> <p>Secretary Signature: _____</p> <p>Date: _____</p>	

10 **Action Items**

- A. Approve Wendy Vogel's Intent to Retire

May 1, 2025

MGS Board of Education,

I am writing to let you know of my intent to retire at the end of the 2027-2028 school year.

Thank you for your consideration.



Wendy Vogel

BDL
5.6.2025

B. Approve Renewal of General Liability, Auto, School Board Legal and Umbrella Through Selective Insurance, Cyber Through Beazley, and Workers Comp Through Accident Fund at a Total cost of

36

METAMORA CCSD #1

RENEWAL COMPARISON SUMMARY

Effective Date 07/01/2025 UNLAND INSURANCE & BENEFITS	EXPIRING SELECTIVE ACCIDENT FUND	RENEWAL QUOTE SELECTIVE ACCIDENT FUND
PACKAGE	\$33,197	\$36,228
Selective		
ABUSE & MOLESTATION	<i>Included</i>	<i>Included</i>
Selective		
SCHOOL BOARD LEGAL	<i>Included</i>	<i>Included</i>
Selective		
AUTO	\$6,068	\$6,667
Selective		
UMBRELLA	\$8,209	\$9,027
WORKERS COMP	\$43,393	\$39,371
Accident Fund		
CYBER	\$3,996	\$4,200
CFC/Lloyds of London		"ESTIMATED" RENEWAL - Quote Not Received Yet
TREASURER'S BOND	\$1,500	\$1,500
Liberty Mutual Surety		
TOTAL	\$96,363	\$96,993
NOTES:		
<p>3 YEAR LOSS RATIO SUMMARY: As of 3/20/25 PACKAGE = 0% AUTO = 96% WORKERS COMP = 0% TOTAL = 7%</p> <p>OPTIONAL PROPERTY DEDUCTIBLE QUOTE: \$5,000 - Annual Premium Savings of \$923</p> <p>All policies include Terrorism where applicable Optional Flood & EQ Available - Declined in 2022</p> <p>CONTRACTOR EQUIPMENT SCHEDULE: BUSH HOG MOWER \$7,400 WEED EATER \$400 MTD PUSH MOWER \$150 SNOW BLOWER \$600 104585 JOHN DEERE GATOR 4X2 2004 \$4600</p> <p>TREASURERS BOND (07-01-XX) Sharon Schrock (as of 04-11-25 = Sarah Johnson) Limit = \$1,500,000</p> <p>TREASURERS BOND Working Cash (04-11-XX) Sharon Schrock (as of 04-11-25 = Sarah Johnson) Limit = \$850,000</p> <p>ACCIDENT FUND DIVIDEND PROGRAM With 5% up-front savings 2022-2023 Paid in 2024 - \$411.93</p> <p style="background-color: yellow;">CFC will not quote any further out than 60 days Quote expected after May 1st, 2025</p>	<p style="text-align: center;">PROPERTY</p> <p>Blanket Limit = \$25,586,435 100% Coinsurance Valuation Deductible - \$2,500</p> <p style="text-align: center;">COMPUTER EDP EQUIP</p> <p>Hardware = \$570,000 Media = None Copiers = \$115,000 Telecommunication Equip = \$450,000 Property Floater = \$53,020 Scheduled Contractor's Equipment = \$13,150</p> <p style="text-align: center;">CRIME</p> <p>Employee Theft = \$50,000 Theft of Money/Securities = \$25,000 Outside the premises = \$25,000</p> <p style="text-align: center;">INLAND MARINE</p> <p>Contractor's Equip Limit \$13,150 Deductible \$500 Misc. Equipment = \$565,000 (copiers/tele) Computer Hardware/Software - \$570,000</p> <p style="text-align: center;">GENERAL LIABILITY</p> <p>Limit - \$1,000,000 Occ \$2,000,000 Agg Students K-8 = 811 Faculty = 50 Includes Employee Benefits Program</p> <p style="text-align: center;">ABUSE & MOLESTATION</p> <p>Limit - \$1,000,000 Ded = None</p> <p style="text-align: center;">SCHOOL BOARD LEGAL and EPLI</p> <p>Limit - \$1,000,000 Ded - \$2,500 Non-Monetary Damage Limit - \$100,000</p> <p style="text-align: center;">AUTO</p> <p>Limit - \$2,000,000 Ded: Comp - \$250 Coll - \$1,000 # of Vehicles - 12</p> <p style="text-align: center;">WORKERS COMPENSATION</p> <p style="text-align: center;">WC Payrolls:</p> <p>8868 Professional & Clerical = 3,987,465 7380 Drivers = 304,692 9101 All Other Employees = 417,119 NCCI Experience Mod Factor: .99</p> <p style="text-align: center;">UMBRELLA</p> <p>Limit - \$5,000,000 Abuse Sub-Limit - \$2,000,000</p> <p style="text-align: center;">CYBER</p> <p>Limit - \$1,000,000 Deductible - \$5,000 Revenues = \$7,700,268</p>	<p style="text-align: center;">PROPERTY</p> <p>Blanket Limit = \$26,865,758 (+5%) 100% Coinsurance Valuation Deductible - \$2,500</p> <p style="text-align: center;">COMPUTER EDP EQUIP</p> <p>Hardware = \$610,000 Media = None Copiers = \$115,000 Telecommunication Equip = \$450,000 Property Floater = \$53,020 Scheduled Contractor's Equipment = \$13,150</p> <p style="text-align: center;">CRIME</p> <p>Employee Theft = \$50,000 Theft of Money/Securities = \$25,000 Outside the premises = \$25,000 Computer and Funds Transfer Fraud = \$25,000</p> <p style="text-align: center;">INLAND MARINE</p> <p>Contractor's Equip Limit \$13,150 Deductible \$500 Misc. Equipment = \$565,000 (copiers/tele) Computer Hardware/Software - \$610,000</p> <p style="text-align: center;">GENERAL LIABILITY</p> <p>Limit - \$1,000,000 Occ \$2,000,000 Agg Students K-8 = 815 Faculty = 55 Includes Employee Benefits Program</p> <p style="text-align: center;">ABUSE & MOLESTATION</p> <p>Limit - \$1,000,000 Ded = None</p> <p style="text-align: center;">SCHOOL BOARD LEGAL and EPLI</p> <p>Limit - \$1,000,000 Ded - \$2,500 Non-Monetary Damage Limit - \$100,000</p> <p style="text-align: center;">AUTO</p> <p>Limit - \$2,000,000 Ded: Comp - \$250 Coll - \$1,000 # of Vehicles - 12</p> <p style="text-align: center;">WORKERS COMPENSATION</p> <p style="text-align: center;">WC Payrolls:</p> <p>8868 Professional & Clerical = 4,107,521 (+3%) 7380 Drivers = 316,725 (+4%) 9101 All Other Employees = 457,952 (+10%) NCCI Experience Mod Factor: .76 (-23%)</p> <p style="text-align: center;">UMBRELLA</p> <p>Limit - \$5,000,000 Abuse Sub-Limit - \$2,000,000</p> <p style="text-align: center;">CYBER</p> <p>Limit - \$1,000,000 Deductible - \$5,000 Revenues = \$7,700,268</p>

METAMORA CCSD #1

ACCOUNT ANALYSIS SUMMARY - 3 YEAR VIEW

Calculated as of: 3/20/2025	7/1/2022 7/1/2023	7/1/2023 7/1/2024	7/1/2024 7/1/2025	3-Year Totals
PACKAGE	Selective	Selective	Selective	
Premium	\$27,002	\$29,443	\$33,197	\$89,642
Losses	\$0	\$0	\$0	\$0
Loss Ratio	\$0	\$0	\$0	\$0
AUTO	Selective	Selective	Selective	
Premium	\$6,141	\$7,638	\$5,916	\$19,695
Losses	\$0	\$18,815	\$0	\$18,815
Loss Ratio	\$0	246%	0%	96%
WORK COMP	Accident Fund	Accident Fund	Accident Fund	
Premium	\$41,193	\$42,823	\$42,925	\$126,941
Losses	\$0	\$0	\$0	\$0
Loss Ratio	\$0	\$0	\$0	\$0
UMBRELLA	Selective	Selective	Selective	
Premium	\$6,474	\$7,022	\$8,209	\$21,705
Losses	\$0	\$0	\$0	\$0
Loss Ratio	\$0	\$0	\$0	\$0
CYBER	CFC Lloyd's of London	CFC Lloyd's of London	CFC Lloyd's of London	
Premium	\$3,578	\$3,996	\$3,996	\$11,570
Losses	\$0	\$0	\$0	\$0
Loss Ratio	\$0	\$0	\$0	\$0
TOTALS				
Premium	\$84,388	\$90,922	\$94,243	\$269,553
Losses	\$0	\$18,815	\$0	\$18,815
Loss Ratio	\$0	21%	0%	7%
CLAIMS SUMMARY		<p style="text-align: center;"><u>Auto Claim:</u> DOL: 2.15.24 Hit Parked Car Paid: \$3,582</p> <p style="text-align: center;"><u>Auto Claim:</u> DOL: 10.3.23 Hit Fixed Object Paid: \$ 15,234</p>		

A	B	C	D	E	F	G	H	I	J	K	L
Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
1											
<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>											
2											
Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2024											
91		774,493	90,813	82,050	86,282	156,675	144,953	3,165,982	337,515	18,248	
92											
RECEIPTS/REVENUES (All sources with Student Activity Funds)											
93	1000	3,814,418	513,629	1,295,800	246,522	250,362	456,010	233,012	100,479	102,743	
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER											
94	DISTRICT	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	2,615,861	0	0	424,267	0	50,000	0	0	0	
96	FEDERAL SOURCES	4,665,557	0	0	0	0	0	0	100,479	0	
97	Total Direct Receipts/Revenues ¹	6,896,837	513,629	1,295,800	670,789	250,362	506,010	233,012	100,479	102,743	
98	Receipts/Revenues for "On Behalf" Payments ²	3958	0	0	0	0	0	233,012	100,479	102,743	
99	Total Receipts/Revenues	6,896,837	513,629	1,295,800	670,789	250,362	506,010	233,012	100,479	102,743	
DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
100											
101	INSTRUCTION	5,473,036	668,580	0	748,839	125,613	556,000	0	424,282	6,000	
102	SUPPORT SERVICES	1,302,944	0	0	0	192,628	0	0	0	0	
103	COMMUNITY SERVICES	7,756	0	0	0	0	0	0	0	0	
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	1,090,881	0	0	0	0	0	0	0	0	
105	DEBT SERVICES	0	0	1,298,000	0	0	0	0	0	0	
106	PROVISION FOR CONTINGENCIES	0	0	0	0	0	0	0	0	0	
107	Total Direct Disbursements/Expenditures ³	7,874,617	668,580	1,298,000	748,839	318,241	556,000	0	424,282	6,000	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	233,012	100,479	102,743	
109	Total Disbursements/Expenditures	7,874,617	668,580	1,298,000	748,839	318,241	556,000	233,012	100,479	102,743	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures	(977,780)	(154,951)	(2,200)	(78,050)	(67,879)	(49,990)	0	(323,802)	96,743	
OTHER SOURCES/USES OF FUNDS											
111											
112	OTHER SOURCES OF FUNDS (7000)	1,000,000	150,000	0	100,000	0	0	0	0	0	
113	Total Other Sources of Funds ⁸	1,000,000	150,000	0	100,000	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)	0	0	0	0	0	0	1,250,000	0	0	
116	Total Other Uses of Funds ⁹	0	0	0	0	0	0	(1,250,000)	0	0	
117	Total Other Sources/Uses of Fund	1,000,000	150,000	0	100,000	0	0	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2025	796,713	85,852	79,860	108,232	88,796	94,963	2,148,994	13,713	114,891	
119											
SUMMARY OF EXPENDITURES WITHOUT Student Activity Funds (By Major Object)											
120		(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
121											
122											
123	Object Name										
124	Salaries	4,182,696	238,640	0	283,800	0	0	0	221,999	0	4,927,135
125	Employee Benefits	917,608	41,430	0	0	318,241	0	0	37,732	0	1,315,011
126	Purchased Services	985,597	161,810	0	363,789	0	31,333	0	164,551	6,000	1,713,080
127	Supplies & Materials	541,997	96,500	0	79,000	0	0	0	0	0	717,497
128	Capital Outlay	256,548	130,000	0	20,000	0	524,567	0	0	0	931,215
129	Other Objects	840,171	200	1,298,000	2,250	0	0	0	0	0	2,140,621
130	Non-Capitalized Equipment	0	0	0	0	0	0	0	0	0	0
131	Termination Benefits	0	0	0	0	0	0	0	0	0	0
132	Total Expenditures	7,724,617	668,580	1,298,000	748,839	318,241	556,000	233,012	424,282	6,000	11,744,558

	A	B	C	D	E	F	G	H	I	J	K	L
		Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
1	<i>Begin entering data on Estimate 6-11 and Estimate 12-20 tabs.</i>											
2	OTHER USES OF FUNDS (8000)											
47	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁵	8110							1,250,000			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁵	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund and ^{3a}	8160 8170										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a}	8170										
57	Int Proceeds to Debt Service Fund	8410										
58	Taxes Pledged to Pay Principal on GASB 87 Leases	8420										
59	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8430										
60	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8440										
61	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8510										
62	Taxes Pledged to Pay Interest on GASB 87 Leases	8520										
63	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8530										
64	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8540										
65	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8610										
66	Taxes Pledged to Pay Principal on Revenue Bonds	8620										
67	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8630										
68	Other Revenues Pledged to Pay Principal on Revenue Bonds	8690										
69	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
70	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
71	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
72	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
73	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
74	Taxes Transferred to Pay for Capital Projects	8810										
75	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
76	Other Revenues Pledged to Pay for Capital Projects	8830										
77	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
78	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
79	Other Uses Not Classified Elsewhere	8990										
80	Total Other Uses of Funds ⁹		0	0	0	0	0	0	1,250,000	0	0	0
81	Total Other Sources/Uses of Fund		1,000,000	150,000	0	100,000	0	0	(1,250,000)	0	0	0
82	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2025		946,713	85,862	79,860	108,232	88,796	94,963	2,148,994	13,713	114,891	
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2024											
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	150,000									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(150,000)									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2025		(150,000)									
90												

A	B	C	D	E	F	G	H	I	J	K	L
1	Act #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
2											
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2024	774,493	90,813	82,060	86,282	156,675	144,953	3,165,982	337,515	18,148	
4	RECEIPTS/REVENUES (without Student Activity Funds)										
5	LOCAL SOURCES	3,814,418	513,629	1,295,800	246,522	250,362	456,010	233,012	100,479	102,743	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2,000									
7	STATE SOURCES	3,000	0	0	424,287	0	50,000	0	0	0	
8	FEDERAL SOURCES	4,000	466,557	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁶	6,896,837	513,629	1,295,800	670,789	250,362	506,010	233,012	100,479	102,743	
10	Total Receipts/Revenues for "On Behalf" Payments ⁷	3,998									
11	Total Receipts/Revenues	6,896,837	513,629	1,295,800	670,789	250,362	506,010	233,012	100,479	102,743	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)										
13	INSTRUCTION	1,000				125,613			0		
14	SUPPORT SERVICES	2,000	668,580		748,839	192,628	556,000		424,282	6,000	
15	COMMUNITY SERVICES	3,000	0	0	0	0	0		0	0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4,000	0	0	0	0	0		0	0	
17	DEBT SERVICES	5,000	0	1,298,000	0	0	0		0	0	
18	PROVISION FOR CONTINGENCIES	6,000	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹	7,724,617	668,580	1,298,000	748,839	318,241	556,000		424,282	6,000	
20	Total Disbursements/Expenditures for "On Behalf" Payments ²	4,180	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures	7,724,617	668,580	1,298,000	748,839	318,241	556,000		424,282	6,000	
22	Excess of Direct Receipts/Revenue Over (Under) Direct Disbursements/Expenditures	(827,780)	(154,951)	(2,200)	(78,050)	(67,879)	(49,990)	233,012	(323,802)	96,743	
23	OTHER SOURCES/USES OF FUNDS										
24	OTHER SOURCES OF FUNDS (7000)										
25	PERMANENT TRANSFER FROM VARIOUS FUNDS										
26	Abolishment the Working Cash Fund ¹⁵	7,110									
27	Abatement of the Working Cash Fund ¹⁶	7,110	150,000		100,000						
28	Transfer of Working Cash Fund Interest	7,130									
29	Transfer Among Funds	7,140									
30	Transfer of Interest	7,190		0							
31	Transfer from Capital Projects Fund to O&M Fund	7,180		0							
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7,180		0							
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7,170		0							
34	SALE OF BONDS (7200)										
35	Principal on Bonds Sold ⁴	7,210									
36	Premium on Bonds Sold	7,220									
37	Accrued Interest on Bonds Sold	7,230									
38	Sale or Compensation for Fixed Assets ⁵	7,300									
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7,420		0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7,500		0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7,600		0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7,700		0							
43	Transfer to Capital Projects Fund	7,800		0			0				
44	ISBE Loan Proceeds	7,900									
45	Other Sources Not Classified Elsewhere	7,990									
46	Total Other Sources of Funds ⁸	1,000,000	150,000	0	100,000	0	0	0	0	0	

D. Approve Student Handbook for 2025-2026

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Metamora Grade School Handbook 2025-2026



Dr. Benjamin Lee, Superintendent
blee@mgsredbirds.org

Mr. Tim Damery, K-4 Principal
tdamery@mgsredbirds.org

Mr. Ben Dirks, 5th-8th Principal
bdirks@mgsredbirds.org

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's [comprehensive policy manual](#) is available for public inspection through the District's website mgsredbirds.org or the MGS app available from the App Store.

Other Contacts:

Jennifer Sarver - Administrative Assistant - jsarver@mgsredbirds.org
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Elizabeth Stephens - Director of Transportation- estephens@mgsredbirds.org
Paul Weber - Director of Technology- pweber@mgsredbirds.org
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Office Hours: 7:30 AM – 4:00 PM
Phone: 309.367.2361

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1.00 From the District Office

It is with pleasure that the staff of Metamora Community Consolidated School District #1 (Metamora CCSD #1) welcomes you to a new school year! As a school district, we are very proud of our programs and rigorous academic standards. We are equally proud of our staff here at MGS because of their care of and dedication to our students' success. Furthermore, the effort and accomplishments of both current and former students makes MGS an excellent school.

This handbook and the MGS website provide procedures and policies under which we operate at Metamora CCSD #1. These policies are necessary for the health, safety, and education of all students. If you have questions regarding the contents of this handbook, you are encouraged to direct those questions to the principal and/or **Student Services Coordinator**.

While every attempt has been made to make this handbook and the website complete, it is impossible to address every situation that may occur during the school year. The administration and faculty have the authority, within the policies of the Board of Education and the School Code of Illinois, to make decisions not specifically covered by the handbook.

It is our goal that communication between home and school occurs as a vital component of a successful educational experience. We will make every attempt to keep you informed and ask for your assistance in creating a positive and productive learning environment for your son or daughter.

Please refer to this handbook as often as necessary.

1.10 MGS Vision, Mission, Philosophy, and Goals

MGS Vision

Metamora Grade School is committed to providing our students with the necessary tools to become knowledgeable, creative, problem-solving citizens of the twenty-first century.

MGS Mission

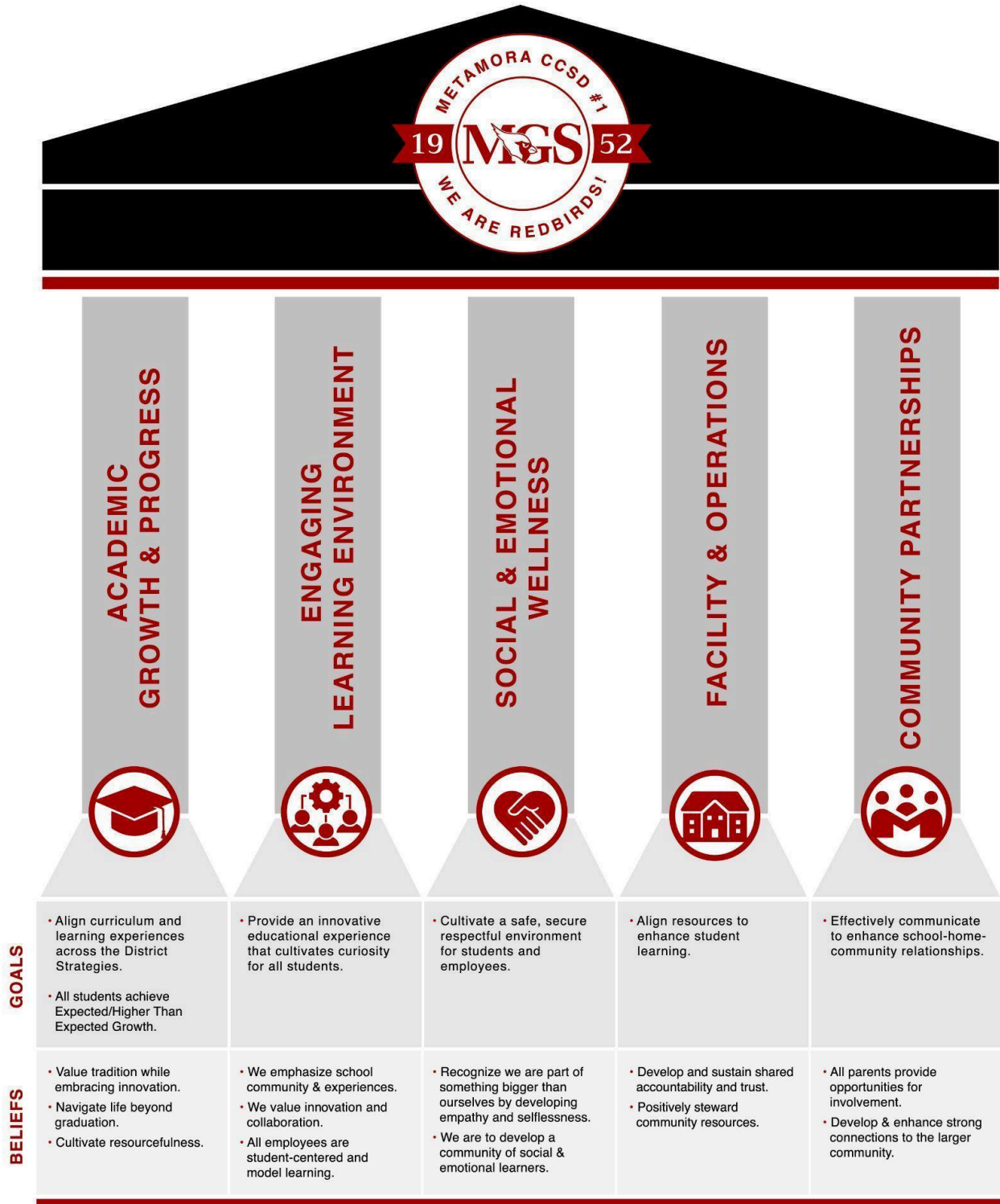
The mission of Metamora Community Consolidated School District #1 (Metamora CCSD #1) is to develop physical, social, and emotional potential. Our school exists for the benefit of our children, in partnership with parents and community, to provide the resources to help our students attain that potential. We will assist our children in construction of knowledge, development of disciplined inquiry, and awareness of the value of learning for today and tomorrow.

MGS Philosophy

We believe that everyone can learn, everyone is born with an urge to learn, an excellent education is within reach of all, and an education at MGS establishes the foundation for a productive and enriching life.

MGS District Strategic Plan

The MGS District Strategic Planning Committee, comprised of a cross-section of stakeholders, met throughout 2022. The Committee elaborated on five pillars that would serve as the backbone of the district, starting with shared beliefs as well as goals for each component. A more detailed layout indicators and progress towards each goal will be available on the website.



1.20 General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website mgsredbirds.org.

Board of Education Board Book(Link)

The Board of Education is the legal authority of the School District. The Board meets at school monthly and the schedule is publicly announced. Meetings are open to the public. Staff members, parents, and community members need to submit questions or communications to the School Board through the Superintendent prior to the meeting. Board members' questions or communication to staff or about programs will be channeled through the superintendent's office. If contacted individually, Board members will refer the person to the appropriate staff, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

1.30 Educational Programs

Students enrolled at Metamora CCSD #1 have many opportunities for academic success through various methods. Metamora CCSD #1 is a prekindergarten through 8th grade academic center. It consists of self-contained classrooms in grades pre K-2nd. This means that one teacher services the basic subject offerings in those grade levels. Students in grades K-4th receive supplemental instruction that may include music, art, and computer education.

Most students in grades K-8th have daily instruction in Physical Education. Students also receive instruction in Health Education. Students in 1st-5th will receive Health one day a week during PE time. Students in 6th-8th receive Health for one quarter during PE time. Some students receive RTI support, band, counseling, art, chorus, and speech in place of specialty classes.

Students in 3rd-5th grade are instructed by two classroom teachers. One teacher will teach language arts and literature and one teacher will instruct math and science. Homeroom teachers will teach social studies. Students in 5th grade also have the opportunity to participate in band and choir. All students have the first two weeks of the semester to request a change to their schedule regarding these electives. This request must come from the parent/guardian directly to the Principal. Once the two-week deadline has passed, students are committed to their schedule for the duration of the semester.

Students in 6th-8th grades are departmentalized with a different teacher for each subject. Each academic class lasts 45 minutes, with 3 minutes in between to get materials and move to the next class. Students in 6th-8th grades do not travel together by homerooms. Qualified students have opportunities to be involved in Enriched Math courses (Algebra, Pre-algebra and Accelerated Math) and Enriched Literature courses based on various assessments. All students attend instruction in the core classes.

In addition, students in grades 6th - 8th have the opportunity to take an elective: band, chorus, art, technology and a variety of other teacher-created elective options. All students have the first two weeks of the semester to request a change to their schedule regarding these electives. This request must come from the parent/guardian directly to the principal (Ben Dirks bdirks@mgsredbirds.org). Once the two-week deadline has passed, students are committed to their fine arts schedule for the duration of the semester.

Band/Color Guard

Students in 4th grade receive weekly recorder instruction. Band is available in 5th-8th grades as an elective class. School-owned instruments are available to rent at a yearly rate. Students who elect to take band/color guard are required to make this commitment for a minimum of one semester. 7th-8th grade students may join the color guard.

Choir

Choir is available as an elective for 5th-8th grade students. A syllabus is passed out describing the expectations of this class and notes are sent home detailing activities and upcoming events. Students who elect to take choir are required to make this commitment for a minimum of one semester.

Art

Art is available as an elective for 6th-8th grade students. Students who elect to take art are required to make this commitment for a minimum of one semester. Students join art either two-three days per week.

Additional Electives

Students in grades 6th - 8th also have other electives available for a quarter:

6th grade - Project Lead the Way (Flight and Space), Journaling, STEM Challenges, Reading for Pleasure,

7th Grade - Project Lead the Way (Design & Modeling), Mental Math Strategies, Health & Wellness, Science of Home, Children's Literature.

8th Grade - Project Lead the Way (Design and Modeling), Stop Motion Movie Making, School Newspaper & Yearbook, Music and Movement, Exploring Cultures.

1.40 Visitors

Visitors are allowed to travel to classrooms only for a pre-arranged instructional activity or meeting. After being buzzed in, the visitor enters the building and must sign in at the Main Office. Those who have an appointment will sign in and obtain a "Visitor's Badge." Children not enrolled will not be allowed to visit classes without consent from the administration. Parents should arrange a meeting with a teacher in advance.

1.50 Students' Rights and Responsibilities

Student Rights

Students may provide input involving their school and their rights. Students have the right to the following:

- Physical safety and protection of personal property
- An atmosphere conducive to learning; safe and clean facilities
- Reasonable consultation with teachers, staff, and administrators
- High quality instruction and assessments
- Voice thoughts and opinions regarding school rules and procedures through student council representation, student surveys, and informal conversations with administration and teachers to discuss issues and to receive replies
- Equal opportunities without regard to race, gender, sexual orientation, religion, race, national origin, or disability.
- Due process procedures in matters involving suspension and/or expulsion
- Rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting

Student Responsibilities

Students have the responsibility to:

- Put forth best effort to complete educational tasks, assignments, and assessments
- Be an active and prepared participant in their learning
- Be present and punctual in the learning process
- Learn and follow rules set forth by the teachers and administration
- Maintain appropriate behavior in words and actions at school and school sponsored activities
- Respect others at school and at school sponsored activities
- Dress and groom in a manner that meets district standards

1.60 School Closings

Parents will be notified through the media and through our Skyward emergency call system in the event that school is dismissed early because of snow or excessive heat or emergency situations. Parents should make clear, definite plans with the child whether someone will be home or of an alternate place to go. When in doubt about school cancellation, please check local TV and Radio Stations.

1.70 Accommodating Individuals with Disabilities

MGS and Woodford County Special Education Association (WCSEA) collaborate to provide an appropriate public education in the least restrictive environment for all resident students with disabilities who have been declared eligible for, and in need of, special education programs and/or services. The term "students with disabilities" means students between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed.

Parents may request a referral to assess the student's academic progress. Based on the referral and assessment and response to interventions, a team of parent(s), teachers, administrators, special education association representatives, and person(s) qualified to interpret evaluation results meet to determine eligibility, determine specific needs, and develop an individual educational plan (IEP), if warranted. Upon determination of eligibility, the IEP team designs an individual education plan that includes specific instruction, adaptations, and services. The IEP may also include a Behavior Intervention Plan. Services offered include early childhood education, speech/language therapy, counseling, occupational therapy, physical therapy, and/or special education instruction. All students, whenever possible, are included in the regular education classroom for a portion or all of the day. Not all special education students' needs can be accommodated within the regular education setting; however, each student's educational setting will be structured to best meet his/her individual needs. Brochures are available that explain the rights of students who are eligible for special education services.

Response To Intervention:

RTI (Response to Intervention) is best described as a multi-tiered system of academic and behavioral support through high-quality instruction/intervention matched to student needs, and monitors the learning rates through consistent assessment of students so we can make important educational decisions—especially in the core subject areas. This process involves using differentiated instructional strategies for all learners, providing appropriate and effective interventions, measuring student performance and modifying instructional practices based on student needs. This targeted instruction may be provided during specialty classes, before or after school.

RTI addresses student behavioral/social/emotional concerns using interventions, success cards, student contracts, checklists, and monitoring, etc. The RTI process involves a number of screeners to determine a student's need(s) as accurately as possible. The District's RTI Plan can be found on the website and [is linked here](#).

School Psychological Services: The School Psychologist is the liaison between Woodford County Special Education Association (WCSEA) and the school. The psychologist provides individual student assessments when necessary. The psychologist is available to make recommendations for families in need of community resources, too.

1.80 Parent Organizations and Booster Club

[PTO-MGS\(Link\)-Facebook\(Link\)](#)

The purpose of the Parent Teacher Organization is to encourage the participation of parents in school activities and to develop fellowship among parents, students, and faculty. The organization gives parents the opportunity to directly strengthen their child's education by supporting special events, fund-raising, and giving of their time and talents. The group includes a board of officers and committee members. Meetings are scheduled during the school year and notification of these dates will be placed in the newsletter, website, etc. All parents, teachers, community members, and interested people may attend the meetings. Parent volunteers are needed for many activities. All MGS families are encouraged to participate in the PTO activities.

Sports Booster Club

The Sports Booster Club is an organization open to parents, administration, staff, and community members who wish to promote and encourage extracurricular achievement at MGS. The goals of the Sports Booster Club are to raise money, boost spirit, and promote participation. Members may serve on special committees that are developed throughout the year. The Sports Booster Club will meet two times each year. Meetings are open to the public.

The money raised in the Sports Booster Club goes directly back into the athletic program. Coaches are able to submit a wish list each year and the Sports Booster Club board members meet to make determinations on those

wish list items. Items that have been purchased in the past include uniforms (on a rotation schedule), equipment, outdoor storage, and spirit wear.

[MGS Foundation for Educational Excellence](#)

The Foundation for Educational Excellence Organization's goals are to provide the necessary financial support for educational activities not currently provided by the school system and to produce a long-term endowment fund for such educational activities. Additional goals are to promote and develop additional experiences for our students and promote business, school, and community partnerships. Meetings have been set this year for 7:00 PM on dates announced in various media forms.

[Music Booster Club](#)

The Music Booster Club is an organization of parents, students, teachers, and community members who wish to promote and encourage musical (band/chorus) achievement at MGS. The goals of the Music Booster Club are to raise money, boost spirit, and promote participation. The money raised in the Music Booster Club goes directly back into the music programs. Members may serve on special committees that are developed throughout the year. Meetings are open to the public.

1.90 Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses are permissible only with administrator prior approval.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The building administration's discretion is final in questions about attire.

PE Shoes & Uniforms

When participating in any activity in physical education, athletic type shoes (close toed) are required to be worn for safety purposes. Students will not be provided or required to wear uniforms for PE.

2.00 Attendance

MGS wants to see every child, all day, every day. The statutes governing school attendance are very specific and leave little option for MGS to excuse students from school. Illinois School Code supports regular attendance through its laws and funding based on enrollment.

2.10 Student Absences

Any student who was absent a full day, whether excused or unexcused, may not attend an after-school activity on that day, including school sponsored musical and athletic activities. Students must arrive to school by 11:45AM to

be present for a half day of attendance. If the absence is prior to the weekend, the student may not attend any school activities on that weekend.

Excused Absences

Illinois State Code defines "the valid cause for an absence" (excused) as the following:

- Illness
- Observance of a religious holiday
- Death in the immediate family (parent, grandparent, or sibling)
- Family emergency (as decided by Administration)
- Other situations beyond the control of the student as determined by the Board of Education, (for example, medical appointments and court appearances)
- Other such circumstances, which cause the parent reasonable concern for child's safety or health

Student Non-attendance during Illness

There are times when a student should remain at home for his/her own welfare and the protection of other students. Your child should remain at home if he/she has:

- Uncontrollable and/or productive cough
- Fever of 100 degrees within the past 24 hours (without medication)
- Vomiting or diarrhea within past 24 hours (without medication)
- Sore throat and swollen glands
- Undiagnosed rash
- Earache, severe headache or drainage from the eyes

As governmental health and school organizations provide recommendations, any additional or modified guidelines and information will be shared with MGS families.

Students should remain home for 24 hours after an acute illness or after starting antibiotics for a diagnosed infection. Students are welcome to come to school mid-day if the 24 hours expires mid-day.

Following three consecutive absences, a doctor's note will be required upon return to school to receive excused absences.

Unexcused Absences

All other absences that are not included in the above list will be considered unexcused. If there is trouble getting to school, please alert the secretary or principal when you call to report the absence. Every effort will be made to help each family get the student to school.

Reporting Absences

Students are considered chronically absent after missing 10 total days of school regardless if they are excused or unexcused. Students are considered chronically truant after accumulating 10 unexcused absences. As a result, communication from a parent/guardian is required for each absence after the tenth absence.

Parents must notify or contact the main office before 8:45 AM stating why their child is absent and specify the date(s) concerning their absence(s). It is also highly encouraged and beneficial if you inform their homeroom teacher as well. The reason for the absence must be stated; if no reason is provided it will be marked as unexcused. A phone call is made by 9:30AM to families of students who we have not heard from.

Notification of Absences

For absences, the student and parent/guardians will be informed about attendance requirements in this manner:

- 5 excused or unexcused absences: MGS will communicate the number of student's absences to the parent/guardians through **an email**.
- 10 excused or unexcused absences: MGS will communicate the number of student's absences to the parent/guardians through **an email and letter home**.

Once a student attains 10 total absences, all further illness related absences must be accompanied by a doctor's note in order to excuse the absence. If a doctor's note is not provided, the absence will be unexcused.

Beyond 10 total absences, depending on the nature of the absences, a referral may be made to the Truancy Officer of the Regional Office of Education. If the Truancy Officer of the Regional Office becomes involved in attendance violations, procedures may include court action.

Tardiness

Tardiness: Any student who arrives in their classroom after 8:15 AM is tardy. Parents must bring children into the main office if they arrive after 8:15 AM.

Excessive tardiness will result in disciplinary action or truancy referral.

Missing Assignments

A parent may ask if homework for an absent student can be ready before 2:30 PM on the day of their absence. If work should be available, it will be ready after 2:30 PM, in the front office. All absences, both excused and unexcused, require that all work must be made up. It is the student's responsibility to gather the work and turn it in to their teacher(s) within the allotted time frame given by the teacher.

On the first day of a student's absence (excused or unexcused) the students will be given two days to make up work. For each day following the initial absence, students will receive an additional day for each day's absence. Once a student returns to school and then becomes absent at a later date, the student's initial absence will be given two days to make up work and then one day for each consecutive day absent. Students receive full credit for work that is turned in by the proper due date. A child may need to miss nonacademic school activities to complete make-up work/tests to stay current with the remainder of the class.

Students who are absent are held responsible for any work assigned prior to his/her absence. For example, if a student is absent the day of a test, project, quiz, or paper, but was present when the assignment was made, he/she is expected to turn in the work or take the test the day he/she returns to class. Projects with long-standing due dates will also be expected upon return, unless prior arrangements have been made directly with the teacher.

Teachers may not be able to provide assignments in advance.

2.20 Grading and Promotion

Grading System:

Report cards are now issued in trimesters—either digitally (2nd-8th) or hard copy K-1. The reporting system gives the teacher the opportunity to report academic, social, and behavioral progress and/or concerns. Parents are encouraged to contact the child's teacher with any questions about their student's progress.

Beginning in 2nd grade students' grades are viewable via the Skyward online grade system. Parents and students can login with a private username and password in order to view their student's progress at any time. Grades are typically updated online once per week. For questions about Skyward login information, please contact Mr. Weber, MGS Director of Technology (pweber@mgsredbirds.org).

Grading Scale:

Kindergarten & 1st Grading Scale: ~~4=Exceeds grade level expectations (1st grade only)~~; 3=Meets grade level expectations; 2=Progressing Towards, but not yet meeting grade level expectations; 1=Does not meet grade level expectations

2nd -8th Grade Grading Scale: A=100-93, B=92-85, C=84-77, D=76-69, U or F=68-0. The second and third grade students receive letter grades in reading, language arts, math and spelling. Social studies and Science grades: S=70% and above or U=69% and below.

Reassessment Policy

To emphasize student skill development, students will be allowed to retake assessments based on the following conditions:

- Retake opportunities may not be offered for all assessments. Teachers will inform students prior to an assessment if the opportunity for a reassessment is available

- Students will be required to retake an assessment if they scored lower than a 68%.
- Students may only retake each assessment one time.
- Students must have completed all related classwork and homework assignments in order to retake an assessment.
- Students must make arrangements with the teacher as to when and where they will reassess.
- The retake assessment may be different in design, but equal in rigor. The structure of the reassessment may change at the teacher's discretion.
- The higher assessment grade will be recorded within the gradebook.

Metamora Graduate Skills (MGS)

One portion of the report card for each grade level will reflect four major nonacademic skills as developed through the strategic planning process. Problem Solving, Responsibility, Empathy and Perseverance. This is to report students' progress on these vital skills. [Link here](#)

Yearly Honor Recognition for Grades 5-8

- High Honor Roll-Students who end with an A in all academic subjects and passing grades in all other subjects (PE, Music, Band, Chorus, Art) will qualify for the High Honor Roll.
- Honor Roll-Students who end with grades of not less than B in all academic subjects and passing grades in all other subjects will qualify for the Honor Roll.

Retention Guidelines

- Before the end of the calendar year, parents will be notified that retention is under consideration. Teachers and/or administration will meet with the parents to discuss academic concerns and interventions that will be utilized to avoid retention.
- Before the end of the second trimester the teacher will fill out the appropriate form and return it to the principal. At the end of the second trimester, the principal will send a letter to notify the parents of the consideration of retention. The parents and teachers will meet to discuss the possible retention.
- A student's mastery of the required curriculum/standards and his or her preparedness for the next grade level will be assessed by the teacher and support staff to help determine grade placement.
- A student considered for retention must have an intervention plan in place, developed (with the parents' help) through the RTI (Response to Intervention) program.
- If the student, parent, and faculty have followed the intervention criteria listed above, and if the middle school student is failing 3 or more core academic subjects (Reading/Literature, Language Arts, Math, Science, or Social Studies) using the end of year average, retention is a possibility.
- 6th -8th grade students are eligible to complete the MGS Credit Recovery Program in the summer. Those students who did not graduate and who chose to attend this program for assistance will be responsible for all fees and transportation associated with the program. MGS will provide information and make referrals to eligible students regarding this program.



2.30 Expectations for Academic Practice

The purpose of homework at MGS is to practice newly taught skills, review previously mastered skills, develop independent study habits, or extend/enrich the curriculum. Practice will not be used as a behavior management tool or as a form of punishment. Due to students' varying working rates and abilities, the time spent in completing a practice assignment may vary among pupils completing the same assignment.

Practice may include unfinished work from daily exercises, or extra practice, rereading a selection, etc. Teachers will communicate practice assignments with students and parents.

Redbird Liftoff (Mandatory After School Help)

The objective of the Redbird Liftoff program is to provide an environment in which students can complete necessary grade level learning objectives that may have otherwise been skipped or incomplete. Rather than assigning a zero, students may be required to attend Redbird Liftoff if he/she is not completing his/her classroom work. Parents will be notified in advance when their child is being asked to stay.

2.40 8th Grade Graduation Requirements

[8th Grade Graduation Requirements Information \(link\)](#)

3.00 Fees, Fines, Charges: Waiver of Student Fees

Textbooks are issued to each student during the first week of school. Workbooks and other consumable materials are also included in that distribution. Books should be kept in neat and clean condition. Parents may be asked to pay to replace books and lost/damaged materials. Books must be at school for daily work. Lost or damaged books must be paid for with payment based on the judgment of school personnel.

The Board of Education determines the book rental fee for textbooks every year. This fee needs to be paid in full before school starts. If your family is having difficulty paying that fee, please speak directly to the principal or superintendent and a plan will be arranged. Registration fees must be paid before participating in the first scheduled game/activity for students in extra activities.

Metamora Grade School's library is open to all students. Students have a scheduled library time and are allowed to check out books at the discretion of the librarian. Books need to be returned on their due dates. If the book is lost or damaged, the parent will be charged the full cost to replace this book.

The following outlines the basic fees:

-
Registration/Book Rental Fee (Student registration): \$160.00

Replaced textbook fee: \$10.00-\$100.00, depending on the cost of a replacement book.

Activity Fee: \$50.00 per activity, maximum of \$150 per student.

-
Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for federal free meal programs. Please contact the office personnel for further information concerning assistance or payment waivers. Students will not be denied educational services or academic credit. *A fee waiver does not exempt a student who cannot pay the registration/book rental fee from charges for lost or damaged books, locks, materials, supplies, and/or equipment.*

3.00-E1 Application for Fee Waiver

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2462/MGS/1503358/Free_Reduced Breakfast_Lunch_ApplicationFY23.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2462/MGS/1503358/Free_Reduced_Breakfast_Lunch_ApplicationFY23.pdf)

3.10 School Lunch Program

Breakfast Program

A breakfast program is available for students from 8:00 AM until 8:10 AM. Upon arrival, students will not be allowed to enter the cafeteria until 8:00 AM, ~~and they must go directly to the gym/multipurpose room if they finish eating before 8:10 AM.~~ If the student completes breakfast after 8:10 AM, they must finish eating and arrive at class before 8:15 AM ~~or they will be considered tardy.~~ Students are not required to sign up for the program and may eat breakfast whenever they choose to do so. Any student who does not follow the rules of the breakfast program and cafeteria may be denied future breakfast privileges.

Breakfast Fees:

milk- \$0.55 or juice-\$0.35

student breakfast- \$2.25

adult breakfast- \$2.55

Lunch Program

Students may not go home for lunch with other students. Students may bring a sack lunch or purchase a hot lunch.

Money to pay for one or more meals or milk must be deposited in the student's lunch account in advance. Deposits are made by check or cash and should be given to the homeroom teacher at the beginning of the day, or through Skyward (via RevTrak) at any time. Checks/cash will be sent to the office for deposit into the student's account. Account balances can be viewed via Skyward Family Access and Skyward automatically sends out an email or weekly phone call when balances reach \$4.50 or below. Money from the lunch account may not be withdrawn to pay for other fees.

Soda is prohibited at lunchtime.

Lunch fees:

milk-\$0.55

student lunch-\$3.50

adult lunch- \$4.25

4.00 Bus Conduct and Safety

In order to prevent confusion and increase safety, the following bus rules must be followed:

1. It is encouraged that students get on at the same spot and off at the same bus stop every day.
2. **IMPORTANT:** The Director of Transportation must approve all bus changes so he can determine if there is available seating. If an emergency occurs, contact the bus transportation director Elizabeth Stephens (estephens@mgsredbirds.org) or call the main office.
3. Please contact the Director of Transportation prior to 1:00 pm. The Director of Transportation will alert the office staff and the office staff will contact the homeroom teacher.
4. Parents will be asked for identification if they try to take their child from the bus. Please understand that our bus drivers may not be able to identify each parent.

Students should arrive at the bus stop 5-10 minutes earlier than the scheduled time due to slight variations from the assigned bus schedule. Students are assigned to a bus using the student's legal residence. Students must ride the assigned bus to school and home unless otherwise authorized.

If possible, students and parents should report bus problems to the bus driver before referring the situation to the administration. Students who do not follow the bus behavior rules will be reported by the driver to the transportation director and/or the **Student Services Coordinator** for disciplinary action.

Students will:

- Follow school rules on the bus and at bus stops
- Show common courtesy (keep hands, feet, and objects to yourself); No improper physical actions; No throwing objects within the bus or out the window;
- Be respectful and obey driver's directions the first time they are given
- Water bottles should contain water ONLY
- Remain in your assigned seat facing forward at all times
- NOT eat or drink on the bus (On regular school routes, consumption of water may be an exception to this rule for safety and during hot weather. During extra-curricular routes, eating/drinking may be permitted depending on the age of students, number of supervisors, coach/sponsor permission, and discretion of the bus driver.)
- NOT be loud, noisy, vulgar, or abusive
- NOT litter, write on, or damage the bus (school property) in any way
- NOT take harmful, distracting, or large objects on the bus (ex. skateboards, radios, games, toys, balloons, basketballs, large stuffed animals or live animals)
- Remain absolutely quiet near a railroad crossing, by stop signs, in heavy traffic, or when requested
- NOT touch safety devices on the school bus
- Keep all objects except large band instruments on your lap
- NOT use aerosol sprays (ex. body sprays, hair spray, and deodorant)

Video cameras with audio systems are used on buses to monitor conduct and maintain a safe environment for students and employees.

4.10 Arrival

All doors will be locked during the school day. Visitors must come to the main doors to be buzzed into the building and proceed to the main office. Anyone entering will need to state who they are, and/or show identification, and will need to state the reason for entering the building. Items brought for a student or teacher must be dropped off in the office. The office will notify the teacher when items are in the office for retrieval. Students need to be in their classroom/homerooms prepared for class prior to 8:15 AM.

Madison Street/Back of the Building: Recommended 3rd - 8th grade - Students arriving by car should be dropped off in the back (North side) of the building. The Madison Street door is unlocked from 8:00-8:15 AM for arrival time on Madison Street. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can drop off students at once. We ask that students exit the car on the passenger side for safety purposes. Any student arriving after 8:15 AM must use the front doors.

Chatham Street/Front of the Building: Recommended K-2nd Grade - Arrival time is between 8:00-8:15 AM at the front of the building. A student drop off lane will be available for car riders. We ask that you pull up as far as you can before letting your child out of the car. For the safety of our students we ask them to exit the car on the passenger side by the sidewalk. Parents that want to walk students to the sidewalk or to the front doors must park and use the crossing area to the sidewalk.

4.20 Dismissal

Madison Street: Students exit through the junior high doors starting at 3:00 PM. Students may wait on the sidewalks or shelter next to Madison Street for their ride. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can pick up students at once. Any students not picked up by 3:15 PM will be taken to the front office to contact their family.

Chatham Street/Front of the Building: Anyone picking a student up at the front of the building at dismissal time must park in designated parking spots and meet the students on the sidewalk. Please use the designated crossing area when walking through the parking lot with children. We encourage parents to move to their vehicles quickly to reduce crowding on the sidewalks.

During the school day:

Please schedule medical appointments before or after school whenever possible. If a student must leave during the day, send a note to the teacher, **contact the office @ 309-367-2361 or email secretaries@mqsredbirds.org**, use the main front entrance, and the office will sign your student out. When returning, **the office will** sign the student back in.

Changes:

To change from your child's established way home, please send a written note to their homeroom teacher or call the office by 8:45 AM with any changes for the day and/or week. Emails are not a reliable method of informing the teacher of dismissal plans. For your student's safety, we recommend that each student have an established way of going home for consistency.

Walker/Bike Rider:

A crossing guard is provided for safety purposes at the crosswalk area at Route 116 and Morgan Street from 7:50-8:15 am and 3:00-3:30 pm. All students who need to cross 116 should do so only at Morgan Street when the crossing guard is present for their own safety. Students must obey the instructions of the crossing guard.

4.30 Before and After School Program

<https://www.rightatschool.com/districts/metamora-il/>

5.00 Immunization, Health, Eye & Dental Examination

Minimum immunization requirements for schools in Illinois:

DTaP – 4 doses with last dose on or after 4th birthday
 Polio – 4 doses with last dose on or after 4th birthday
 MMR – 2 doses with first dose on or after 1st birthday
 Varicella – 2 doses with first dose on or after 1st birthday
 Hepatitis B – 3 doses according to recommended guidelines
 Tdap – 1 dose on or after age 11 (entering 6th grade)
 Meningococcal – 1 dose (entering 6th grade)

Physical Examinations

[Physical examinations](#) (Certificate of Child Health Exam - CCHE) are required of all students prior to entering kindergarten, 6th grade and 9th grade, and immediately upon entrance into any public school, irrespective of grade, if the pupil has not previously been examined prior to or upon entrance into another school. A copy of the physical examination and immunizations as law requires must be placed on file in the school office. For questions regarding examinations or immunizations, contact your physician or the Woodford County Department of Public Health at 467-3064. Students must fulfill these medical requirements by October 15th, or they could be excluded from school until these requirements are met. Objections to this requirement must be made in writing to the school by the parents or legal guardian of the child, or by the child's physician.

5th-8th grade students participating in any organized athletic activity through the school are required to have a [sports physical](#) on file before the first day of tryouts or practices for that event. For students in 6th grade, the CCHE can also be used as a sports physical. However, the sports physical cannot be used in place of the CCHE. This is an IESA rule that Metamora Grade School is required to enforce for the health and safety of each student.

Dental Examinations

[Dental examinations](#) are required for all students entering K, 2nd, and 6th grades. Each of these students must present proof of having been examined by a dentist before the initial entrance into these grades.

Vision Examination

[Eye examinations](#) are required for all students entering Kindergarten. Each of these students must present proof of having had an eye exam by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th, of the school year. If the child fails to present proof by October 15th, the school will hold the child's report card. This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

Vision and Hearing Screening

Vision and hearing screenings are administered each year according to Illinois State Public Health mandates. Vision screening is mandated each year for the following student groups: Kindergarteners who have not had a vision exam, 2nd, 8th, special education, new students, and all teacher referrals. Vision screening is not a substitute for complete eye and vision evaluation by an eye doctor. Your child is not required to participate in this vision screening if a current optometrist or ophthalmologist report is on file at the school. A hearing screening is mandated for all students in K-3rd, special education, new students, and teacher referrals. Notice of testing dates will be available at the school office. Screening results will be shared with parents/guardians if your child failed the screening test(s).

5.10 Student Medication

Administering Medicine at School

Administering medication during school hours or during school-related activities is allowed only for the health and well-being of the student. Under most circumstances, only the school nurse will administer medication. Teachers

and other non-administrative school employees, except office personnel, are generally not allowed to administer medication to students (field trips being one exception).

Any medication (prescription or non-prescription) that shall be dispensed under supervision at school requires a signed statement from parent and doctor. A doctor's order, doctor's signature, and parent/guardian signature are required for ALL medication using the school medication authorization form. This form will remain valid and on file at MGS for 13 months. If a prescription or dose changes, a new form is required. The parent/guardian will supply the Medication Authorization form, properly labeled medications as directed by a physician, and maintain current emergency contact information in the school office.

All medication must be brought in to the school office by a parent/guardian and will be locked in a secured cabinet in the nurse's office. Medication should not be sent to school with a child. In general, a student is not allowed to carry medication at any time, however, a student may carry and self-administer asthma medication or use an epinephrine injector when the pupil is at risk of anaphylaxis; the emergency action plan should state the need to carry/self administer.

MGS has a standing physician's order for Ibuprofen, Acetaminophen, Hydrocortisone cream and cough drops. These over-the-counter (OTC) medications can be used for situations such as an occasional headache, menstrual cramps, and mouth pain from orthodontic work. With an OTC [signed consent](#), if your child requests medication at school, the parent/guardian will be contacted to notify of the request and to verify that the student has not recently taken any other similar medication. The nurse will keep a supply of tablets/chewable tablets to administer in such situations. If your child is exhibiting symptoms of an illness, he/she will be sent home.

Essential oils will be administered under nurse or office guidance at the K-3rd level. An essential oil usage form should be filled out and submitted to the nurse.

Cough drops/throat lozenges: If the over the counter consent (as described above) is not completed, a parent must provide a written, dated note for the teacher(s), that verifies that the student is permitted to have cough drops from home.

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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian 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-administration of an epinephrine auto injector and/or medication, or the storage of any medication by school person for specific and/or nonprescription medicine. Nothing in this policy prohibits any school employee from providing emergency assistance to students, including administering medication.

School District Supply of Epinephrine Auto-injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the district and provide or administer them as necessary according to State law. State law or the Illinois Emergency Epinephrine Act allows the District to authorize the school nurse or designated school personnel to administer an epinephrine auto-injector to any student which the designated school personnel in good faith professionally believes is having an anaphylactic reaction. This policy does not guarantee the availability of an epinephrine auto-injector; No one should rely on the district for availability of an epinephrine auto-injector. Students and their parents should consult their own physician regarding this medication.

District Opioid Antagonist Supply & Undesignated Albuterol

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. A school nurse or trained personnel, as defined by state law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose.

MGS is participating in the State of Illinois' undesignated emergency asthma medication program. This program allows the school nurse or other trained staff to provide emergency asthma medication to students and others who are experiencing respiratory distress while at school. This program is available to all students, even those who do not have a formal asthma diagnosis. The medication (albuterol) is an inhaled medication and is safe, effective, and will be administered under emergency circumstances according to the IL State Board of Education. This program is not intended to replace a student's personal inhaler or asthma action plan. If you do not want your child to receive emergency albuterol under any circumstance, please make your request known by emailing

nurse@mgsredbirds.org

5.10-E1 School Medication Authorization Form

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2462/MGS/2695702/Medication_Authorization_Form.pdf

5.20 Communicable Diseases, Chronic Conditions & Nut Free Policy

Well Being/Medical

MGS asks that you share confidential medical information and keep the school informed regarding your student's health. This information will be used to plan for your student's health needs, and will be shared only with those members of the professional and support staff who have direct responsibility for the student during school hours, school transportation, or after-school events. If your child has a chronic illness or disease such as asthma, diabetes, seizures or severe allergies, please notify your child's teacher(s) and contact the school nurse to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school.

Communicable Diseases and Chronic Conditions

Communicable Diseases

MGS will follow the guidelines of the local, state, and national health agencies as well as the state board of education and other officials to minimize the spread of infectious diseases (such as COVID-19) at MGS. The decision regarding whether or not a student with a chronic communicable disease will be allowed to attend school will be made by administration. The Illinois Department of Public Health may be contacted for advice/consultation.

Head Lice

Parents should notify the school office/nurse if they suspect their child has head lice. Appropriate treatment will be discussed. The student should stay home from school and receive proper head lice treatment prior to returning to school. If a student is at school when head lice/nits are discovered, the school nurse will notify the parent to discuss and arrange for treatment. The student may return to school after appropriate treatment has begun.

Chronic Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies or life-threatening chronic illnesses or other qualifying disabilities will be eligible under Section 504. Our school district may be able to appropriately meet a student's needs through other means.

Allergies/Asthma/Diabetes/Seizures

Parent(s)/guardian(s) are responsible for notifying the school nurse and homeroom teacher of their child's allergies, asthma, diabetes, and seizures. Parents must complete the Medication Authorization Form (described below)

regarding the student's need for medication at school or during school related functions. An Emergency Action Plan is also required. Please see the school website for the specific Emergency Action Plan and Medication Authorization Form. The school will disseminate information to the appropriate school personnel about the student's action plan while maintaining the confidentiality of the student's information.

Nut Free Policy

All student classroom snacks, party treats or other class-wide treats must be nut-free. Per teacher approval, students may be permitted to bring a healthy, nut-free snack for themselves to eat in the classroom. Food containing nuts may be brought in student lunches and consumed in the cafeteria during lunchtime only. Designated nut-free tables are available in the cafeteria for all grade levels. Students are not to share food at any time.

Party treats or birthday treats must be store bought and pre-approved by the teacher. These treats may be approved only if clearly labeled as "peanut/tree nut free" or "made in peanut/tree nut free facility." See classroom teacher for a pre-approved list of snacks.

5.30 Injuries and Illness at School

Serious illness or injury occurring at school must be reported immediately to the classroom teacher, school nurse, office, or other school personnel. The nurse will record the office visit and determine appropriate response. In the case of an accident, faculty supervising the student during the accident will complete an accident report.

Injured Students - PE Excusal

Students who need to be excused from participation in physical education must have written permission from a parent/guardian and/or doctor. A note from your parent/guardian will excuse a student for up to 3 days. If a student needs an excuse for more than 3 days, a doctor's note will be required and the student may not resume physical activity until the date given by the doctor's release. Any student excused from PE must also be excused from all recesses. A [recess waiver](#) is available for parents/students who wish to still go outside with an injury, however, activity restrictions apply.

Illness Guidelines for Not Attending School

If your child is not well, please use the following guidelines to determine whether or not they should be in school. If you think that your child might have a fever, please check before sending them to school. Your child should not return to school until they have been fever-free for at least 24 hours without medications. More specific guidelines may be applicable in certain situations such as with Covid-19. Please refer to those guidelines on the MGS website in such circumstances.

Symptom/Illness	Child should not be at school or in contact with other children:	If child feels well enough, he/she may attend school:
Cough	Frequent or uncontrollable or accompanied by fever	Infrequent or if has been antibiotics for at least 24 hours and no fever
Fever	If temperature is 100 or above	If temperature is below 100 for 24 hours without taking a fever reducing medication and there are no other symptoms
Diarrhea or vomiting	One episode of vomiting or diarrhea	It has been 24 hours since vomiting or having diarrhea
Strep Throat or Scarlet Fever	Sore throat, headache, nausea, fever	After 24 hours on antibiotics and fever free for 24 hours

	The only way to rule out Strep is with a throat culture	
"Pink Eye" Conjunctivitis	Eye is red with complaints of pain or itching. Crusty, white or yellow drainage is occurring	Has been on antibiotics for 24 hours or symptoms have improved/or note from doctor stating no longer contagious
Rash/skin infection	Any child with rash or signs of skin infection not having been evaluated by doctor	Rash free, written release from doctor, or after 24 hours on antibiotic for skin infection
Flu	Fever of 100 and above with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting or diarrhea	Fever free (less than 100) for 24 hours without having been given fever reducing medication or release from physician if diagnosed with any type of flu

Wellness Program

Belief Statement: The Board of Education of Metamora Community Consolidated School District #1 is committed to providing a learning environment that supports and promotes wellness, nutrition, and an active lifestyle and recognizes the positive relationship between nutrition and physical activity and the capacity of students to develop and learn. The school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent: The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness attempts to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

5.40 Recess Conduct and Safety

K-8th students will have at least one scheduled recess. Students who are excused from recess due to medical restrictions will report to the office for recess, and will miss PE as well. If a student is exempt from PE due to illness or injury, he or she will automatically be in the office for recess. **A [recess waiver](#) is available for parents/students who wish to still go outside with an injury, however, activity restrictions apply.** During inclement weather, recesses will be held in the gym/s or classrooms.

Students will:

- Follow directions given by the supervisors and respect one another.
- Follow the commonly accepted rules of games.
- Use the playground equipment safely and properly.
- Swing sitting down.
- Sit feet first going down the slide, facing forward, and one at a time.
- ONLY throw soft playground balls (no other foreign objects)
- Wear appropriate outdoor clothing during cold months.
- K-8th students should wear appropriate footwear (close toed) for running, kicking, climbing, and other playground activities.
- Please note: K-5th students usually need to wear athletic shoes due to their active participation outside; shoes must have non-marking rubber soles, ties, closed toe, closed heel, Velcro, or elastic fasteners. Non-athletic shoes (such as flip-flops, sandals, slip-ons, etc.) can be worn if the student is not playing on any climbing equipment or participating in running games.
- Stay in the designated area determined by the recess monitors.
- One person at a time must step or climb on such items as stepping pods, climbing rocks, and pod bars, etc.
- Back or front flips off of the low bars are not allowed.
- Put recess equipment away quietly and promptly and form a single file line when the bell rings or when a whistle is blown.
- Travel to and from recess in a quiet, single file, and orderly manner.

- Parents and other visitors (adults/children) may not accompany a child to recess.

5.50 Search and Seizure

School administrators are authorized to conduct searches of students and their personal effects, and the property of the district (such as lockers), in accordance with Board policy. School authorities (school administrators) may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, cell phones, handheld wireless devices or other items) when reasonable grounds exist for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. The parents/guardians of the student searched will be notified of the search as soon as possible.

6.00 General Building Conduct

Bicycles, Scooters, Hoverboards, Roller Shoes, and Skateboards

Bicycles must be kept in bike racks at all times. It is the responsibility of the student to keep his or her bike safe while on school property. When students are riding their bikes to and from school each day, they need to follow bicycle rules for the safety of our students, including all walkers, bike riders, and bus riders. Students are not allowed to ride bikes on the sidewalk or around the parking lot before or after school during the school year.

Skateboards, scooters, roller blades/skates/shoes, and hoverboards are not allowed on school property. If a student has these items at school, whether it is before or after school, or while attending evening events, the item will be confiscated and returned to the student at a later date.

Metamora CCSD #1 is not responsible for lost, stolen, or damaged personal belongings. It is the student's responsibility to keep his or her items safe while at school.

Book Bags and Purses

At grades 6th-8th, book bags and purses are not allowed to be carried from class to class during the day. They are allowed when coming to and from school. However, students should be responsible for keeping their things safely locked in their lockers during the day. Metamora CCSD #1 is not responsible for lost or stolen purses, book bags or personal items.

Cafeteria Expectations

- Enter the cafeteria in a quiet, single file line
- Students with their lunch card ready get priority in line.
- Be responsible and respectful in all that you do.
- Stay seated while eating. Only leave the table (to go throw away items or return their lunch tray) after you have finished eating your meal
- Do not share or eat food from another student
- Use your manners, including speaking politely and using an inside voice.
- Keep your area clean on top of the table and underneath it.
- Leave the cafeteria, and move through the school building in a respectful manner, with appropriate hallway behavior. Many classroom instructors are teaching lessons during lunch.
- All food and beverage should be eaten inside the cafeteria unless otherwise directed by a staff member.
- Raise your hand if you need assistance

Cell Phones & Electronic Devices

Upon arrival at school until 3:05 PM, electronic devices are to be powered off and left in the student's locker. The following electronic devices include, but are not limited to: iPods/tablets, smart watches and ear buds, iPads/tablets, smartphones, cell phones, headphones, headsets, and any other devices or systems that have wireless internet capabilities. These, too, are prohibited within the school building, on the school buses, and during field trips. Students without lockers must place devices in book bags.

If a student is caught calling, texting, answering his/her cell phone, smartwatch, Fitbit, or taking pictures or the phone rings or vibrates: on the first offense, the phone, smart watch, or device will be confiscated and returned to the student at the end of the day. On the second offense, the student will receive an after school detention and the device returned to the parent. On subsequent offenses, the student will receive an in-school suspension and the device will be returned to a parent. However, if at any time, inappropriate use or information is noted, procedures and/or consequences will be handled differently.

MGS takes no responsibility for the loss, theft, or damage of electronic devices.

6.10 Disciplinary Definitions

Academic Dishonesty (Cheating): Any action intended to obtain or assist in obtaining credit for work that is not one's own. Examples include submitting another's work as one's own, obtaining/accepting a copy of tests or answer keys, giving/receiving test questions or answers, copying from another student's test/homework or allowing a student to copy, using materials that are not permitted during a test, plagiarizing, presenting other students' work as their own and/or published materials as one's own, and having someone else prepare the assignment.

Academic dishonesty can result in the following consequences:

Consequences (Grades K-2):

- Determined at teacher's discretion to help students learn what academic dishonesty entails.

Consequences (Grades 3-8):

- Students will be required to complete a similar assignment/assessment during an after school detention and/or Redbird Liftoff. The student will continue serving detentions or attend Redbird Liftoff until the assignment/assessment is satisfactorily completed and a reflection activity is completed.

Alcohol, drugs, tobacco, and electronic cigarettes/vaporizer: Alcohol, drugs, tobacco, and electronic cigarettes/vaporizer/Juuling: Using, possessing, distributing, purchasing, or selling illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug paraphernalia, inhalants, alcoholic beverages, or tobacco/substitute tobacco products (vaporizer/electronic cigarettes/Juuling) materials is prohibited. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but (a) one that a student believes to be, or represents to be, an illegal drug/controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student represented the item to be such. Students will not be permitted to attend school when they are using or under the influence of alcohol or illegal drugs and will be treated in the same manner as though they had alcohol or drugs in their possession. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs, alcohol, or tobacco or vaping products brought onto school property and will submit such items for analysis, if needed. School authorities will contact the school resource officer/local authorities for any individual found, knowingly and illicitly, to possess, distribute, and/or use drugs, "look-alike" drugs (including drugs/alcohol/tobacco), and/or drug paraphernalia on school property or at school related events. Activities related to alcohol, drugs, and tobacco will result in, but is not limited to, a suspension and/or referral to the legal authority.

Cyber/Cellular Bullying/Harassment: Any activities on electronics that are considered harassing, threatening, or bullying another student while outside or inside the school (email, text messaging, messaging, social networks, internet, etc.) will be dealt with if it negatively impacts the school environment. Metamora Grade School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Please contact local authorities for more information regarding laws governing internet safety.

Making an explicit threat toward the safety and security of a school employee, a student, or any school-related personnel on an Internet website/social media is prohibited. Consequences include, but are not limited to, a suspension and/or referral to the legal authority.

Physical or Psychological Harm of Others: Bullying, intimidation, and sexual harassment of students or adults are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will assist in the safety of the students to protect from retaliation who report incidents of bullying, intimidation, or sexual harassment/ hostile harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon a race, color, nationality, sex, sexual orientation,

ancestry, age, religion, creed, appearance, ability/performance, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Disciplinary actions will be taken for such behavior.

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property will not be tolerated and will be disciplined.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities.

Anyone who believes he or she is the victim of bullying, intimidation or harassment or has witnessed such activities is encouraged to discuss the matter with the **Student Services Coordinator**, school social worker, or a classroom teacher. People may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Anyone who makes a good faith complaint will not be disciplined for reporting their concerns. An anonymous tip line is available for reports to be submitted on the district website in the section labeled, "For Students."

Anyone who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, detention, referral to the authorities, suspension, and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. The District has also adopted policy 7:185, that prohibits Teen Dating Violence.

Weapons/Firearm: Students may not possess, use, control, or transfer any object that may be used to cause bodily harm, including but not limited to a weapon, as defined by Section 921 of Title 18, United States Code; firearm defined in Section 1-1 of the Firearm Owners Identification Act; use of weapons as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be construed in a manner consistent with the Federal Individuals with Disabilities Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for transfer to an alternative school program in accordance with Article 13A of the School Code.

In responding to some situations, it may be necessary for our school to conduct a formal screening of a student who is involved in a dangerous behavior or circumstance. This screening and assessment process is conducted by the MGS Behavioral Threat Assessment Team. It is a best practice approach following the recommendation of the U.S. Secret Service and U.S. Department of Education.

6.20 Disciplinary Policy and Procedures

Disciplinary Procedures

The philosophy of discipline at Metamora CCSD #1 is to work directly with students to resolve a conflict before it becomes problematic, as well as to work towards improving behavior and maintaining the dignity of students.

The staff of Metamora Grade School have the responsibility of maintaining discipline in the school. Students are expected to behave in an appropriate manner, displaying respect for their peers, school personnel, and themselves.

All disciplinary actions will follow procedures and guidelines consistent with district policy, behavioral intervention plans, IDEA, Illinois School Code, and current case law. All school personnel have the authority to stop

misbehavior, provide student consequences, and/or notify the **Student Services Coordinator or principal** of violations of policies or expectations. A confidential disciplinary record for all students referred to the **Student Services Coordinator or principal** are kept in Skyward.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours.
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event.
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student and/or staff member; or (b) endanger the health or safety of students, staff, or damage school property or others' property.

Discipline violations generally fall into two categories—either a minor infraction or a major infraction. Each has its own progression of consequences.

Consequences for Minor Infractions – issued by the classroom teacher, specialty teachers, recess monitor, bus driver, cafeteria monitor, secretary, substitute, instructional aide with teacher approval, **Student Services Coordinator** or any school administrator.

- Student conference and/or student contracts
- Temporary removal from classroom or activity and/or loss of privileges (including field trips)
- Telephone/electronic report to parents by teacher, student, and/or administration
- Temporary loss of inappropriate items
- Written assignments or apologies
- Payment for damaged property/restitution to correct damaged property
- Written report to parents, teacher, and/or administration
- Parental conference with teacher and/or administration
- Detainment before school, during lunch, after school, and/or during recess(es) **Certified/non certified substitutes disciplinary consequences must be approved by an administrator; and non certified staff detentions will be referred to administration.)
- Detention after school on Tuesdays and Thursdays from 3:15 -4:30 (K-8th) *certified substitutes disciplinary consequences must be approved by an administrator; and certified staff-detentions will be referred to administration.
- Redbird cards (varies by grade level for incentives/privileges to encourage positive behavior)
- Others: Restitution, service projects, referrals to the **Student Services Coordinator**, etc.

Consequences for Major Infractions – administered by the principal, superintendent, and/or school board and for which disciplinary action is warranted or required by local policies or state law.

- Seizure of contraband (including, but not limited to, pornography, drugs, alcohol, weapons, stolen items).
- Notification of juvenile authorities (regarding illegal drugs or paraphernalia, look-alikes, physical assault, alcohol, or weapons) or illegal acts.
- Bus suspension or expulsion, or referral to the superintendent for action.
- In-school suspension (based on Senate Bill 100).
- Out-of-school suspension (based on Senate Bill 100).
- Expulsion from school by Board of Education (based on Senate Bill 100).
- Transfer to an alternative school program.
- Handbook and school rules apply to the student whether in the school building, on school grounds, on the school bus, or at all school-sponsored events, even those occurring off-campus.
- A minor offense may be considered major if severe, repeated, or combined with other offenses.

Any major misconduct by a student not addressed above will be handled by the school administration. The administration reserves the right to change a disciplinary action based on circumstances. The above outlines the general actions that will be taken by school officials; however, the actions will not be limited to these actions, based on an individual case.

Disciplinary Policy

When students are referred to the **Student Services Coordinator or principal**, the following table outlines some general disciplinary actions that can be taken by school officials. Consequences may vary according to severity, frequency, details of the offense, maturity, and functioning level of the students. Offenses not listed below will be handled in a manner appropriate for the behavior and student.

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
Aggressive Physical Behavior <u>See Physical or Psychological Harm of Others for a detailed definition found on page 23.</u>	Minor: Student engages in non-serious, but inappropriate physical contact. Major: <u>Intentional</u> actions or threats involving serious physical contact where injury may occur.	Minor: Pushing, pulling, accidental hitting, horseplay, etc. Major: Hitting, punching, scratching, kicking, fighting, hair pulling, biting, etc.	Minor: Consequences include but are not limited to Warning or Detention. Major: Consequences include but are not limited to Parent Conference, Detention, Suspension, or Expulsion.
Alcohol, Drugs, Nicotine, E-cigarettes, Juuling, Vaping, Tobacco or any other illegal or "look alike" products <u>Detailed Definition found on page 22</u>	Major: Students with illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug/ alcohol/tobacco paraphernalia, inhalants, alcoholic beverages, tobacco, etc.	Major: Using, possessing, distributing, purchasing, or selling.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities and/or Expulsion.
Bus Safety	Minor: Any activity that occurs on the bus that could be considered unsafe, disruptive, or inappropriate acts to one or more of the passengers and/or driver on the bus. Major: Repeated activity that is considered dangerous or an activity that is considered severely dangerous to the passengers and/or driver on the bus.	Minor: Some examples of unsafe behavior include, but is not limited to, not sitting, yelling, or distracting behavior, etc. Major: Repeated unsafe or minor behavior, physical harm, dangerous actions, etc. <u>The bus is an extension of the classroom and disciplinary actions listed apply to the bus as well.</u>	Minor: Consequences include but are not limited to Warning, Assigned Seat, or Detention. Major: Consequences include but are not limited to Detentions, Parent Conferences, Use of Seating Restraints, Bus Suspension, School Suspension, Bus Expulsion, or Expulsion.
Cyber/Cellular Bullying <u>See Cyber/Cellular Bullying for a detailed definition found on page 22-23.</u>	Major: Any activity on electronics that is considered harassing, threatening, disrupting the daily operation of school, or bullying another student during school.	Major: Harassing, threatening, or bullying staff or students through email, texting, messaging, social networks, internet, etc.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion.
Disrespect to Adults/Insubordination/ Threats/Intimidation/ Defiance	Minor: Student engages in brief or low-intensity failure to respond to adult requests. Major: Refusal to follow directions, talking back and/or rude social interactions.	Minor: Not following direction, not completing classwork, telling "no", rolling eyes, ignoring requests, etc. Major: Repeated minor behaviors, name calling, inappropriate language or tone, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent, Conference, Detentions, or Suspension.
Disrespect to Peers <u>See Physical or Psychological Harm of Others for a detailed definition found on page 23</u>	Minor: Low-intensity name calling or other rude social interactions. Major: Student repeatedly delivers disrespectful messages (verbal or gestural) to another person that includes <u>bullying</u> , threats and	Minor: Name calling, making faces, rude behavior. Major: Disrespectful messages include negative comments based on race, religion, gender, age, sexual orientation, and/or national origin; sustained or	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent Conference,

	intimidation, obscene gestures, pictures, or written notes.	intense verbal attacks based on ethnic origin, disabilities, or other personal matters.	Detentions, Suspension, or Expulsion.
Gang Activity	Major: A gang is a group of two or more persons whose purpose includes the commission of illegal acts.	Major: Gang activity includes, but is not limited to, wearing, using, or distributing, displaying, or selling any clothing, jewelry, emblem, or badge that evidences or promotes gang affiliation, soliciting other people to join, and/or using verbal or non-verbal acts demonstrating such affiliation.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion.
Honor Code Violation <u>See Academic Dishonesty (Cheating) for a Detailed Definition found on page 22.</u>	Major: Lying, cheating, omitting parts of the truth in order to misplace blame, forging signatures, repeated or continuous lying, plagiarism, cheating, etc.	Major: Forging parent signature, cheating on homework or tests, lying, plagiarism, cheating on homework or tests, lying, etc.	Major: Consequences include but are not limited to Parent Conference, Decreased Grade, Detentions, or Suspension. Cheating: Consequences listed in the detailed definition below.
Inappropriate/Abusive Language	Minor: Student verbalizes or draws or writes using language that is inappropriate for school image. Major: Repeated verbalizing or writing using language that is inappropriate for school.	Minor: Name calling, written or verbal insults, etc. Major: Repeated name calling, cursing, written or verbal insults, cursing, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent Conference, Detentions, or Suspension.
Inappropriate Display of Affection	Minor: Student engages in physical, verbal, or written displays of affection that are not appropriate in a school environment. Major: Repeated engagement in physical, verbal, or written displays of affection that are not appropriate in a school environment or engagement in any sexual act other than mouth kissing, failure to immediately cease the act of affection toward the recipient.	Minor: Kissing, inappropriate hugging based on age level), physical touching over clothing of private body parts, writing or verbalizing non-explicit inappropriate messages, etc. Major: Repeated minor inappropriate displays of affection, physical touching over clothing of private body parts, physical groping, under clothing touching of private body parts, explicit written/verbal messages, engagement in any sexual act other than mouth kissing, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Parent Conference or Suspension. Major: Consequences include but are not limited to Detentions, Parent Conference, Suspension, or Expulsion.
Property Damage/Misuse	Minor: Low-intensity misuse of property. Major: Students participate in an activity that results in destruction or disfigurement of property.	Minor: Littering, erasable writing on property, breaking pencils, etc. Major: Repeated minor behaviors, damage that can't be easily fixed or cleaned, etc.	Minor: Consequences include but are not limited to Warning, Detainment, Detentions, or Restitution. Major: Consequences include but are not limited to Parent Conference, Restitution, Detentions, Suspension or Expulsion.

Sexting	Major: Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images.	Major: Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic devices, or cellular phone.	Major: Consequences include but are not limited to Parent Conference, Suspension, or Expulsion.
Skipping Class/School/Detention	Minor: Missing an assigned class/(es) or detention for all or any part of the class. Major: Repeatedly missing an assigned class/s or detention for all or any part of the class, tardy.	Minor: Intentionally skipping a class, school, detention, or forgetting to attend a detention. Major: Repeatedly and intentionally skipping a class, school, detention, or forgetting to attend a detention, repeated tardy.	Minor: Consequences include but are not limited to Detainment, Parent Conference, or Detentions. Major: Consequences include but are not limited to Parent Conferences, Detentions, or Suspension.
Technology Violation	Minor: Student engages in low-intensity misuse of any school technology. Major: Repeated misuse of any school technology or deliberate act of technology abuse or visiting an unapproved site.	Minor: Improper handling of equipment, not following staff directions when using technology, etc. Major: Use of technology without staff permission, repeated minor misuse of technology or falsifying grades, stealing passwords, cyber bullying, deliberately accessing or downloading inappropriate content, damage to computer/s, etc.	Minor: Consequences include but are not limited to Detainment, Warning, or Detentions. Major: Consequences include but are not limited to Detentions, Parent Conferences, Fines/Restitution, Legal Authority, Suspension, or Expulsion.
Theft	Minor: Student is in possession of, having passed on, or being responsible for removing someone else's property. Major: Student is in possession of, having passed on, or being responsible for removing someone else's property.	Minor: Taking pencils, erasers, items of little or no value. Major: Repeated minor behaviors or taking items of significant value.	Minor: Consequences include but are not limited to Restitution or Detentions. Major: Consequences include but are not limited to Restitution, Detentions, Legal Authorities, or Suspension.
Weapons/Firearms <u>See Weapons/Firearms for a Detailed found on page 23</u>	Major: Knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, scissors, pencils, and pens may be construed as weapons.	Major: Possession, use, control, or transfer or any object that may be used to cause bodily harm.	Major: Consequences include but are not limited to Legal Action, Alternative School, Suspension or Expulsion.

6.30 Consequences

Lunch/Recess Detention – A student will eat their lunch and sit in the Main Office during their lunch time. (3 lunch recess detentions is considered equivalent to 1 after school detention.)

After School Detention – A student will stay after school for a 90 minute period of time. Detentions will be served on Tuesdays and/or Thursdays from 3:00-4:30 PM.

Detainment – A student is considered detained when they remain in the office for a duration of 1 hour or longer due to behavior.

In-School Suspension – When a student serves an in-school suspension, he/she is required to be in the office for an amount of time decided on by the **Student Services Coordinator** or principal. While serving the in-school suspension, students must complete their work assigned by their teacher/s.

Out of School Suspension – When a student serves an out of school suspension, he/she is not allowed on school grounds for an amount of time decided on by the **Student Services Coordinator** or principal. While serving the out of school suspension, the student must complete all assignments made during their absence as defined in the absent section of the handbook.

Expulsion – A student (including special ed. students) may only be suspended for an accumulated maximum total of 10 days. Anything more than 10 accumulated days is considered an expulsion. The student and parents are given their due process and must appear in front of the board of education. The board of education determines if a student can be expelled from school for more than 10 days.

6.40 Suspensions and Expulsions

- 1-3 day suspensions require: A continuing threat determination; and reasonable steps to minimize suspension (RTI behavioral interventions, behavioral plan, counseling, and behavioral chart).
- 4-day suspensions require: A continuing threat determination; and reasonable steps to minimize suspension; and that interventions have been exhausted.
- 5-10 day suspensions require: All of the requirements for 4-day suspensions; and the provision of appropriate and available support services.
- All suspensions require: Make-up work; A return-to-school plan; and Appeal Rights (if parents request the suspension be reviewed and the Board upholds the suspension, the written decision will include specific statements on the action taken, discussion, and possible behavioral alternatives).
- School administrators have the authority to suspend students for up to 10 days without Board approval. Parents must be provided notice when a student is suspended: a statement of the reasons for the suspension and the right to a review of the decision.
- Students can be expelled for acts of gross disobedience or misconduct for up to 2 calendar years. Parents must be provided notice when an expulsion is proposed and a hearing. Suspensions and expulsions may include exclusion from all school activities.
- Appeal Rights: The school board must give specific reasons why removing the student from the school is in the best interests of the school and provides a rationale for the duration of the expulsion. Similar requirements apply for alternative school placement.

7.00 Computer and Technology

The use of our computer labs and classroom computers, Chromebooks, iPads or other electronic devices is a privilege at MGS. Technology allows our students to learn and share knowledge. The rules listed below regarding the acceptable use of technology apply at all times to devices which are MGS property, regardless of whether or not the device is on the physical property of MGS. Parental authorization is required before students are allowed to use this resource, except for instruction and for school assessment/state testing.

The use of the Internet may be required for some classes. MGS uses a filter system as well as GoGuardian to monitor and keep our staff and students safe while online. Signing the authorization to use the computer systems acknowledges that you understand that you are legally responsible for your child's actions. **Please fill out the appropriate consent form for the Handbook Student and Parent Consent Statement document to give permission for each of your children to use the Internet appropriately at Metamora Grade School.**

The computers at MGS, whether in the classrooms, hallways or in the computer labs, with use of the servers or independent of the servers, are the property of the school. All computer usage is monitored by a safety control, particularly for Internet website usage. **At no time is a student allowed to be on the Internet without staff permission and supervision.**

Any violation of computer or Internet guidelines deemed inappropriate by the administration may lead to the following actions: When an unacceptable use occurs, the minimum discipline may be a detention. The maximum discipline may be, but is not limited to, payment for hardware damage, payment for time required to repair workstation software or service software, legal fees, loss of computer and Internet privileges, suspension, and expulsion. The computerized benchmark assessments will receive individualized monitoring. Alternate activities may be assigned during computer class if privileges are revoked.

7.00-E1 Chromebook Agreement

[Chromebook Agreement Contract Form Final.docx](#)

7.10 Computer/Internet Violations

Students may not:

- Bully others or attempt to cause psychological harm to others, students and staff, through use of the Internet, commonly known as “cyber-bullying”, while using school equipment or during school time.
- Remove or install software (including downloads of photos, music, or games).
- Deliberately or carelessly damage equipment (including hardware and software).
- Use equipment without authorization (including hardware and software).
- Use a password or ID that does not belong to the user.
- Use personal email, blogs, and personal websites or unapproved websites.
- Gain access or “hack” into someone’s file.
- Access materials that do not serve an educational purpose or are considered inappropriate for school, such as social networking websites, material that is profane or obscene, anything that advocates illegal acts, or advocates violence or discrimination towards other people (hate literature).
- Post personal information about themselves or other people, including address, telephone, school address, home/work addresses, pictures with names, or video bites, clips, etc., causing loss of privacy or potential physical or emotional harm to a person.
- Make connections that create “backdoors” to the District, other organizations, community groups, etc. that allow unauthorized access to the District’s network.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- Play Internet games, unless approved by the teacher.
- Plagiarize works found on the Internet or other resources.
- Vandalize a system, whether through malicious attempt to harm or destroy data, the Internet, system software, any other network or computer hardware, or by creation of will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- Network security is of high priority. If the user can identify a security problem or firewall problem on the internet, the user must notify the technology coordinator or administrator. Do not demonstrate the problems to others. Attempts to log in to the Internet as a system administrator or any other person will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District’s private network.

8.00 Athletic And Extracurricular Eligibility

Participation in athletics and extracurricular activities is a privilege, not a right. Student participation in

school-sponsored extracurricular activities is contingent upon following Board Policy and is governed by the Illinois Elementary School Association (IESA) regulations. Athletic opportunities include baseball, golf, softball, boys' and girls' cross-country, boys' and girls' basketball, girls' volleyball, and boys' and girls' track, speech team, scholastic bowl, chess. Other activities offered by MGS, such as cheerleading, dance, color guard, band, chorus, student council, MGS Jr. High Journal, Math Counts, First Lego League, and other clubs are subject to the eligibility requirements as outlined by MGS, in coordination with the club's coach/sponsor.

Homework Expectations

It is expected and understood that any student missing class due to an extracurricular school function is responsible for turning in assignments due the day of his absence, and obtaining and completing new work assigned the day of the absence. Work must be turned in on the day of his return to class. Failure to do so will result in consequences for late work according to the handbook and teachers' classroom policies.

Written Permission

Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility for the risks involved. This waiver includes insurance information that needs to be on file in the Junior High office before attending practices, tryouts, and school sponsored activities.

Physical Examination Required

Students participating in athletics, cheerleading, or dance must have a current physical examination conducted by a physician within the last 395 days. The physician's examination card must state that the student's health status allows for active athletic participation. The sports physical document must be turned in to the **office** before try-outs/practices.

Activity Registration Fee Required

5th-8th grade students involved in an extracurricular activity are assessed an activity fee for each extracurricular activity. The athletic/other extracurricular activity fees (\$50.00 per activity) need to be submitted to the **office or paid through Revtrak. This student's fee must be paid before the first game or contest.** (Athletic director may modify the fee requirements as warranted for a participant).

Regular Attendance Required

Regular attendance at school, team or activity practices and contests is required. A student must be in attendance by 11:45 AM on the day of an extracurricular event in order to participate. If a student leaves school due to illness, he or she may not participate in any after-school activity. The administrator must approve any exceptions to the half-day attendance ruling. The athletic director reserves the right to consider extenuating circumstances on an individual basis. To participate in a weekend or holiday contest, a student is required to be in attendance no later than **11:30 AM 11:45 AM**, and through the end of the school day, on the school day prior to the contest.

5th-8th Passing Grades Required

5th-8th graders must be passing in all subjects to participate in interscholastic competition, based on IESA guidelines. A passing grade is higher than 68.5% (or, a "D"). Eligibility is determined weekly based on the cumulative grade for the nine weeks. Teachers complete the eligibility report by Friday of each week (or the last day of student attendance for that week). Participants listed on the Friday ineligibility report will be declared ineligible for the following week, Monday through Saturday. Students, parents, and coaches will be notified of ineligibility status. IESA passing grade eligibility guidelines do not apply to local music/band concerts/contests and school sponsored activities unless specified by the sponsor/coach (see guidelines below). A student academically ineligible may attend and participate in practice sessions only if approved by the coach. The recommendation is that the ineligible student use this time to work on schoolwork. A student academically ineligible may not participate in or dress for the performance or competition. Attendance at the game may only occur with the permission of the coach. The coach has the right to dismiss a student from the team if the student is ineligible repeatedly. Parents will be notified if a student is in jeopardy of losing his/her place on the team.

Band, Chorus, and Art Activities: A student is considered ineligible for that grading period if they are failing in one or more subjects three weeks of a nine-week period. Even if a student is found ineligible, he or she must participate in an activity that is counted or considered towards the overall final grade (e.g. band concerts are

figured into the final grade for the students, but pep band is not graded. Students must participate in the concert, but cannot be part of the pep band while they are ineligible).

Student Council: For eligibility guidelines, refer to the Student Council Member Agreement.

Good Conduct Required

The coach of each activity will prepare a set of expectations for proper sportsmanship, leadership, academic standing, and participation for that activity. Each coach's written guidelines/expectations will be given to the students for their parents to sign. Each student is to follow the MGS expectations to maintain his/her place on the team. Students involved in extracurricular activities must conduct themselves during school and at events such as not to reflect discredit to the school, and not to create a disruptive influence on discipline or the school environment. Students must comply with any academic or disciplinary action before attending a practice or activity. A student serving an in-school or out-of-school suspension may not attend or participate in any extracurricular activity, practice, or competition on the day of the suspension.

Loss or Abuse of Equipment and/or Uniforms

Participants in activities are responsible for uniforms and/or equipment issued. Equipment/uniforms must be maintained and cleaned before returning to the coach. Loss or abuse of school items will result in the participant being assessed the replacement cost of the item. The athletic uniform will be worn only for athletic contests or at the request of the coach.

Participation on Designated Grade Level Teams for Extracurricular Athletics

~~Whenever the District organizes and sponsors teams for extracurricular athletic activities for different designated grade levels at the school, a student must participate with the extracurricular athletic team for the grade level at which the student is enrolled with the school for that particular year. For example, a 7th grade student shall only be eligible to participate on the 7th grade volleyball team if the District maintains both an 8th grade and 7th grade team. If the District only sponsors one team for the school for a particular extracurricular athletic activity without designating the team for a particular grade level, this grade level limitation on student participation shall not apply. If a situation arises that not enough students for a designated grade level team try out for that team in order that a full team can be fielded with an appropriate number of substitute and backup players, Coaches may allow lower grade level students to try out for a higher grade level team, provided no grade level appropriate students are dismissed from the team.~~

~~Students may be moved up from a team only if the numbers on the current team warrant the move. This can be done primarily for IESA tournament (Regional, Sectional, and State) play. However, the IESA requires that rosters for tournament play be submitted no later than one week before the first game of the tournament begins. This roster is submitted before Regionals begin and cannot be changed after that point. Please note: an athlete with a cast will be allowed to play based on doctor's approval; however, the supervisor of the activity will consider the safety of other students/athletes over doctor's approval.~~

8.10 Extracurricular Opportunities

Any student interested in becoming part of an athletic team needs to have a current physical on file in the Jr. High office before practices and tryouts. If a physical "expires" during the season, the student is required to have a new physical completed before it expires. If a student does not follow that requirement, he or she will not be allowed to participate in practices or games until the requirement is met.

Baseball—is open to all 6th-8th grade boys. The season begins with tryouts during the first week of August. Games begin before the start of the school year in August and are played late afternoon. The season ends during the first week of October.
(Activity Fee Required)

Basketball—has two different seasons, one for the girls and one for the boys. Our girls' basketball season begins with tryouts in August/September. We have two girls' teams, a 6th/7th grade team, and an 8th grade team. We co-op with St. Mary's of Metamora. Games begin in September and the season ends in December.

We have three boys' basketball teams. The 6th/7th grade boys' and the 8th grade boys' teams begin their season with tryouts in October. Their season ends in February.

Our 6th grade boys' team runs a shortened season of games, with tryouts beginning after 7th grade tryouts are completed. The 6th graders that make the 7th grade team do not have to try out for the 6th grade team and are included on the 6th grade team roster. Practices begin in December or January, and their game season runs through February or the beginning of March. The 6th grade games can be the traditional 4 quarters, or just 2 quarters. Coaches make that decision before each game. However, the goal is to allow each of the boys playing time. (Activity Fee Required for all Basketball Teams)

Competitive & Sideline Cheerleading— is open to all incoming 6th-8th grade girls. Tryouts are held in the spring of the previous school year for the next cheerleading squad. Girls are scored on various cheerleading skills, including jumps, cheers, sportsmanship, voice, and tumbling (although this is not a requirement). Girls attend a cheerleading camp and practices throughout the summer. They may attend away games for the boys' season. (Activity Fee Required)

Chess Club—is open to all 6th-8th graders. Sign-ups are done in the winter of the school year, with participation in the IESA State Chess competition. (Activity Fee Required)

Cross Country—is open to all incoming 5th-8th graders, including boys and girls. It is a coed team. We co-op with St. Mary's in Metamora. The course distance for all meets is approximately 2 miles. Meets begin mid-August before school starts and run through mid-October. (Activity Fee Required)

Dance Team—is open to all incoming 6th-8th grade girls. Tryouts are held around the same time as cheerleading tryouts. Girls are scored on dancing skills and sportsmanship. Practices generally begin in September and run through the end of the boys' basketball season. The girls perform at all home boys' basketball games, and generally one girls' basketball game. They do not attend away games. (Activity Fee Required)

Golf—5th-8th grade activity. A \$40 activity fee is paid by the participants **who are attending Sectionals**. The participants will compete in the IESA sectional match and possibly advance to State.

Track-is open to 6th-8th grade student athletes. This season begins in the spring. Home meets are held at Metamora Township High School. We co-op with St. Mary's. (Activity Fee Required)

First Lego League—5th-8th grade activity. This league introduces younger students to real-world engineering challenges by building Lego-based robots to complete tasks. The Lego activities apply technology, math concepts, science concepts, team-building, and critical thinking. (Activity Fee Required)

~~**School Newspaper**—MGS Jr. High Journal activity. Students will meet before or after school to plan, write, and publish a monthly student newspaper. (No activity fee required).~~

Scholastic Bowl—is open to all 6th-8th grade boys and girls. It is a co-ed team and begins their season in January. They begin with tryouts to determine the team and begin practices twice a week. Meets are scheduled from February through April. (Activity Fee Required)

Science Club: Science club is an extracurricular activity that is held once per quarter for 6th grade students. Science club will meet for one hour before or after school, and will be focusing on STEM or inquiry demonstrations that are outside of 6th grade curriculum. There is no activity fee charged for Science Club.

Softball—is open to all incoming 6th-8th grade girls. The season begins with tryouts during the last week of July. Games begin in mid-August, before the school year starts, and are played late afternoon. The season ends at the end of September. (Activity Fee Required)

Speech—is open to all 5th-8th graders. Speech begins in September and generally runs through November's contest. Students may work alone, in duos, or triples or large groups, to recreate skits using their voices, and improvisation as areas of competition. Students perform at the State contest in November. (Activity Fee Required)

Student Council—any 6th-8th grade student can apply. Interested students are selected through an application process completed by teachers. Student Council begins having meetings at the beginning of the school year. Meetings are held before school. Students participate in leadership opportunities and activities. For eligibility

guidelines, refer to the Student Council Member Agreement. (No Activity Fee Required)

Volleyball—tryouts and practice begin in December. We have three separate girls' teams: a 6th grade team, a 7th grade team, and an 8th grade team. Games begin in January and end in March. Our 6th grade team is an introduction to the game of volleyball, teaching the fundamentals of the game. 6th grade matches are played after 7th and 8th grade games. Our 7th and 8th grade teams play their matches after school. (Activity Fee Required)

~~**Yearbook Committee**—is open to any interested 6th-8th-grade student with a love for school events and taking pictures. Informal meeting times are announced throughout the year, with help needed at various events. (No activity fee required).~~

8.20 Activities Code of Conduct & Agreement to Participate

[The MGS Athletic Code of Conduct is linked here.](#)

8.30 Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from either a physician licensed to practice medicine in all its branches in Illinois, or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in Illinois. Parents will be notified of possible head injuries by the supervisor/coach.

8.40-E1 [Concussion Form](#)

8.50 Attendance at School-Sponsored Dances

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

8.60 Evening Events and After School Activities

Students must leave the school building at 3:00 PM or 3:05 PM dismissal. Students are only allowed to be in the school building after school hours if they have an athletic practice, are attending an academic activity, are seeking help from a teacher, or are serving a detention. If a student is in the building, he or she will need to be with a staff member or the appropriate sponsor. For example, if a student's basketball practice does not begin until 4:00 PM and the coach is not in the gymnasium to supervise students, **the student must not be at school.** ~~If a student stays after school to watch a game that starts between 4:00 PM and 4:30 PM, they must get permission from Mr. Dotterer in the Jr. High Office by 1:00 PM on the day of the activity. An administrator will supervise them, and the students will need to be seated in the New Gym foyer, in the bleachers, or any area designated by the adult supervisor.~~ For any games that have a start time after 4:30 PM, the students must leave the building at 3:05 PM and plan to return later.

Student attendance during the school day is more important to their academic success than student attendance at after school events. **Students who are not at school during the regular attendance hours for class, or who were serving a suspension, will not be allowed to attend after school events that day.**

Attendance at after-school events is a privilege. All daily school rules apply to students attending after-school events, both during home events and during events held at other schools. If a student is representing Metamora

Grade School, we expect that the student will exhibit desirable conduct. Students might be denied this privilege for poor behavior, poor attendance, or poor academic effort. The administration has final determination in deciding which students may or may not attend activities. Supervisors of activities have the right to remove any student or adult who demonstrates inappropriate behavior.

9.00 Field Trips

Field trips are an integral part of the school curriculum and contribute to the district's educational goals. For school events, the sponsor of the activity will supervise school field trips and after-school functions. Students who have repeated or severe behavior concerns (e.g. suspensions, repeated major misbehaviors, and others). During the nine weeks of the field trip, students must be meeting promotion requirements (failing no more than two core subjects as a yearly average) at the time of the class trip in order to participate. If any student exhibits severe misconduct before a field trip, parents will be notified of loss of field trip privileges.

A cell phone or other smart technology may be used outside of the school day with the approval of school personnel or while returning home from a school sponsored event with permission from the coach or sponsor to contact parents regarding transportation issues. The use of cell phones on field trips or extra-curricular events for 5th-8th students is at the discretion of the sponsor/teacher.

Energy drinks are not allowed on field trips, during the school day, or at school functions.

Grade Level Field Trips: Students are to ride the school bus to and from field trips. Students must follow the direction of the teachers regarding the structure of the field trip. Students may not leave the field trip with a parent chaperone without pre-arranged permission.

Chorus, Band and Art Field Trip Guidelines: Guidelines may vary based on the supervisor. Students are to ride the school bus to and from the activity during school hours. Students who are not eligible for promotion to the next grade are not allowed to participate in fine arts field trips at the end of the year.

Chaperones are not to purchase souvenir items or concessions for students. Based on the needs of the class, the teacher determines the number and selects the individuals who will chaperone field trips. Only those asked to chaperone may accompany the class on the trip. Chaperones may not bring other children on the trip. Any chaperone who does not follow the guidelines set forth by the teacher may forfeit the chance to chaperone in the future.

Parents/guardians must sign the school's Handbook Acknowledgement and Consent Form to give permission for their child to attend field trips. In addition, individual consent forms are sent for each field trip for K-5th students.

9.10 Communication: Grievance, Complaint Procedures, and Parent Teacher Communication

Grievance Procedures:

Students, parents, guardians, employees, or community members should notify the District Complaint Manager (Superintendent) if they believe that the School Board, its employees or agents have violated the rights guaranteed by the State or Federal constitution, State or Federal statute or Board policy including: 1. Title II of the Americans with Disabilities Act; 2. Title IX of the Education Amendments; 3. Section 504 of the Rehabilitation Act of 1973; 4. Claims of sexual harassment under the Illinois Human Rights Act; and/or 5. Title VII of the Civil Rights Act of 1964, etc. See Policy 2:26 in the Metamora School District #1 Policy Handbook.

Complaint Procedures:

When a student or a parent disagrees with an issue involving the student, either academic or behavioral, the chain-of-command procedure needs to be followed.

The formal chain of communication should be the homeroom teacher first or the person directly involved in the issue. If there is no resolution at that level, the parent should then move up the chain of command: principal then superintendent, and finally, the Board of Education. Parent complaints or suggestions shall be referred to the appropriate level staff member. Each complaint or suggestion shall be considered on its merits. An individual, not

satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board. Anonymous letters or calls will not be given credibility.

Parent-Teacher Contact

Positive and consistent communication between parents and teachers helps improve academic performance. In general, teachers will respond by the end of the next school day to a parent's email, text, note, or phone call. However, special circumstances may result in a delay in the teacher's response to communication from a parent.

Below are the effective steps involving the chain of command:

1. The parent or teacher will initiate the contact by email, note, or phone call to the teacher (or parent) involved.
2. If unresolved, this will be followed by a phone conversation or meeting between the parent(s) and teacher and if necessary, an administrator.
3. Administration ensures that parent concerns regarding teachers are addressed with the teacher prior to requesting administrative intervention.

9.20 Holiday Room Parties (K-4)

The MGS PTO will send out communication to determine holiday party volunteers. A PTO room party coordinator will organize the events and schedule supervision and supply requests. Holiday parties are for the classroom students; therefore, parental attendance at a party is limited to only those individuals identified on the sign-up to plan and lead the party. Party volunteers may not bring other children to the party. **Party treats or birthday treats must be store bought and pre-approved by the teacher. These treats may be approved only if clearly labeled as "peanut/tree nut free" or "made in peanut/tree nut free facility." See classroom teacher for a pre-approved list of snacks.**

9.30 Homeroom Assignments And Lockers

Students in grades K-8th are placed in classes to create heterogeneous groups with a balance of abilities, needs, and gender. The District does not honor parent requests for specific teachers.

Lockers

Each student in grades 5th-8th and some younger grade students are issued a locker for his/her books and personal belongings. These lockers will change annually. Lockers are to be used only by the person that is assigned to that locker. The combination should be kept private for the safety of the individual's belongings.

Students are not to place stickers, signs, sports signs, club signs or other permanent/non-permanent signage on lockers. Students shall keep the lockers clean and well maintained. School related materials may be placed on lockers with administrator's approval. Birthday decorations are not allowed on lockers.

Lockers are school property, district-owned. Therefore, they may be examined at any time by authorized personnel.

9.40 Lost and Found

Any articles found without a known owner should be turned into the office immediately or placed into the lost and found in the multipurpose room ~~or outside the office.~~ Any articles not claimed will be donated to a charity periodically. The only items that will be kept in the office are cell phones, glasses, keys, audio equipment, jewelry or money.

9.50 Parent Notifications

1. Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) requires that Metamora Grade School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Metamora Grade School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. MGS-PTO prints a student directory with the name of the student, parent name/s, address, and phone number. Please refer to the Handbook Acknowledgement and Consent form. If you do not want Metamora Grade School to disclose directory information you must notify the District in writing by September 15.

2. Protection of Pupil Rights Amendment (PPRA):

The PPRA gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

- Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories: political affiliations; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of student's family members; privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; or income other than required by law to determine program eligibility. A survey that concerns any of these points is called a "protected information survey".
- Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them: activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others; any protected information survey, regardless of funding; and any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them: protected information surveys of students (including any instructional materials used in connection with the survey); documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum
- Receive notification of district policy. The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through U.S. Mail, email, Parent-Student Handbook, or Parent Newsletter, of this policy at least annually at the start of each school year and after any substantive changes are made.
- Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

3. Sex Offenders:

Public Act 94-004: Sex Offender Registration. This legislation requires that principal and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

State law prohibits a convicted sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- A. To attend a conference at the school with school personnel to discuss the progress of their child.
- B. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- C. To attend a conference to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office of his/her status upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

4. Title IX

Nondiscrimination Procedure:

Metamora Grade School #1 shall treat all persons equally in compliance with Federal and State law, without regard to race, color, religion, national origin, gender, age, gender identity, ancestry, marital status, economic status or disabilities unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the community at large. See Policy 1:15 in the Metamora School District #1 Policy Handbook.

Sexual Harassment:

The MGS Board of Education states that each student has the right to be free from sexual harassment and the harm resulting from such anti-social acts or conduct while the student is attending school or engages in school activities. Furthermore, the school Board will neither condone nor tolerate sexual harassment of any student of the District. See Policy 7:20 in Metamora School District #1 Policy Handbook.

Equal Opportunity/Sex Equity:

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on gender or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact in writing:

Dr. Benjamin Lee, Superintendent
Metamora CCSD #1
815 E. Chatham
Metamora, IL 61548

5. Asbestos Contain Building Material Management Plan: This is to notify you that Metamora Grade School #1 has submitted its Management Plan prepared pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for our school building.

6. Integrated Pest Management Plan: This is to notify you that our district has incorporated Integrated Pest Management (IMP) procedures for control of structural and landscape pests.

7. Pesticide Applications/Procedure:

See Policy 4:160-AP: Any parent who would like to be notified if pesticides are applied at the school should send a note or call the school requesting that they be placed on the notification registry. The office shall notify students' parents/guardians on the notification registry and employees in this building at least 2 business days before a pesticide application in or on school buildings or grounds, when and where it will be applied, and by what company when school is in session. The notification must be written and may be included in newsletters, bulletins, calendar or other correspondence currently being published, etc.

8. Free and Reduced Lunch Procedures: Meals for free or a reduced price are available for qualifying students. Children from families whose gross income is at or below the federally established levels set each year may be eligible for either free or reduced-price meals for breakfast and lunch. To apply at any time during the year for free

or reduced price meals for your children, complete an application form available in the main office. (Confidentiality will be respected.)

9. ESSA: The Every Student Succeeds Act (ESSA) is an Elementary and Secondary Education Act reauthorization bill that was signed into law on December 10, 2015. It creates a long-term federal education policy that gives states more flexibility, encourages innovation, and requires accountability. Highlights of ESSA include:

- Maintenance of annual assessments for grades 3-8 and high school
- Creation of opportunities for states to pilot innovative assessment systems
- Increase in state flexibility to design accountability systems, interventions and student supports
- Ability for states to have increased flexibility to work with local stakeholders to develop educator evaluation and support systems
- Increase in state and local flexibility in the use of federal funds

10. Homeless Act:

According to The McKinney-Vento Homeless Assistance Act and Board policy, our school complies with the educational rights of homeless children and youth such as fee waivers, funding, etc. Any homeless child shall be immediately admitted at Metamora Grade School, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

11. Automated External Defibrillators:

Automated External Defibrillators (AEDs) are located outside the junior high office and each gymnasium for use during athletic events at Metamora Grade School. The law requires that there be a trained AED user at each school sponsored event. These AEDs are maintained in the building and tested periodically.

12. Instruction in Abduction Avoidance:

Metamora Grade School is required by the School Code to teach students in the elementary grades methods by which they can avoid abduction and sexual abuse (Erin's Law). Parents must be notified, in writing, before any instruction concerning sexual content before instruction begins. No student will be required to participate in this instruction if a parent or guardian requests it.

14. Home and Hospital Instruction:

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

15. Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan created by the physician must be submitted to the school principal.

Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers of health care providers and family contacts.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Please contact the school nurse for further information.

16. Students with Disabilities:

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of the parent or child.

18. National School Lunch Program/PRESS:

The school establishes fees and charges to fund certain school activities. Some families may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents

or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The school officials will give additional consideration where one or more of the following factors are present:

- A. An illness in the family
- B. Unusual expenses such as fire, flood, storm damage, etc.
- C. Seasonal employment
- D. Emergency situations
- E. When one or more of the parents/guardians are involved in a work stoppage

School officials will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the bookkeeper.

9.60 Parent-Teacher Conferences

Parent-teacher conferences are scheduled once a school year, during the **fall first-semester**. Parents are encouraged to attend these conferences and will be informed of sign up procedures

Outside of MGS' annually scheduled conference days, parents are also welcome to arrange a meeting with a teacher if they believe it to be necessary. Please follow the chain of command. The chain of command lists the order in which a parent contacts school personnel to communicate effectively.

9.70 Photos of Students

In addition to emails, notes, newsletters, phone calls, and Skyward, some of our teachers use apps and their websites to communicate with parents. A teacher may post or electronically send photos of an individual student and/or a group of students only when each student in the photo has the signed consent of their parent/guardian. The parent/guardian electronically receiving these photos from any MGS employee may not electronically share or post a photo with a third party or post on social media or on line.

9.80 Records

Student records at Metamora CCSD #1 will be administered by a policy of the Board of Education in accordance with the Statutes of the State of Illinois. Parents and students may have access to the permanent records of themselves or their students only. If you want to review the temporary or permanent records of your child, please contact the administration for an appointment. The records are found in the office.

9.90 Student Interview by Agency or Police

In the event of an interview by the Illinois Department of Children and Family Services (DCFS), an administrator will follow legal and School Board policies. The administrator will check the agent's credentials and any papers pertaining to a legal process. Interviews will be conducted in a private setting with the principal or other adult witness. The DCFS agent may remove the student from school if case circumstances warrant (see complete Board policy).

In the event of interviews by law enforcement officers, the administrator will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served. The administrator will attempt to contact the parent(s). In extreme emergency situations, DCFS employees, law enforcement

personnel, or treating physicians may, in effecting temporary protective custody, request that the district not notify parents until the student's safety is ensured. That request should be put in writing. Otherwise, the parent(s) will be given the opportunity to be present and represented by legal counsel at their own expense. Interviews of minor students without the permission of the parent is not permitted unless a legal process is presented or in emergency situations. Interviews will be conducted in a private setting within the building and with one adult witness. Interview proceedings will be documented in writing for inclusion in the student's temporary records. No minor student will be removed without the consent of the parent(s) except upon service of a valid warrant of arrest or in case of temporary protective custody without a warrant.

- E. Approve Chad Keller as Assistant Softball Coach
- F. Approve Reduction of Hours for Non-Certified Staff as Listed

Reduction in Hours Cafeteria Staff

	FY 25	FY26
Griffith, Julie	3	2.75
Mallow, Brandy	3	2.75
McDonald, Sarah	5	4.75
Sanders, Millicent	3	2.75
Sprout, Nick	3	2.75
Wegstein, Jill	5	4.75

G. Approve Participation in IESA Sports for 2025-2026

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2025-2026 IESA Registration

[Member Center](#) | [Log Out](#)

Metamora Grade School
 815 E. Chatham St.
 Metamora, IL 61548
County: Woodford
Contact: Mr. Ben Dirks, Prin.
Phone: (309) 367-2377
Fax: (309) 367-2364
kdamerell@mgsredbirds.org

Board Approval Date:

Metamora GS	
Office Use Only	
Submitter	Karrie Damerell
Submitted	5/13/2025 10:13:56 AM
Date Rcvd.	
Total Rcvd.	
Check No.	
Invoice <input type="checkbox"/>	School ID 358
Entry <input type="checkbox"/>	Update ID 38641

Register for the following activities:

Activity	Subtotal
2025 Boys Baseball	\$65.00
2025 Girls Softball	\$65.00
2025 Boys Cross-Country	\$120.00
2025 Girls Cross-Country	\$120.00
2025 8th Grade Girls Basketball	\$65.00
2025 7th Grade Girls Basketball	\$65.00
2026 8th Grade Boys Basketball	\$65.00
2026 7th Grade Boys Basketball	\$65.00
2026 8th Grade Girls Volleyball	\$65.00
2026 7th Grade Girls Volleyball	\$65.00
2026 8th Grade Boys Track	\$70.00
2026 7th Grade Boys Track	\$70.00
2026 8th Grade Girls Track	\$70.00
2026 7th Grade Girls Track	\$70.00
2026 Scholastic Bowl	\$75.00
2025-2026 MEMBERSHIP DUES	\$275.00
TOTAL FEES OWED	\$1,390.00

Checks must be postmarked by June 9, 2025.

H. Approve MGS Representative for WCSEA Governing Committee

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RESOLUTION OF THE BOARD OF EDUCATION OF **METAMORA CCSD #1 TO APPOINT A
BOARD MEMBER
TO THE GOVERNING BOARD OF THE
WOODFORD COUNTY SPECIAL EDUCATION ASSOCIATION**

WHEREAS, the Board of Education of **Metamora CCSD #1** “Board of Education”) is a member of the Woodford County Special Education Association (“WCSEA”) ; and

WHEREAS, the Governing Board of WCSEA is made up of elected members of the board of education of each Member District; and

WHEREAS, it is incumbent upon the Board of Education to appoint a member of the Board of Education to serve as a representative of the WCSEA Governing Board; and

WHEREAS, it is further incumbent on the Board of Education to appoint a member of the Board of Education to serve as an alternate representative of the WCSEA Governing Board.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF **Metamora CCSD #1 AS FOLLOWS:**

1. The recitals set forth above are found to be true and correct.
2. The Board of Education hereby appoints Board Member _____ to serve as the **Metamora CCSD #1** representative to the WCSEA Governing Board for the 2025-2026 school year.
3. The Board of Education hereby appoints Board Member _____ to serve as the **Metamora CCSD #1** alternate representative to the WCSEA Governing Board for the 2025-2026 school year.
4. The appointed Board Member shall represent **Metamora CCSD #1** at all WCSEA Governing Board meetings and shall report to the Board of Education any updates of the Governing Board as he or she deems necessary or prudent, provided, however, that if the appointed Board Member is unavailable or absent, then the alternate representative shall act in his or her place.

This resolution shall be in full force and effect after its passage.

ADOPTED this ____ day of _____, 2025, by the following roll call vote:

AYES:

NAYS:

ABSENT:

President, Board of Education

Secretary, Board of Education

- I. Approve Milk Bid as Submitted by Prairie Farms
- J. Approve Gorenz and Associates to Perform School Audit for FY 25.

Gorenz and Associates, Ltd.

Certified Public Accountants

Russell J. Rumbold II, CPA
Cory S. Cowan, CPA

Jason A. Hobulin, CPA
Kyle P. Hendrickson, CPA

May 1, 2025

Board of Education
Metamora Community Consolidated Grade School District No. 1
815 East Chatham
Metamora, IL 61548

We are pleased to confirm our understanding of the services we are to provide Metamora Community Consolidated Grade School District No. 1 (the District) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the Statement of Assets and Liabilities Arising from Cash Transactions of each fund and each account group as of June 30, 2025, and the related Statements of Revenues Received, Expenditures Disbursed, Other Sources (Uses) and Changes in Fund Balance (all funds), Revenues Received (all funds), Expenditures Disbursed Budget to Actual for each budgeted fund for the year then ended, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025.

We have also been engaged to report on supplementary information that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the basic financial statements:

1. Schedule of Ad Valorem Tax Receipts
2. Schedule of Short-Term Debt/Long-Term Debt
3. Schedule of Restricted Local Tax Levies and Selected Revenue Sources/
Schedule of Tort Immunity Expenditures
4. CARES CRRSA ARP Schedule
5. Schedule of Revenue Received, Expenditures Disbursed, Other
Sources (Uses) and Changes in Fund Balance Before Advanced Taxes, if applicable
6. Schedule of Bonded Indebtedness, if applicable
7. Schedule of Taxes Extended and Collected

We will provide an opinion on the Illinois Grant Accountability and Transparency Consolidated Year-End Financial Report (CYEFR), in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. This other information will not be audited and we will not express an opinion or provide any assurance on it:

1. Table of Contents
2. Auditor's Questionnaire and Comments Applicable to the Auditor's Questionnaire
3. Financial Profile Information
4. Estimated Financial Profile Summary
5. Schedule of Capital Outlay and Depreciation

Audit Scope and Objectives (cont'd)

6. Estimated Operating Expense per Pupil (OEPP)/Per Capita Tuition Charge (PCTC) Computations
7. Current Year Payment on Contracts for Indirect Cost Rate Computation
8. Estimated Indirect Cost Data
9. Report on Shared Services or Outsourcing
10. Limitation of Administrative Costs Worksheet
11. Itemization Schedule
12. Reference Page
13. Notes, Opinion Letters, etc.
14. Deficit Annual Financial (AFR) Summary Information
15. Audit Checklist/Balancing Schedule
16. Single Audit and GATA Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Part 100 of 23 Illinois Administrative Code Subtitle A Subchapter c, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Auditor's Responsibilities for the Audit of the Financial Statements (cont'd)

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning (planning has not concluded and modifications may be made):

- Management override of controls
- Improper revenue recognition presumed under AU-C 240.26

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Controls

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting, with the oversight of those charged with governance, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting. Those disclosures will include (a) a description of the regulatory basis of accounting, including a summary of significant accounting policies, and how the regulatory basis of accounting, which follows the modified cash basis of accounting, differs from GAAP; (b) informative disclosures similar to those required by GAAP; and (c) additional disclosures beyond those specifically required that may be necessary for the basic financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Responsibilities of Management for the Financial Statements (cont'd)

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited basic financial statements, including basic financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Other Services

We will also provide the following nonaudit services based on information provided by you:

1. Assist in preparing the basic financial statements (Annual Financial Report) and related notes and schedules
2. Assist in preparing depreciation schedules
3. Assist in preparing the Consolidated Year-End Financial Report (CYEFR)
4. Assist in preparing the Workers' Compensation Self-Insurance Trust Payroll Report

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with nonaudit services and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them and the other nonaudit services. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gorenz and Associates, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Illinois State Board of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gorenz and Associates, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Illinois State Board of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

In the interest of facilitating our services to your District, we may communicate by facsimile transmission, by sending electronic mail over the Internet, or use of electronic Internet portals. Such communications may include information that is confidential to your District. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, we have no control over the unauthorized interception of these communications once they have been sent.

We expect to begin our audit at a mutually agreed upon time in July or August 2025 and to issue our reports within the regulatory required filing dates. Jason Hohulin, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$15,550**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. The above fee is under the assumption that the District does not require a Single Audit. If it is determined that the District has expended over \$750,000 of federal awards during the year, requiring a Single Audit, then a new engagement letter will be required with fees adjusted accordingly.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report is available on our website.

Engagement Administration, Fees, and Other (cont'd.)

If the information you provide is not submitted in a timely manner or is incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem. If this occurs, we will contact your representative to discuss the matter and the anticipated delay in performing our services.

We reserve the right to suspend or terminate our work. If we elect to suspend or terminate our services, our engagement will be deemed to have been completed upon written notification, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of suspension or termination. You agree that we will not be responsible for your failure to meet entity and other deadlines, or for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

We reserve the right to withdraw from this engagement without completing the audit if you fail to comply with the terms of this engagement letter. If any portion of this agreement is deemed invalid or unenforceable, the finding shall not operate to invalidate the remainder of the terms set forth in this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

As an attest client, Gorenz and Associates, Ltd. cannot store your documents, data, or records on your behalf because doing so will impair Gorenz and Associates, Ltd's independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the *AICPA Code of Professional Conduct*. The District is solely responsible for maintaining its own data and records.

Gorenz and Associates, Ltd. does not host any of the District's information. The portal is used solely as a method of transmitting and transferring data and is not intended to store the District's information. Upon conclusion of the engagement, Gorenz and Associates, Ltd. will provide the District with a copy of the deliverables and relevant data from the portal relating to the engagement in a mutually agreed-upon format. The District is solely responsible for downloading any deliverables and other records from the portal that the District wishes to retain for its own records at the completion of the engagement.

The data and deliverables and other records will either be removed from the portal or otherwise become unavailable to the District after one year from the delivery of the final audit report.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements, which will also address other information in accordance with *AU-C 720, The Auditor's Responsibilities Relating to Other Information Included in Annual Reports*. Our report will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The basic financial statements of the District are presented and prepared on forms or in a format specified by the Illinois State Board of Education (ISBE). In addition, the basic financial statements are prepared on the modified cash basis, which is another comprehensive basis of accounting. Accordingly, our opinion will be limited to an expression of opinion as to the fairness with which the basic financial statements present assets, liabilities, and fund balances arising from cash transactions and the related statements of revenue received and expenditures disbursed. Such statements do not purport to present financial position or results of operations in conformity with generally accepted accounting principles.

Reporting (cont'd)

Since the District has elected to use the regulatory basis of accounting prescribed by ISBE, which follows the modified cash basis of accounting, and is a restricted use report and may be used by others, we expect the opinion on your basic financial statements to read as follows:

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from cash transactions of each fund and account group of the District as of June 30, 2025, and each funds' respective revenues received, expenditures disbursed, other sources (uses) and changes in fund balances, revenues received, and expenditures disbursed -budget to actual, for the year then ended in accordance with the financial reporting provisions of the Illinois State Board of Education as described in Note #1.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" section of our report, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of June 30, 2025, or changes in net position or cash flows thereof for the year then ended.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note #1, the financial statements are prepared by the District on the basis of the financial reporting provisions of the Illinois State Board of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Illinois State Board of Education. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note #1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Reporting (cont'd)

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Gorenz and Associates, Ltd.

Gorenz and Associates, Ltd.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Metamora Community Consolidated Grade School District No. 1.

By _____
Superintendent

Date _____

By _____
President, Board of Education

Date _____

11 Executive Session

- A. 5ILCS 120/2 (c) (1) The appointment, compensation, discipline, performance, or dismissal of specific employees of the District or legal testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
- B. 5ILCS (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- C. 5ILCS 12/2 (c) (14) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 5ILCS 12/2 (c) (21)

12 Action Taken after the Executive Session Meeting

13 Adjournment