

Unity HS/MS  
Student/Parent Handbook



2016-2017

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## **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 ([www.cusd4.com](http://www.cusd4.com)) or at the Board office, located at:

453 West Collins Street  
Mendon, IL 62351

The School Board governs the school district, and is elected by the community. Current School Board members are:

Steve Arnsman, President  
Peggy Duesterhaus, Vice-President  
Cory Miller, Secretary  
Jason Connoyer, Member  
Julie Duke, Member  
James Farmer, Member  
Danielle Fleer, Member

The School Board has hired the following administrative staff to operate the school:

Jane Eichman, Superintendent  
William J. Dorethy, High School Principal  
Seth Klusmeyer, Middle School Principal  
Frank Cash, Athletic Director

The school is located and may be contacted at:

PO Box 200  
453 West Collins Street  
Mendon, IL 62351

District 217-936-2111  
HS 217-936-2116  
Fax 217-936-2117  
MS 217-936-2727  
Fax 217-936-2730

## **PHILOSOPHY**

We believe it is the responsibility of Community Unit School District # 4 to provide opportunities, which encourage learning to the maximum potential of each student. All students are accepted with the realization that their instructional needs differ. An environment shall be established which fosters effective interaction between students and staff, encouraging students to become informed decision makers, able to pursue academic, professional, and personal goals. Learning is enhanced when students, teachers, support staff, administrators, school board members, parents, and the community are all engaged in the education process. The most valuable lesson we teach--by word and by deed--is that learning is a lifelong endeavor in a changing society.

## **MISSION STATEMENT**

Community Unit School District #4, in cooperation with parents and community, will provide opportunities and encouragement for students to acquire skills, knowledge, and a sense of responsibility in a safe educational environment that will prepare them for their roles in a changing global society.

## **GOALS**

Community Unit School District # 4 will:

1. Strive to assess, and then develop, the potential of each student.
2. Offer a curriculum, which enables the students to meet their full potential.
3. Strive to offer a curriculum and provide assistance, which enables the students to become aware of career opportunities.
4. Provide programs, which assist individuals with special needs.
5. Promote the physical, emotional, and social growth of students.
6. Strive to maintain effective communication with parents.
7. Strive to increase community awareness of student achievement.
8. Seek community support in maintaining a full range of curricular and extracurricular programs/activities.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, 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 sex 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:

William Dorethy Principal 217-936-2116 X 141

Jenny Gronewold, Special Education Director 217-936-2727 X 219

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **SUICIDE and DEPRESSION AWARENESS and PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.15 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

## RESIDENCY REQUIREMENTS

All students who permanently reside with their parents or legal guardians within the boundaries of Community Unit School District #4 are entitled to attend school tuition free. Any student residing within the boundaries of the District with someone other than a parent or legal guardian, or any student who lives outside the boundaries of the District may attend school in the District under the following conditions: The Superintendent of Schools must grant permission for attendance in writing. An agreement to pay tuition must be signed by the parent or legal guardian.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- \* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- \* Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- \* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - \* School officials with legitimate educational interest;
  - \* Other schools to which a student is transferring;
  - \* Specified officials for audit or evaluation purposes;
  - \* Appropriate parties in connection with financial aid to a student;
  - \* Organizations conducting certain studies for or on behalf of the school;
  - \* Accrediting organizations;
  - \* To comply with a judicial order or lawfully issued subpoena;
  - \* Appropriate officials in cases of health and safety emergencies; and
  - \* State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## SCHOOL ENTRANCE REGULATIONS

Students entering Unity Middle/High School for the first time must present a copy of the child's certified birth certificate, (not a hospital birth certificate) to verify the birth date on the school records. **This applies to all students new to the district and kindergarten students. Parents will have 10 school days to comply with this school code regulation or it will be turned over to law enforcement.**

**Parents will be asked to sign a permission form to secure academic and health records from the**



previously attended school(s). The parent, and not Unity Middle/High School, has the final responsibility to attain records from previously attended school(s). Unity Middle/High School will mail the signed permission form to the previously attended school(s).

Section 27.8 of the Illinois School Code requires a physical examination by a licensed physician as follows

### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; must have Tdap, regardless of when the last DPT was given, All incoming sixth graders must show proof their first dose of Meningococcal vaccine, and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. All incoming Seniors must show proof of having received 2 doses of the Meningococcal Vaccine unless 1<sup>st</sup> dose was received after the age of 16 then only one dose is required.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

#### **EYE EXAMINATION**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **DENTAL EXAMINATION**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### **EXEMPTIONS**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

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

A parent may submit applications for fee waivers or a 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 building principal will give additional consideration where one or more of the following factors are present:

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

The building principal 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 building principal.

## **TECH FEE AND REPLACEMENT CHARGES**

Lost or damaged books or laptop will be charged to the parent(s) of students responsible for them. Students are responsible for any and all textbooks, workbooks, and library books issued to them. Replacement cost will be prorated on a five year expected book life for textbooks. Minimum cost will be no less than 1/5 of the replacement cost. Replacement cost of library books will be calculated at current prices.

**Tech Fee 5-12: \$250.00**

**Dr. Ed Fee: \$250.00**

**Cost to Replace Charger: \$80.00** Students will be issued a working charger at the beginning of the school year, if that charger needs to be replaced the student will be charged for the replacement.

All **book rent/tech/charger fees must be** paid in order to attend all **UHS/UMS** dances or have assigned payment plan on file with the district office.

## **STUDENT INSURANCE**

The basic policy covers students during school hours, including the time that they are traveling to and from school on the bus. There is no charge for school time coverage. Twenty-four hour coverage is also available as well as dental and football coverage at additional cost to the parents.

Forms for these additional coverage's are available in the principal's office. Checks should be made out

to the insurance carrier listed on the application form. Claims must be turned in within 90 days of the accident. All medical bills must be turned in within 90 days of the medical treatment. Unit School District #4 is not responsible to resolve grievances between the policyholders and the insurance company.

### **CANCELLATION OR EARLY DISMISSAL OF SCHOOL**

Parents will be notified as soon as possible after a decision is made concerning school closing due to inclement weather or other emergency. Announcements of school cancellation or early dismissal will be on the phone using the School Messenger program, local radio and television stations. If there is the possibility of an early dismissal please be aware that your child might be getting home early. If different arrangements need to be made for student drop off, please let the school know the day of the dismissal.

On some days it may be possible that the school might be in session, but not all bus drivers will be able to complete their entire routes. Drivers are expected to make common sense judgments and not attempt to travel on roads where they could not make it without danger.

### **SCHOOL LUNCHES**

A hot lunch program is available to all students of Community Unit School District #4. Parents may send money that will be credited to their child's account. Parents are encouraged to pay for lunches by check. **Lunches should be paid for in advance** and should not be charged. Applications for free or reduced price lunches are available in each school office. Reduced price lunches and free lunches are available for those who qualify. The School Board sets prices for full priced lunches yearly. **High School students are not allowed to charge lunches.** Middle School students will be allowed a \$5.00 credit limit. Money must be in the office before 1st period starts to be credited for that day's lunch. Deposit envelopes are provided and must be completely filled out, sealed, and deposited in the boxes provided in the offices.

**Students are not allowed to borrow from someone else's lunch account.** Students who exceed the credit limit will be given an alternative lunch with milk.

### **STUDENT ATTENDANCE GUIDELINES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. **The principal must approve pre-arranged excused absences in advance. All doctor's notes must be submitted within 3 school days in order to be counted as excused otherwise the absence will be counted at unexcused.**

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the **Middle School** by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

If a student is absent, the following procedures should be followed:

1. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be given 1 day for every day they missed for the excused absence. It is the **student's responsibility** to make sure they complete the missed work in the time allowed. Students who are unexcused from school will not be allowed to make up missed work.
2. Students who are tardy to school are to report directly to the office. The teacher will mark the student as tardy when they arrive late to any class during the day. Students are subject to the discipline code for being tardy to school or class four or more times.
3. If a student wishes to be excused from school before the end of the school day, the student must present a note, signed by a parent or guardian, to the office before leaving, or the school must have received a telephone call or email from the parent or guardian. **The student is also required to sign out in the office before leaving. Failing to do so will be considered as leaving without permission and will be dealt with according to the discipline code.**
4. **All day attendance is required the day before prom.**

#### **Examples of excusable reasons for school absence:**

1. Personal illness, after the 4<sup>th</sup> called in personal illness/occurrence a doctors' excuse will be required. If the student does not have a doctors' excuse then it will be considered unexcused. Anytime a Dr. Note is brought in that illness/occurrence will not count against the four illness/occurrence.
2. Busses not operating
3. Emergency illnesses or death in immediate family
4. **Family Vacation approved in advance by the principal. The student is required to get assignments from the teacher before they leave on the approved vacation. Due date of assignment will be determined by the teacher. If not pre-approved it will be considered unexcused.**
5. Medical or dental appointments
6. Principal has the authority to approve absences that he/she deems appropriate.

#### **Examples of unexcused reasons for school absence:**

1. Missed school bus
2. Car broke down
3. Oversleeping
4. College day without prior approval from the principal (Seniors Only)
5. Skipping school--There are no approved skip days
6. Work, except in extreme emergencies approved by the principal
7. Other excuses that the principal deems inappropriate
8. 1 hunting day per school year will be allowed. Any subsequent hunting days will be considered an unexcused absence. **Student must show tags for deer or turkey season at the office before the day the student wants to be gone.**

## ATTENDANCE POLICY

The following attendance policy will be followed:

On the **4<sup>th</sup> unexcused absence** the principal will send home a letter to inform the parent/guardian that the student has had 4 unexcused absences in school or a period, the principal will inform the ROE of the absences as well.

On the **7<sup>th</sup> unexcused absence** the principal will send home a letter to inform the parent/guardian that the student has had 8 unexcused absences in school or a period. The student will be at risk of losing credit or being promoted.

On the **9<sup>th</sup> and subsequent unexcused** absence the principal will send home a letter to inform the parent/guardian that the student has had 9 or more unexcused absences in school or a period and that credit will be withheld from the student. The student and parent/guardian will have an opportunity to appeal unexcused absences to the attendance committee at the end of the semester in order to regain credit or be promoted.

If the appeal is granted then the student and parent/guardian will sign an attendance contract for the next semester. If the contract is violated then the student will have to go in front of the attendance committee to regain credit or be promoted. The Parents could be ticketed by the Adams County Sheriff Department after this 9<sup>th</sup> unexcused absence.

The Truant Officer will be contacted on the 4<sup>th</sup> and subsequent unexcused absence.

## TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Effective January 1, 2005, the Regional Office of Education has steps to deal with truant students. These steps start with warning letters and may end with the State's Attorney Office prosecuting the parent/guardian. The ROE may issue students community service time for their truancy violations.

## **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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Jane Eichman, Superintendent.

## **PERFECT ATTENDANCE REWARDS**

Unity High/Middle School will sponsor perfect attendance rewards for the 2016-2017 school year.

The perfect attendance rewards will break down as follows for each building:

There will be a weekly drawing for a large pizza.

There will be a monthly drawing for a \$25.00 gift card at Wal-Mart

There will be a yearly drawing for \$175.00 cash.

To be eligible for the drawings students must meet the following criteria:

1. No absences from any classes.
2. No Tardies to school or classes.

School Sponsored Activities do not affect the perfect attendance requirement.

## **ACADEMIC POLICY**

### **UNITY MIDDLE SCHOOL PROMOTIONAL REQUIREMENTS:**

Fifth through eighth grade students must satisfactorily pass English, Math, Language Arts (Reading) and either Science or History (Social Studies). In addition, eighth grade students must pass the Illinois and U.S. Constitution tests.

Students who have an IEP must satisfactorily meet the goals contained in the IEP.

### **HIGH SCHOOL CLASS MEMBERSHIP:**

When a student enters high school as a freshman, he/she becomes a member of that class, and will remain a member of that particular class according to the number of year(s) they have been a high school student. The number of credits a student has earned does not determine class membership. However, a student must complete all required courses and meet at least the minimum number of credits to graduate as determined by the school board.

### **HIGH SCHOOL TOP TEN ACADEMIC LIST FOR GRADUATION:**

To be considered for the Unity Top Ten Academic List for graduation a student must be enrolled in the Unit 4 School District for the entire academic school year of graduation.

## **UNITY HIGH SCHOOL GRADUATION REQUIREMENTS:**

Minimum graduation credits required: **26**

Students who transfer to Unity High School from another high school will have graduation credits adjusted. Credits will be adjusted as decided by the guidance counselor and principal.

A student must earn a minimum of 3½ credits from Unity High School in order to receive a Unity High School diploma.

### **Community Service Graduation Requirement**

All students at Unity High School must complete 40 hours of community service during their high school career. This is a requirement for graduating from Unity High School.

Community service is defined as volunteer work for any person or organization (outside the immediate family) for which a student does not receive compensation.

Transfer students will have the required number of hours prorated at 10 hours per year. Current students at Unity High School will also have the required number of hours prorated at 10 hours per year.

A community service form will need to be filled out, signed, and turned in for hours to count toward this requirement.

Students who do not complete the requirement by graduation may walk in the ceremony, but will not receive the signed diploma until they complete the requirement.

### **Students must earn the following credits:**

4 credits in English – English I, English II, English III, English IV

3 credits in Social Studies – World History, U.S. History, Civics (1/2), and Contemporary History (1/2)  
Students must also pass the Illinois and United States Constitution tests as well as the proper use and display of the American Flag.

3 credits in Science, with one being Biology

3 credits in Math

½ credit in Health Education

½ credit in Consumer Education

1 credit to include Art, Music or Foreign Language

### **Credits in Physical Education as described below:**

Physical Education will be one full credit per year and is required of all pupils with the following exceptions:

- A. Physical conditions that do not allow participation in PE. (Dr's note required)
- B. Juniors or seniors who are actively involved with **athletic sports** may be exempted from P.E., but if this option is chosen, the student must take an additional **academic** course.
- C. Junior or Senior who needs to earn a credit in a required academic course to graduate.
- D. Junior or Senior that must complete a specific academic course in order to gain admission to an institute of higher learning.

Students must carry a minimum of seven (7) courses each semester. The counselor and the principal must approve less than that.

All students will complete four years of attendance as a requirement for graduation and earn the required number of credits as determined by the Board of Education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

### **DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **COURSES FOR CREDIT RECOVERY**

1. Approval by Principal only. Student and parent must sign contract.
2. All classes will run from 7:30am until 8:10 am each morning in alternative classroom.
3. If a student is not in the alternative classroom by 7:30am it will be considered absent for that day. If a student misses 5 times for any reason, the student will be dismissed from program.
4. All work in the class must be completed before taking any quiz or test.
5. Once removed from the program they cannot enter back into the program for any reason.

### **COLLEGE COURSES**

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a junior/senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's building principal;
4. The student assumes responsibility for all fees.



### **DUAL CREDIT COURSES**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### **ADDITIONAL HIGH SCHOOL COURSE INFORMATION**

Juniors and seniors who are actively involved in extra-curricular sports are not required to take physical education. These students are still required to take seven courses each semester. The principal must approve less than that.

If a student is taking a semester course and has failed one of the two quarters, the teacher of the course will determine a final semester grade. Final grades are determined by the percentages of each quarter plus the semester examination score, not the letter grades on the report card from each quarter.

GPA's are figured on all courses taken for a grade. Students may not receive credit more than once for the same course.

### **HIGH SCHOOL SCHEDULE CHANGE GUIDELINES**

1. Course schedule changes for each semester must be done before the end of the fifth day of the semester for a particular course. Course schedule changes will require signatures from the teacher, parent, and principal or counselor
2. Students who are allowed to change to a different course are responsible to complete the assignments and tests in their new course that were missed prior to changing courses.
3. Students may switch courses from one section to another only with teacher, guidance counselor and principal approval.
4. Students receiving a failing first semester grade in a full unit course may drop the course for the second semester and take a different semester course.
5. Students receiving a passing first semester grade in a full unit course may drop the course for the second semester with parents, teachers, guidance counselors and principal's consent.

### **DRIVER EDUCATION COURSES:**

Comprehensive changes concerning the Graduated Driver Licensing (GDL) program went into effect January 1, 2008 as Public Act 95-0310. One of the provisions of the new law extends the instruction permit phase from three months to nine months. If a student meets the state statute of age requirement, and is "enrolled in an approved driver education course" they would be eligible for a drivers permit [625 ILCS 5/6-103].

According to Illinois House Bill 418, a student must now have passed at least eight courses in the previous two semesters in order to be eligible to enroll in any driver education courses. (Whether it's classroom or driving) Students are reminded that driver education is a required course for graduation. Also, students are required to receive a C- or above in the classroom portion in order to take the driving portion. Students are required to be passing physical education class in order to be taken out of that class to complete the driving portion of the program. The school board has set a fee of **\$250** for each time a student takes driver education classroom portion.

### **SUMMER SCHOOL COURSES:**

Unity High School accepts summer school credits approved by the administration. The School Board must approve exceptions.

## **PROGRESS REPORTS AND GRADING PERIODS FOR 2016-2017:**

	<b>Progress Report Available</b>	<b>Grading Period Ends</b>	<b>Report Card Available</b>
<b>1<sup>st</sup> Quarter</b>	September 16	October 14	October 20
<b>2<sup>nd</sup> Quarter</b>	November 10	December 21	January 8
<b>3<sup>rd</sup> Quarter</b>	February 10	March 10	March 17
<b>4<sup>th</sup> Quarter</b>	April 21	Last Day of School	1 Week After Last Day

Parents who sign up for access to PowerSchool will be responsible for downloading or viewing their students' progress report and report card, and will not receive a paper copy.

### **SEMESTER TESTS:**

Students in grades 9-12 are required to take semester tests. The semester tests must be comprehensive, covering all material presented for the entire semester. Semester tests must be counted as 10-20% of the semester grade, at the teacher's discretion. At the beginning of each semester, the teacher will be required to announce the exact percentage the semester test will be worth. Students who do not take a semester test will be issued a blank grade for the test.

Seniors may be excused from taking semester exams if:

- a. If an individual has an composite score of **22** on the ACT test, then the individual student will not have to take Semester Exams their senior year provided that they have an average score in a subject/78.5% or higher. However students taking college level classes will be required to take finals.

### **GRADING SCALE MS ONLY:**

100 – 94 A	90 – 88 B+	81 – 79 C+	72 – 70 D+	63 – 60 F
93 – 91 A-	87 – 85 B	78 – 76 C	69 – 67 D	
	84 – 82 B-	75 – 73 C-	66 – 64 D-	

### **GRADING SCALE HS ONLY:**

100 – 94 A	89 – 85 B	79 - 70 C	59-Below F	
93 – 90 A-	84 - 80 B-	69 – 60 D		

### **GPA SCALE HS ONLY:**

A = 4.00	B = 3.50	C = 2.00	F = 0.00	
A- = 3.75	B- = 3.00	D = 1.00		

### **WEIGHTED COURSES AND GRADING SCALE**

The following courses are considered as advanced courses and will be graded according to the weighted grading scale.

Calculus	Anatomy	Chemistry 2	Online Spanish 2
Pre-calculus	Advance Biology	Physiology	Spanish 3
Dual Credit Classes through JWCC			

### **Unity's Weighted GPA Scale:**

A = 5.00	B = 4.50	C = 2.00	D = 1.00	F = 0.00
A- = 4.75	B- = 4.00			

### **HONOR ROLL**

Honor Roll at the High School/Middle School will be based on GPA. High Honor Roll will consist of a GPA of a 3.5 or higher. Honor Roll will consist of a GPA of a 3.0 or higher.

## **STUDY HALL/HOMEROOM RULES:**

1. Students are to have all necessary materials and books with them when they arrive.
2. Students will not be allowed to talk, drink, or eat, and will remain seated during study hall.
3. Students are to work on homework or study for upcoming tests or quizzes. No sleeping is allowed.
4. Teachers may assign or reassign seating at any time for students in study hall.
5. Students in study hall will not be allowed to leave to see another teacher unless they have a written pass from the other teacher.
6. **Students who wish to go to the library may do so only if they have a pass in advance. The same rules apply in the library as in classroom study hall. The library will be used only for study and research purposes. The librarian may deny students a pass if they do not follow the above guidelines.**
7. If a student is not on the F list at the High School at the end of each week, then that student will be allowed to leave school at 2:49 pm each day of the next week.

## **ATHLETIC RULES & CODE OF CONDUCT**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."<sup>1</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.<sup>2</sup>
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;<sup>3</sup> and

6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## **IHSA and IESA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

## **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

## **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## **BEHAVIORAL CONDUCT**

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **DRUGS, ALCOHOL & TOBACCO**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **RULES IN EFFECT FOR ATHLETICS**

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

### **TRAVEL**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent may issue a written waiver of this rule or guardian appears and accepts custody of the athlete. In no case shall a waiver be

issued unless the parent will provide the alternate means of transportation anticipated by the waiver. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>4</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. Must have a doctor's note to return to school and a doctor's release to return to athletic competition.

### **SCHOLASTIC REQUIREMENTS FOR UNITY HIGH/MIDDLE SCHOOL:**

#### **ELIGIBILITY**

Unity High School and Unity Middle School students must be passing every course on a weekly basis to be eligible to participate in extracurricular **contests, plays** and/or **games** the following week. Scholastic eligibility is cumulative starting with the beginning of each **quarter**. In addition, students must maintain a cumulative minimum of a "C-average or 1.67 GPA or better for the quarter to be eligible to participate in extracurricular activities the next quarter.

#### **PROBATIONARY PERIOD**

The first five sessions of each class of a new **quarter** shall be considered a probationary period for high school students. During the probationary period, ineligible high school students will be allowed to participate in extracurricular activities, unless a "C"/1.67GPA accumulative average was not maintained the previous quarter.

High School students:	If, at the end of the probationary period, a high school student is failing any course(s), he/she will be ineligible to participate the following week.
Middle School students:	Middle School students are not allowed a probationary period as per IESA requirements.

#### **WEEKLY ELIGIBILITY**

Grades from the previous week will be turned into the office by the end of the day each Thursday. The Building Principal will print the Eligibility List on Friday for the ineligible students for the next week. The weekly grade check is accumulative from the beginning of the grading period quarter. Any high school or middle school student who is failing any course will be ineligible to participate in any extra-curricular games or contests from the following Monday through the end of the day on the next Sunday. Students are allowed to practice during the time of ineligibility. The previously mentioned grading scale will be used to determine eligibility. **A Student needs to be given the opportunity to get off the fail list, so teachers must have some graded work each week.** If a teacher is absent more the 2 days in week then that week the student cannot be put on the fail list in that teachers' class.

If a student at the high school is not on the fail list at the end of each week, then the student will be allowed to leave school at 2:49 pm. This would continue until the next fail list was run or the student lost that privilege of leaving early.

### **DEFINITIONS**

A contest or game is defined as: an event in which an individual or team representing Unity is competing against an individual or team representing another school(s), for ranking, awards, prizes, or for winning. The school play will be included in this definition.

A passing grade is defined as: if on a given day, a student would transfer to another school, a passing grade of at least “D-“would be certified on a transcript to the receiving school.

### **ISS/OSS - EXTRA CURRICULAR ACTIVITIES:**

Students must completely serve their In-School-Suspension before they will be allowed to participate in an extra-curricular activity.

Students shall lose their eligibility to participate in ALL extra-curricular activities including contests, practices, meetings, events, trips, dances, etc. according to the following guidelines:

Students who are continually a discipline problem may lose their extracurricular eligibility to all their extracurricular activities. The principal will determine the number of days the student will be ineligible.

If the misconduct occurs near the end of the school year, and student attendance ends before the completion of the number of ineligible days are served, the remaining ineligible days will be carried over to the beginning of the next school year when student attendance commences.

If a student is placed in ISS for disciplinary reasons that student must finish all of the work assigned or another day of ISS will be issued.

### **COACHES/SPONSORS REQUIREMENTS:**

The head coach or sponsor of each extra-curricular activity shall set policies concerning practices, dress, meetings, etc. Participants will be expected to conform to the guidelines and rules established by each coach/sponsor. However, all policies set by the coach/sponsor will remain within the guidelines as stated by the rules and regulation established by the Unit #4 School Board.

### **CLUBS, ORGANIZATIONS, SCHOOL ACTIVITIES:**

All clubs and organizations that wish to sponsor moneymaking activities must have the principal’s/ superintendent’s approval. All clubs or organizations must fill out the proper paperwork in the central office.

As a general rule, if a student rides a bus to any event, that student will ride the bus back on the return trip. Students will be allowed to ride home with their own parents or guardian or with a responsible adult, as designated by the parent or guardian, subject to approval from the student’s parent or guardian. (Board policy—716)

All extra-curricular activities must be approved by the principal and placed on the school calendar. The sponsor of a club planning an activity should check with the principal to have the activity approved in advance.

## **Senior Class Trip Participation Rules**

Participation on the senior trip is a privilege. The following rules will apply in determining who will attend the trip.

Any senior who has not participated in at least 3 class functions, and sold at least 2 fundraisers, since their freshman year, or who owes the class money from any fundraiser or owes money for the trip, will not be allowed to go on the senior trip. Students, who transfer to Unity in any given year, will be expected to participate in class functions and fundraisers, prorated according to the year joined, for consideration on attending the trip.

The student must have enough credits that establish him/her as a senior in good standing in order to attend the trip.

The student must be passing 5 of 7 subjects on April 1 in order to attend the trip if the senior is not, they will not be given a refund.

The senior who has served 3 or more detentions or has had 3 or more days of suspension or 6 tardies during their senior year will not be allowed to attend the trip.

The senior who has unexcused absences totaling more than 3 percent of total school days in the current year on April 1 will not be allowed on senior trip and will not receive a refund.

Any senior who is convicted of crimes involving drugs and alcohol, or violates the school policy while on school grounds, during the senior year, will not be allowed on the senior trip. Other violations or infractions by the senior not specifically listed above will be discussed by the principal, superintendent and/or school board and ruled accordingly.

Rules on the senior trip-any senior caught by sponsors or chaperones violating any of Unity's drug or alcohol discipline codes, or is arrested by local police, will have his/her parent called, student will be picked up by parent, and sent home at their expense.

Senior and parent/guardian will sign contract at the beginning of the senior year agreeing to these guidelines.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.



## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

## **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION**

### **EVALUATION OR OBSERVATION**

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 a parent or child.

For further information, please contact the school principal.

## DISCIPLINE CODE

Unity High School and Unity Middle School students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

When any school employee observes a student engaging in behavior that violates the provisions of this code, the employee is immediately required to intervene by informing the student that he/she has engaged in unacceptable behavior, requesting that such behavior cease, and informing the student of the consequences of failing to follow staff directives. If the employee is unable to secure the cooperation of the student in terminating the offending behavior, or if the behavior is of such seriousness that the intervention of other staff is necessary, a prompt report must be made to the principal describing the infraction and including all information pertinent to the pursuit of disciplinary and/or legal action. Whenever an employee discovers a student engaging in conduct constituting illegal behavior, the employee must make a prompt report to the principal.

Whenever the school administration becomes aware of prohibited behavior, either by his/her observation of such behavior or as a result of a report from a staff member, he/she is required to take prompt and effective action to resolve the problem. Where appropriate, such action may include disciplinary action against the student. However, when conduct constitutes illegal behavior, disciplinary proceeding must be instituted immediately.

When disciplinary action is appropriate, it shall at all times depend upon the establishment of guilt, involve a reasonable and logical relationship between the seriousness of the act and the severity of the discipline, be constructive in intent, and take into account such factors as the age and motivation of the students and his/her past record. In those instances in which the seriousness of the offense does not indicate immediate disciplinary response, the actions designed to encourage a positive change in a student's behavior will be used. For example, the principal might inform the student that his/her behavior was unacceptable, and the reason why such behavior is so defined. When necessary and appropriate, the assistance of the home, other educational supportive services, and/or other professional community agencies may be utilized.

### Illegal Behavior:

**Assault**--An attempt or threat to inflict corporal harm upon another, under such circumstances as to denote at the time an intention to do it, and present ability to carry such intention into effect. No actual body contact is necessary.

**Battery**--The unlawful intentional touching or application of force to another person, done in a rude, insolent, or angry manner.

**Possession of Weapons or Other Dangerous Objects**--Carrying, using or storing weapons or other dangerous objects (example: explosives, or firecrackers) in a school building, on a school bus, or on school grounds.

### Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples include, but are not limited to: firearms, knuckles, knives, chains, and club.
2. Articles designed for other purposes that could easily be used to inflict bodily harm or intimidate. Examples include, but are not limited to: belts, combs, files, pencils, and compasses. Students acting in an aggressive or belligerent manner with any such article will be judged to be in possession of a weapon.

Burglary, Theft, Robbery, Larceny--Stealing money or property

Arson--The willful and malicious burning, or attempting to burn any part of any building or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.

Extortion, Coercion, Blackmail -- Obtains money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).

Vandalism or Malicious Destruction of Property -- Destruction of, or defacing of property belonging to, rented by or on loan to the school district (including automobiles) of persons employed by the school or in attendance at the school.

Acts or Threats of or Indictment to Violence--Words, acts, or deeds that may threaten to do injury or bodily harm to another person through fear for his personal safety.

Interference with or Intimidation of School Personnel--Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence, or harassment.

False Alarms--Activating the fire alarm system in any school building or on school property and/or reporting a fire or bomb when none exists.

Interference with the Movement of Students--In and out of schools, between schools, or between home and an assigned school. Any action that prevents or delays scheduled transportation of students to and from an assigned school, that prevents students from entering or leaving schools at scheduled hours, or that causes fear of jeopardy to students while walking to and from an assigned school.

Other Felonious Conduct--all conduct that constitutes an offense under the laws of the State of Illinois.

General Prohibited Behavior:

Insubordination--Refusal to respond to or to carry out reasonable and lawful directions of authorized school personnel.

Verbal Abuse--Name calling, racial/sexual slurs or derogatory statements addressed publicly to others designed to precipitate disruption of the school program, incite violence, or impede the implementation of the desegregation program.

Loitering/Trespass--Being in a school building or on school property during school hours at a site other than where the student is enrolled without promptly secured authorization from the school office.

Refusal to Identify Self--Refusing to show identification card and/or to give correct name when requested to do so by school personnel, or the use of another person's name or identity.

Use or Possession of Tobacco--Using or carrying tobacco, or use of tobacco in any form.

Truancy--Unexcused absences from classes, lunchroom, or school grounds.

Gambling--Participating in games of chance or skill for money or profit.

Student Demonstrations--Any form of student protest or demonstration that results in disruption of the normal educational process or that is conducted in a manner that violates legal restraints.

Disruptive or Other Misconduct--Other misconduct, not listed above that disrupts or interferes with the educational process.

Forgery--Falsification on another person's signature on grade cards, sick notes, and permission notes, etc.

Leaving the School Building without Permission--Not obtaining permission from the principal or designee, or not signing out before leaving.

Continuous/Willful Refusal to Accomplish School Work--Refusing to do homework, or other assigned tasks.

Demonstration of Affection--Beyond holding of hands.

Sexual Harassment--Whether verbal or physical will not be tolerated toward anyone.

### ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the high school principal or designee approves a high school student's guest in advance of the event. Middle school students are only allowed at middle school dances. Middle school students are not allowed at high school dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Bully or haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.
9. Must have **book rent/tech fee** paid in order to attend all **UHS/UMS** dances or a signed payment plan on file with the district office.

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.

## **Students**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a

person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) 3

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 6 Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics is the same as the list in this policy).
- f. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
- g. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**Complaint Managers:**

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453 West Collins, Mendon, Illinois 62351  
Email: [bill.dorethy@cusd4.com](mailto:bill.dorethy@cusd4.com)  
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Name: Jenny Gronewold  
453 West Collins, Mendon, Illinois 62351  
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **STUDENT DISCIPLINE**

**It has been determined by the Board of Education that the use, possession, sale, purchase or distribution of alcoholic beverages, drugs, or intoxicating substances and tobacco products constitutes a danger to the health, safety and education of its students.**

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.



8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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 too: (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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. 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 too: (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.

## Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Weapons

A student, who uses, possesses, controls, or transfers a weapon/ ammunition, or any other object that can reasonably be considered, or looks like, a weapon/ ammunition, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Additionally, students who are participating in competitive extracurricular activities may not, from the first day of practice to the end of the last day of the season, including post-season play, use and/or possess alcohol, drugs, intoxicating substance, tobacco, or any illegal substance, at any time, (24 hour day), on or off school property. Any documented illegal use and/or possession of such items will result in immediate dismissal from the competitive extracurricular activity. The documentation must come from a Unit #4 staff member or law enforcement. Unit #4 sponsors, coaches, and/or the administration reserve the right to investigate rumors concerning use and/or possession of the above named items and determine continued eligibility in the competitive extra-curricular activity.

Without restricting the disciplinary action, which may be taken against a student for violation of this policy, students will normally be suspended from school until the next meeting of the Board of Education, but not to exceed ten (10) school days. At the meeting of the Board of Education, additional disciplinary action may be imposed including, among others, as may be appropriate, continued suspension, exclusion from extracurricular activities, specified conditions prior to the student's return to school, or expulsion.

## **STUDENT BEHAVIOR AND RESPONSIBILITIES**

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:05 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

Each of your teachers will tell you what they expect of you in their respective classrooms. Students in Unity Middle School and Unity High School are expected to fulfill the following responsibilities:

#### **Participation:**

Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability, and request help when it is needed.

#### **Behavior:**

Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable care of books and other instructional materials. Students must refrain from engaging in conduct that violates the provisions of the Discipline Code. These rules also apply to any school related events, even if away from Unit #4 properties, such as away sporting events, field trips, Senior trip, including going to and from these events.

#### **Respect for Staff:**

Students have the responsibility of showing respect for the knowledge and authority of staff members. Student must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.

#### **Respect for Other Students:**

Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, belittling, or engaging in deliberate attempts to embarrass or harm another student through sexual harassment.

#### **Displays of Affection:**

The only acceptable display of affection on school grounds, or at school-sponsored events, is holding of hands. Hugging and/or kissing or other such actions are not considered appropriate behavior at school. Students that violate this may be dealt with according to the discipline code.

### Dress:

Students have the right to express their own individuality in their wearing apparel, provided that the dress does not, in the judgment of the school administration, or his designee(s), present a health or safety hazard, create such a distraction that it disrupts the classroom setting, or advertise any controlled substances. Advertisement of controlled substances includes, but is not limited to: alcoholic beverages, drugs, drug paraphernalia, and tobacco products. Student appearance and neatness are a direct reflection not only upon each student, but also upon our school and community. Parents are asked to please help ensure that students are properly dressed for school. Students who take pride in their appearance also take pride in themselves. Improperly dressed students will be asked to change clothing at school or at home. If it is necessary for a student to go home to change, the time the students' misses at school will be considered as unexcused.

### **Following are some of the guidelines concerning dress**

#### **These rules are in effect through Graduation**

1. Shorts and skirts must be loose fitting and appropriate in length.
2. ***Midriffs, tube tops, halter-tops, or tank tops may not be worn. The bottom of the blouse or shirt must cover the top of pants or other attire. Sleeveless shirts without a close fitting factory-made ribbing are not acceptable.***
3. Hats and caps may not be worn in the building.
4. Clothing with vulgar and/or suggestive sayings or pictures may not be worn.
5. Articles of clothing, which advertise or relate to any controlled substances, may not be worn.
6. Gang related clothing or articles may not be worn.
7. Chains that could potentially be used as a weapon may not be worn. Bodies piercing jewelry and/or spacers are not allowed, except for earrings, which must be worn in the ears. Earrings will not be allowed during physical education classes.
8. Clothes may not be worn that reveal under garments
9. Leggings, full-length Yoga Pants, and Capri Pants must be worn with a top of a length that, at the minimum covers the bottom of the student.
10. Students will not be required to purchase PE uniforms at the High School or Middle School. Students will still be required to “change” into a pair of shorts or sweat pants and a t-shirt.

**The administration or his designee (other staff members) reserves the right to judge the appropriateness of all attire.**

**Book Bags, Totes, Nap Sacks, Satchels and Purses:** Students are allowed to carry approved book bags in grades 7 - 12 for the 2016-2017 school year, Students are not allowed to carry totes, nap sacks, satchels, or purses during the school day.

**Radios, CD Players, iPods, or other such devices:** Students may not use these devices in school unless it is part of an assigned school project or approved by the teacher.

### **Cell Phones**

Student use of cell phones shall be prohibited during the school day, **8:00 am-3:05 pm**. Students may use cell phones during lunchtime, and before or after school hours for the purpose of contacting parents and making arrangements for transportation to and from school sponsored events that are conducted after regular school hours, or for any other necessary reasons. Cell phones can be kept with the student but should be in silent mode.

**The teacher prior to each Quiz or Test in each classroom will collect all Cell Phones.**

Any student who violates this policy will be subject to normal disciplinary procedures.

## **STUDENT RIGHTS**

Students have the following rights by virtue of the United States Constitution:

### **The Right to an Education:**

No student shall be denied the opportunity to participate in any program offered by Unity Middle School or Unity High School because of race, creed, color, or national origin.

### **The Right to Freedom of Expression and Publication, Dissent, and the Right to Petition:**

Students have the right to express their beliefs and opinions on issues orally, symbolically, and through publication, as long as such expression is made in a reasonable manner. However, freedom of expression does not include engaging in libel, obscenity, personal attacks on individuals and groups, defamation of character, commercial solicitation, or the distribution of discriminatory material of racial, ethnic, or religious nature, or materials that otherwise endanger the health and safety of people or threaten to disrupt the educational process. Further, written expressions must be signed by the authors. Students have the right to dissent. However, freedom to dissent is relative, not absolute. The exercise of the right to dissent must not infringe in any way upon the rights of others. The right of dissent does not include participation in student sit-ins, unauthorized assemblies, the take-over of school offices or other school facilities, or the obstruction of halls or stairways.

Students have the right to petition to seek redress of grievances or to express dissatisfaction with policies of those in positions of authority affecting students. The School Board will establish procedures for consideration of such grievances, which must be published and observed so that an orderly process will result.

### **Search and Seizure**

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

### **School Property and Equipment as well as Personal Effects Left There by Students**

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

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

### **Students**

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

### **Seizure of Property**

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

### **The Right to Due Process in Disciplinary Proceedings:**

Due process safeguards must apply in any instance where the behavior or rights of students are being evaluated. The student must always be treated with fundamental fairness in light of the total circumstances. Thus, the student has the right to be informed fully about his or her alleged breach of behavior and must be provided with an opportunity for review by others of the student's alleged misconduct. The student should be fully informed of the opportunity for such review. Finally, any permanent records that results from the student's actions or their consequences should clearly state whether the charges of misbehavior were or were not substantiated.

### **Student's Rights under Interrogation by the Police:**

Principal's are authorized to permit police officers and identified representatives from the court to interview students on official business, including the arrest or search of a student when authorized by a warrant. All other identified representatives from other public or private agencies may interview students only with parental approval. If the officer does not have a warrant from the court, the principal will decide whether the request to interview the student in school will be honored. When considered appropriate, such interviews shall be conducted in the presence of the principal, or designee(s).

### **IN-SCHOOL SUSPENSION GUIDELINES**

1. Bring all books, academic work and supplies (pens, pencils, calculator, etc.) with you to the office at the beginning of the day.
2. While in I.S.S. there is **NO TALKING AND NO SLEEPING!**
3. Leave cell phones, I-pods and other electronic devices other than a calculator, in your locker while serving I.S.S.
4. There will be one (1) restroom break in the morning, at lunch and in the afternoon. While using the restroom, you may also get a drink of water. You will go to the cafeteria and get a tray of food at lunch and eat the meal in I.S.S. When finished, you will return the tray to the cafeteria.
5. When you are finished with your academic work, Mr. Dorethy/Mr. Klusmeyer will find work to keep you busy for the remainder of the day.
6. If a student is placed in ISS for disciplinary reasons that student must finish all of the work assigned or another day of ISS will be issued.

\*\*\*\*\*Failure to comply with the I.S.S. Guidelines will result in being disciplined according to the discipline code of the student handbook. A student will get three (3) strikes each day in I.S.S. Not following the above (6) five guidelines will result in a student receiving a strike. Once three strikes are reached on an individual day, the student will be ejected from I.S.S. The principal and/or his designee at anytime can skip the (3) three strikes and eject a student from I.S.S. for severe misbehavior or noncompliance.

### **HOMEWORK POLICY**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

**All homework or assignments that are not turned in on the due date, as set forth by the teacher, will be generally counted as a zero in the grade book at the high school and middle school. However it is up to the individual teacher as to whether any credit is given.**

## DISCIPLINE CODE GUIDE

The following list of violations and resulting penalties are to be considered as a guide. The administration reserves the right to increase or decrease penalties dependent upon the circumstances of events. It is impossible to list all infractions. The administration will use their own discretion for those instances not listed. All students are subject to this discipline code, including special education students unless the student's I.E.P. excludes them. Student discipline will be dealt with on an individual basis.

KEY-----

- LD: Lunch Detention student will eat lunch in an assigned room during their scheduled lunchtime.
- ISS: In School Suspension means student will be removed from the student population for duration of the suspension. Student will be allowed to make up all work and tests while in ISS.
- OSS: Out of School Suspension means the student will not be allowed on school property at any time until the penalty has been served. The student will receive zeros for homework and tests during those days when out of school suspended.
- REC: The student is being recommended for Expulsion from school.

Parents and guardians will be requested to assist the administration with matters of discipline. When appropriate, the counselor, and/or social service organizations may be requested to become involved in discipline matters.

In the event that a student committed more than one violation during an occurrence, additional penalties may be assigned.

**The discipline code is meant to be used as a guide and not an exhaustive list of all unacceptable acts.**

**\*Parent contact will be attempted regarding all violations.**

## DISCIPLINE CODE GUIDELINES

<b>Arson</b>	1 <sup>st</sup> Offense	10 days OSS, REC, contact law enforcement
<b>Assault - Student</b>	1 <sup>st</sup> Offense	3-10 OSS, REC, contact law enforcement
	2 <sup>nd</sup> Offense	10 Days OSS, REC contact law enforcement
<b>Assault -Teacher</b>	1 <sup>st</sup> Offense	10 days OSS, REC, contact law enforcement
<b>Cyber-Bullying/Bullying</b>	1 <sup>st</sup> Offense	Principal/Student Conference/Cease and Desist Order Sent Home/ Contact Law Enforcement
	2 <sup>nd</sup> Offense	3-5 Days ISS / Cease and Desist Order Sent Home Contact Law Enforcement
	3 <sup>rd</sup> Offense	5-10 Days ISS/ Cease and Desist Order Sent Home Contact Law Enforcement/ REC
<b>Bus Misconduct</b>	1 <sup>st</sup> Offense	Principal/Student Conference, assign seat by driver
	2 <sup>nd</sup> Offense	Loss of privilege 1- 5 days
	3 <sup>rd</sup> Offense	Loss of privilege 5 - 10 days
	4 <sup>th</sup> Offense	5 - 10 day/suspension of bus privilege for the remainder of the school year per board action
<b>Careless Driving/Parking</b>	1 <sup>st</sup> Offense	Principal/Student Conference, 10 days loss of Privilege
	2 <sup>nd</sup> Offense	30 day's loss of privilege, contact law enforcement
	3 <sup>rd</sup> Offense	Total loss of privilege for school year, contact law enforcement
<b>Cheating/Copying</b>	1 <sup>st</sup> Offense	Zero on work, Principal/Student Conference, LD
	2 <sup>nd</sup> Offense	Zero on work, 1-3 Days ISS
	Subsequent offense	Zero on work, 3-5 Days ISS
<b>Cell Phones or Electronic Devices Violations.</b>	1 <sup>st</sup> Offense	Confiscated returned at end of day.
	2 <sup>nd</sup> Offense	Confiscated, 1-3 Days ISS
	Subsequent Offense	3-5 days ISS
<b>Cell phone collections prior to test</b>	1 <sup>st</sup> Offense	Zero on Test report to Principal
	2 <sup>nd</sup> Offense	Zero on Test report to Principal
	Subsequent offense	Zero on Test day 1-3 Days ISS
<b>Damage misuse school property/Personal property/Vandalism</b>	1 <sup>st</sup> Offense	Restitution, Principal/Student Conference, ISS, contact law enforcement
	2 <sup>nd</sup> Offense	Restitution, 1-10 ISS, REC, contact law enforcement
<b>Discipline Behavior in ISS</b>	1 <sup>st</sup> Offense	1Day ISS
	2 <sup>nd</sup> Offense	2 Days OSS
	3 <sup>rd</sup> Offense	Subsequent off 3- 10 Days ISS



**Disrespect Towards Staff**

1<sup>st</sup> Offense Principal/Student Conference, 1-3 LD, 1-3 ISS  
2<sup>nd</sup> Offense 1-10 LD, 1-10 ISS, 1-10 ISS  
3<sup>rd</sup> Offense 1-10 ISS, REC

**Disrespect Towards Students**

1<sup>st</sup> Offense Principal/ Student Conference, LD, ISS  
2<sup>nd</sup> Offense 1-3 Days ISS,  
Subsequent Offense 1-10 ISS, REC

**Disruptive Behavior**

1<sup>st</sup> Offense Principal/Student Conference, LD, ISS  
2<sup>nd</sup> Offense 1-3 ISS,  
3<sup>rd</sup> Offense 1-3 ISS,  
4<sup>th</sup> Offense 10 ISS, REC

**Disruptive Behavior in ISS**

1<sup>st</sup> Offense 1 Day ISS  
2<sup>nd</sup> Offense 2 Days ISS  
3<sup>rd</sup> and Subsequent offenses 3-10 days ISS

**Dress Code Violations**

1<sup>st</sup> Offense Principal/Student Conference, student may be asked to change clothing to meet guidelines.  
Subsequent Offense See insubordination violations

**Drugs/Alcohol**

**Possession, sale, purchase, or distribution of any illegal drug, over the counter drug, and or alcohol.**

1<sup>st</sup> Offense 10 days OSS, REC, contact law enforcement.

**Extortion**

1<sup>st</sup> Offense Principal/student conference, 1-10 Days ISS  
Subsequent Offense ISS, REC

**False Alarm/AED Box (Automated External Defibrillator)**

1<sup>st</sup> Offense 10 days ISS, REC, contract law enforcement

**Fighting:**

**Mutual combat in which both parties have contributed to the conflict either verbally or physically.**

1<sup>st</sup> Offense 1-3 OSS contact law enforcement ticket issued by Adams County Sheriff  
2<sup>nd</sup> Offense 3-5 OSS, contact law enforcement Ticket issued by Adams County Sheriff  
3<sup>rd</sup> Offense 10 OSS, REC contact law enforcement Ticket Issued by Adams County Sheriff

**Fireworks**

**Possession or use of any fireworks.**

1<sup>st</sup> Offense 10 days OSS, REC, contact law enforcement

**Forgery/Lying**

1<sup>st</sup> Offense Principal/Student Conference, LD, ISS  
2<sup>nd</sup> Offense 1-3 ISS,  
3<sup>rd</sup> Offense 3-5 days ISS  
Subsequent Offense 5-10 ISS, REC

**Hazing/Bullying**      1<sup>st</sup> Offense      1-10 days ISS, REC  
2<sup>nd</sup> Offense      10 days ISS, REC

**Horse Play**            1<sup>st</sup> Offense      Principal/Student Conference  
2<sup>nd</sup> Offense      1-3 ISS  
Subsequent Offense    10 Days ISS,

**Insubordination**  
1<sup>st</sup> Offense      Principal/Student Conference, 1-3 LD, 1-3 ISS  
Subsequent Offense    1-10 ISS

**Leaving School without Permission**  
1<sup>st</sup> Offense      Principal/Student Conference, LD, ISS  
2<sup>nd</sup> Offense      1-3 ISS,  
Subsequent Offense    10 Days ISS, REC

**Piercing Other than Ear Piercing Including Spacers**  
1<sup>st</sup> Offense      Conference with principal, remove piercing, sent back to class  
2<sup>nd</sup> Offense      Student Remove Piercing, 1-3 ISS  
Subsequent Offenses    10 Days ISS

**Possession or Use of Tobacco or Products including E-Cigarettes, Vapor Cigarettes**  
1<sup>st</sup> Offense      Confiscation, Principal/Student Conference, 1-3 ISS  
2<sup>nd</sup> Offense      Confiscation, 3-5 ISS  
Subsequent Offense    Confiscation, 10 days ISS, REC

**Possession of any tools, on ones person, outside of the Industrial Arts Classroom or Shop**  
1<sup>st</sup> Offense      Confiscation and return to student at end of day  
2<sup>nd</sup> Offense      Confiscation and call parent to pick up  
Subsequent Offense    Confiscation 1-3 days ISS

**Pornography-Possession, distribution, or attempt to obtain is prohibited (This will include sextexting)**  
1<sup>st</sup> Offense      Confiscation, 3-5 days ISS, contact law enforcement  
2<sup>nd</sup> Offense      Confiscation, 3 days ISS, contact law enforcement  
3<sup>rd</sup> Offense      Confiscation, 10 days ISS, REC and contact law enforcement

**Profanity**            1<sup>st</sup> Offense      Principal/Student Conference, LD, ISS,  
2<sup>nd</sup> Offense      1-3 ISS,  
3<sup>rd</sup> Offense      3-5 ISS,  
Subsequent Offense    5-10 ISS, REC

**Public Display of Affection limited to holding hands and walking side by side.**  
1<sup>st</sup> Offense      Principal/Student Conference, LD  
2<sup>nd</sup> Offense      1-3 ISS  
Subsequent Offense    3-5 ISS

**Sexual Harassment**  
1<sup>st</sup> Offense      10 days ISS, 10 days OSS Alternative Placement, REC

**Tardies per class/Semester**

2 Tardies	1 hour After School Detention Loss of ability to participate in after school practice or game.
3 Tardies	1 hour After School Detention loss of ability to participate in after school practice or game.
4 Tardies	1 Saturday Detention 8am-12pm loss of ability to participate in any after school activity until the detention is served
5 Tardies	1 Saturday Detention 8am-12pm, loss of ability to participate in any after school activities until the detention is served.
6 or more for the year	Loss of ability to participate in Senior Trip, loss of ability to participate in any after school activities.

**Theft/ Attempted Theft/ Knowing possession of stolen property**

1 <sup>st</sup> Offense	Restitution, principal/student conference, ISS, notification of law enforcement
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**Threat of Violent/Terrorists Threats**

1 <sup>st</sup> Offense	Principal/Student Conference, 1-3 ISS, Safe School Evaluation, 10 days OSS REC
Subsequent Offense	10 OSS, Safe School Evaluation, REC Alternative Placement

**Truant from School**

1 <sup>st</sup> Offense	1-3 ISS
2 <sup>nd</sup> Offense	3-5 ISS
Subsequent Offense	10 ISS, REC, Alternative Placement

**Weapons/Dangerous Instruments/Ammunition****Possession or use of any item used to inflict physical harm.**

1 <sup>st</sup> Offense	10 days OSS REC, contact law enforcement, Alternative Placement
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**Technology Misconduct****Attempting, regardless of success, to gain unauthorized access to a technology system or information.**

1 <sup>st</sup> Offense	<b>May range to any of the following consequences:</b> Student Conference Parent Contact Conference with Parent/ Restitution ISS for 3-5 Days-Loss of Computer Access/Use ISS for up to 10 days-Loss of Computer Access/Use Removal of unauthorized files and folders Revocation of Computer Access/Use Law Enforcement Contact Alternative School Program Criminal Charges (possible felony) Recommendation for Expulsion Suspension Alternative Placement
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**Written/Cyber Threats/Stalking or Verbal/Written/Cyber Assaults to**

**School Employees and Other Adults**—Students shall not, through written, digital or oral communication, threaten to cause, cause or attempt to cause harm to principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, any non certified staff member, school resource officers or other adults at any time while a student is at school in any school building or on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school

personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

**Technology and the Internet** – Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of CUSD #4. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.). Altering the pre-set CUSD #4 software image is prohibited. The Community Unit #4 Schools adheres to the provisions of the Children's Internet Protection Act (CIPA).

#### **A. General Terms and Conditions of Use**

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Student Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted by The School Board. Commercial activity includes, but is not limited to, the following:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying.
3. Altering/modifying the original CUSD #4 pre-set software image and/or taking apart the computer for access to internal parts is prohibited.

#### **B. Required/Acceptable/Safe Use of Technology**

The following rules are in effect for all CUSD #4 computers unless otherwise directed by a teacher or administrator:

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use the Internet and other communication mediums that include but are not limited to filtered e-mail and discussion boards, for instructional purposes only.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures, are prohibited.
4. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.
5. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are

pornographic, obscene, graphically violent or vulgar.

6. Illegal use or transfer of copyrighted materials to a school owned computer, including laptops, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.
9. Headphones may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
10. Laptops are to be used in study halls for instructional purposes only.
11. Students shall not deface or vandalize CUSD #4 computers in any way. This includes, but is not limited to, marking on, painting on, drawing on, marring, placing stickers on, or damaging a computer.
12. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
13. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
14. Students should not introduce or allow the introduction of any computer virus to any CUSD #4 computer.
15. Putting non-school related material (files) on a school file server is prohibited.

### **C. Personal Responsibility and Integrity**

All who use CUSD #4 technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only during the instructional day;
2. Revealing unauthorized personal information about yourself or others is prohibited;
3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folders, flash drives, etc.) without the user's permission;
4. Refrain at all times from cyber bullying.

#### **D. Security**

Security on any computer system is a high priority. Attempting to log on to the CUSD #4 network using another person's identity is prohibited. Bypassing or attempting to bypass CUSD #4 filtering software is prohibited. All security problems must be reported to an administrator.

#### **E. Privacy/Copyright**

The illegal use, distribution or transfer of copyrighted material on CUSD #4 computers is prohibited. All files, emails, data, etc. that is created, stored, or accessed with a CUSD #4 computer are public record.

#### **F. Alteration of Pre-set Software Image**

Altering/modifying the original CUSD #4 pre-set software image is prohibited. Examples may include, but are not limited to the following:

1. Loading/installing any software applications
2. Changing the desktop picture
3. Changing the computer name
4. Changing or removing operating system extensions
5. Altering security software
6. Altering the pre-loaded operating system or applications
7. Taking apart the computer for access to internal parts.

#### **Community School District 4 *Student Code of Conduct* 2016-2017**

Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud. Ignorance of these regulations will not excuse an infraction.

Any student found to reconfigure the pre-loaded software image will receive an out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by the principal. Where Illinois law is violated, law enforcement may be contacted and legal action taken.

#### **Required Use of School Technology Resources and the Internet**

Students shall not violate any policies adopted by the Board of Education regarding student Internet and electronic mail usage or the terms of student Internet and electronic mail responsibility agreements. Specifically, students must not access inappropriate materials on the Internet as may be defined under such Internet policy; should not violate any safety and security rules when using electronic mail, chat rooms, or other forms of electronic communication, as provided under the Internet policy; should not engage in unauthorized access ("hacking") or other unlawful activities on-line while using school system computer equipment or Internet access; and should not engage in unauthorized disclosure, use and/or dissemination of personal and/or identification information in violation of guidelines of the Internet policy or otherwise act in contravention of the system's Internet policy. Violations of such Internet rules, regulations and/or policy may result in disciplinary action by school officials.

**Community Unit School District #4  
Parent/Guardian and Student Guide for  
Laptop Guidelines and Responsibilities  
2016-2017**

Community Unit School District #4 will carry insurance on all student laptops. The insurance covers theft, loss, limited damages and other repairs to the devices provided to the students of Community Unit School District #4 District.

A non-refundable technology fee is being charged to all parents/guardians each year for the use of the laptops. The fee will also be applied as a deductible toward any repair/damage costs incurred to the laptops while in the care of the student.

- The fee is payable when the computer is assigned to the student.
- A payment plan can be set up if a student is unable to pay the full fee upfront, this must be done in the Superintendent's office.
- Should a student withdraw, a pro-rated refund will be issued, provided the laptop is in operational order and in good condition.
  - Refunds will be distributed upon written request from the parent/guardian and approval at the school level. This will ensure the machine is returned and in working/acceptable condition.
- Funds will be used to provide for the repair and maintenance of the computers.
- Willful and deliberate damages to the computers will cause Community Unit School District #4 to charge the student/parent the full cost of the replacement or repairs of the computer. Such cases may be turned over to the Adams County Sheriff's Department.
- ALL insurance claims/damage incidents will be investigated by administration. The Technology Fee will NOT warranty repairs from issues resulting from:
  - Damage caused by use with other peripheral devices.
  - Damage resulting in a broken screen. The Technology Fee will be deducted from actual cost of the screen. Subsequent broken screens will be charged at full cost.
  - Damage caused by accident abuse, misuse, flood, fire, earthquake, or other external cause
  - Damage as a result of a pet
  - Damage as a result of the violation of the Required Use Policy (i.e. involving food, drink or other liquid on or near the laptop)
  - Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly. i.e. Drop Damage)
  - Damage caused by operating the product outside the permitted or intended uses described by the manufacturer.
  - Damage caused by service performed by anyone who is not an employee of CUSD #4.
  - Damage to part or product that has been modified to alter functionality or capability.
  - Consumable parts, such as batteries, unless damage has occurred due to defect in materials or workmanship.
  - Damage that is cosmetic, including, but not limited to scratches, dents, and broken plastic on ports, that does not otherwise affect functionality or materially impair your use
  - Any issue where the serial numbers have been removed

- Loaning your laptop or charger to another student
- Leaving the laptop or charger unattended will void the technology fee and the student will be responsible for paying for a replacement

## **LIBRARY USAGE POLICY 2016-2017**

### **During Class Time**

The library will be available for walk-ins to check out books or take AR tests during every period except study hall. Send no more than 2-3 from your class at any one time. When bringing classes or small groups, teachers should sign-up or contact the librarian in advance. If a student needs a computer, call first to make sure one is available. The library will be closed during the HS lunch period. MS Teachers may still bring their classes during the HS lunch period, but unsupervised students may not come at this time.

### **During Study Hall**

The library will be open during study hall periods for educational purposes only. Please send only students who have a valid reason to come to the library and try to give all students a turn. Students with nothing constructive to do will be sent back to study hall. Each study hall teacher may send two students at a time. If you wish to send more students, call first to see if there is room. Each student needs to have a pass.

Unless students are in the library only to check out or return a book, they should stay in the library the full period to cut down on traffic in the halls. The librarian will NOT monitor AR testing during study hall.

### **Before and After School**

The library will be available to students who have a specific project to work on before school at 7:45 am and after school until 3:30 pm. No students should be in the library unattended at any time.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a **"Student Medical Authorization Form."**

**[gbkeegbaiigmenfmjfldgdpimamgkj/views/app.html](http://gbkeegbaiigmenfmjfldgdpimamgkj/views/app.html)**

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

### **Head Lice Policy**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Parents will need to bring infested children to school to be checked for head lice by the school nurse or building principal before they can return to school.

### **Medicaid Reimbursement for Eligible Parents/Students**

Medicaid reimbursement is a source provided from federal funds approved by Congress to help school districts maintain and improve Special Education Services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing to Community Unit School District #4, the Special Education Association of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

If you do not object to this release of information related to Medicaid claim for your child, do nothing.

### **Teacher Qualifications for Title 1 Schools**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees;
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades **5-8, 11** will take standardized tests in the Spring of 2017. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

#### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance contact the district homeless liaison Jerry Ellerman at Unity Elementary.

#### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

#### **Pesticide Application Notice**

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your building principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## Internet Acceptable Use

### Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-

based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the electronic mail system constitutes consent to these regulations.

The district annually reviews its AUP and has the school board adopt it each spring. The AUP contains the Internet Safety Policy required by CIPA that addresses the following:

- Access by minors to inappropriate matter on the Internet
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications (such as instant messaging)
- Unauthorized access, including hacking and other unlawful online activities by minors
- Unauthorized disclosure, use and dissemination of personal identification information of minors
- Measures designed to restrict minors' access to materials harmful to minors.

#### **Technology Protection Measure:**

The district technology coordinator periodically monitors and reviews the access logs generated by the filtering system, Net Guardian. This filtering system blocks visual depiction of:

- a. Obscenity
- b. Child pornography
- c. And Materials considered harmful to minors

Any violations to the district's AUP/Internet Safety Policy are reported to the district superintendent.

#### **Monitoring online activities**

Teachers are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene web sites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers should also limit student use of personal e-mails and participation in on-line chat rooms or other Internet sites where personal information could be disclosed.

#### **Public Meeting on the Internet Safety Policy:**

District provides reasonable public notice and hold at least one public meeting or hearing to address the proposed Internet Safety Policy. This observes the Illinois Open Meetings Act.

#### **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

**Parental Involvement Policy-Title 1**  
**Annual meeting for parents/guardians will take place in the fall 2016**

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

School Volunteer Program please contact your building principal.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Building Principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Building Principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact your building principal

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Anything large or oversized will not be allowed on the school bus; such as balloons, flowers, science projects, and large posters without prearrangement with the bus driver and principal.

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility



of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

In the school registration packet is a registration form and an **Alternate Transportation** form. Your home address designates on which bus route your child will ride. The district's transportation director assigns bus routes. The bus driver assigns bus pick-up and drop-off times.

- Your regular bus stop will be honored unless an alternate form has been turned in. Once the alternate transportation form has been turned in, it becomes your permanent bus stop/pick-up.
- Day to day changes will be restricted and not honored unless notice is given by 11 am the day of the changes.
- Emergency changes will be considered on an individual basis by the principal.

Picking your child up from school is also considered a change in transportation. Please notify the office if you are planning on doing so

For questions regarding school transportation issues, contact the building principal or transportation director

### **Sex Offender Notification Law**

State law prohibits a convicted child 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):

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

In all other cases, convicted child 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 – including the three reasons above - he/she is responsible for notifying the principal's office 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.

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:<http://www.isp.state.il.us/cmvo/>

### **PUBLIC COMPLAINTS**

The parent/guardian of a District student should confer with the student's classroom teacher(s) should a problem concerning school arise. After speaking with the teacher, the School Board recommends that the parent/guardian contact the Building Principal for the purpose of making a conference appointment with the involved teacher.

Should the school problem remain unresolved following the conference between parent/guardian and teacher, the teacher shall schedule a meeting involving the parent/guardian, Building Principal, and the teacher. In the event that such meeting does not resolve the issue, the Building Principal shall request intervention by the Superintendent.

The Superintendent may choose to bring the matter before the School Board for resolution. In such case, the School Board shall determine final action on the matter.

#### **Who do I call?**

All school personnel are mandated reporters for child abuse in the State of Illinois. If a staff member has reasonable cause to believe that a child has been abused mentally or physically, they are required by law to report such abuse.

Many services are available to families that are experiencing difficult times for a variety of reasons. Many of these services are free and may assist a family through some difficult times.

As a service to staff, parents, and students, the following telephone numbers are listed here to assist you:

Unity High School ..... 1-217-936-2116  
Unity Middle School..... 1-217-936-2727

#### **EMERGENCY NUMBERS:**

Child Abuse ..... 1-800-252-2873  
Quanada Family Violence Program..... 1-800-369-2287  
Sexual Assault Hotline ..... 1-800-369-2287  
Suicide Hotline ..... 1-217-222-1166  
Poison Control Hotline ..... 1-800-222-1222  
Elder Abuse Hotline ..... 1-800-252-8966

#### **NON-EMERGENCY NUMBERS:**

Community Counseling Center ..... 1-217-223-0413  
Adams County Health Department..... 1-217-222-8440  
Alcohol/Drug Abuse Treatment..... 1-217-224-6300  
Dept. of Children & Family Services ..... 1-217-221-2525  
Illinois Department of Public Aid..... 1-217-223-0550  
Adams County Cooperative Extension..... 1-217-223-8380

## Extracurricular Positions 16-17 (updated 6-1-16)

### **ATHLETICS**

A.D.	Frank Cash
Baseball HS Head	Brad Voth
Baseball HS Asst	<b>Open</b>
Baseball MS Head	Jason Connoyer
Baseball MS Asst	Ross Voss
Basketball Boys' HS Head	Keith Carothers
Basketball Boys' HS JV	Ken Gray
Basketball Boys' 8 <sup>th</sup> Grade	Luke Maynard
Basketball Boys' 7 <sup>th</sup> Grade	Dakota Neisen
Basketball Girls' HS Head	Brad Begeman
Basketball Girls' HS Asst	Josh Arnsman
Basketball Girls' 8 <sup>th</sup> Grade	Lori Eger
Basketball Girls' 7 <sup>th</sup> Grade	Rob Kuhn
Cheerleading HS Football	Missta Shoop
Cheerleading HS Basketball	Shannon Whitehead
Cheerleading MS	Kearstin Sill
Football HS Head	Kevin Krietemeyer
Football HS Asst	Matt Woodworth
Football HS Asst	David Degarmo
Football HS Asst	Josh Arnsman
Golf	Paul Littleton
Softball HS Head	Greg Hildebrand
Softball HS Asst	Keith Carothers
Track Boys' HS Head	Christina Meyer
Track Boys' MS Head	Kevin Krietemeyer
Track Girls' HS Head	Dakota Neisen
Track Girls' MS Head	Kelly Johnson
Volleyball HS Head	Seth Klusmeyer
Volleyball HS Asst	Alese Speckhart
Volleyball 8 <sup>th</sup> Grade	Seth Klusmeyer
Volleyball 7 <sup>th</sup> Grade	Alese Speckhart

### CLASS SPONSORS

Seniors (17)	Lexi Brumbaugh, Kelly Buettner
Juniors (18)	Amy Shirey, Shelby Maas
Sophomores (19)	Jerry Ellerman, Brad Voth
Freshman (20)	<b>Open</b>

### **OTHER ORGANIZATIONS**

Art Club	Lexi Brumbaugh
FFA	Amy Lucie
Pep Band	Morgan Thorsen
Quiz Bowl HS	<b>Open</b>
Quiz Bowl MS	Joy Zanger
Student Council HS	Tammy Pilkington, Christa Johnson
Student Council MS	Ross Voss
Yearbook	Bobbette Keefe, Lexi Brumbaugh