

Unit 7 Schools  
Elementary Student Handbook  
2018-2019



## ATTENDANCE INFORMATION

To gain as much as possible from school experiences, a pupil's attendance should be regular and punctual. Students cannot do their best when they frequently miss out on class discussion, teacher lessons, quizzes, and/or tests. Work to be made up becomes a burden when normal class activities must be performed in addition to work missed. It is also important for all students to be in class at the specified time, seated and ready to work when the teacher begins class.

**NOTE:** Parents are asked to call the school between 7:30 and 9:00 a.m. when their children are absent. If no call is made, the school will contact guardians.

**Excused Absences include** personal illness, illness in the family, medical appointments, quarantine, marriage in the family, and religious holidays. Certain miscellaneous reasons may be deemed excusable by the principal if written request is made to the principal prior to the date of the absence.

**Excessive Absences:** Any student that accumulates fifteen (15) or more absences in one school year may be required to produce a doctor's note to excuse further absences.

Following an absence, the student is to assume the responsibility for any missed work. Students will have up to one day per day of excused absence to make up missed work. Teachers may require makeup work to be completed sooner, if assignments have been reduced for the absent student.

**Unexcused Absences** may result in loss of credit for each day missed. Errand-running and vacation absences not approved by the office may be considered unexcused. Vacations during school time are discouraged. If this is unavoidable, please contact the school to make the necessary arrangements. Parents will be notified whenever requests for excused absences are denied.

**Tardiness:** Students who are tardy must stop in the office to be included on the attendance and lunch counts. If your student is dropped off after the tardy bell, an adult must come into the building and sign the student in. Excessive tardiness may result in the student being assigned extra time during recess or after school. Continued tardiness will result in referral to the Regional Office of Education Attendance Improvement Program. Parents will be notified, if this should occur.

**Truancy** is the most serious type of absence from school. Truancy occurs whenever a student is absent from school for no acceptable reason, with or without the knowledge of the parent. Chronic truants will be reported to the appropriate officials.

**Homebound Instruction:** As per Board of Education policy, a student may be referred for homebound or hospital instruction if a student is ill for an extended period of time. If the parents agree to accept the educational services, they must provide a licensed medical physician's statement of need and sign a parent consent form.

**Homework Request:** You should request homework when you report your child's absence in the morning. Homework may be picked up at the end of the school day or sent home with a sibling, as requested.

**Prearranged Absences:** Advance assignment requests for prearranged absences (vacations, etc.) should be made at least one week prior to the student's absence. Assignments will be due on the day the student returns to school.

**Arrival & Departure from School:** Except for reasons such as scheduled activities, detentions, etc., non-bus students must go home as soon as they are dismissed at the end of the school day. They may not return to school premises without parental permission. For their own safety, students should not return to school before the rural buses depart.

**Withdrawal from School:** Students who move from the school district are asked to notify the office as far in advance as possible. This will allow for completion of work, records and grades. When possible, the office should be given a forwarding address. Teachers will collect all books and materials of students leaving their classes.

# HEALTH INFORMATION

## SCHOOL MEDICATION GUIDELINES

The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and/or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours.

Parent help and consideration is essential for the safety of children who must receive medication while at school. The following guidelines are in accordance with those set forth by the Illinois Department of Human Services and the Illinois State Board of Education.

- All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber. A School Medication Authorization Form **must** be carefully completed **each** school year. **BOTH THE PARENT AND THE LICENSED PRESCRIBER MUST SIGN THE FORM.** Forms are available in the school office.
- Students are not allowed to carry any medication on their person. Asthma inhalers can be carried by the student only after the appropriate paperwork is completed.
- Any change in medication dosage or administration shall have written authorization from the prescriber.
- Prescription medication must be sent in the original container labeled by the pharmacy showing: student's name, prescription number, medication name and dosage, route, date and refill, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist.
- Non-prescription medication must be in the original labeled container with the student's name affixed to the container. A medication authorization form must be completed by parent and physician. No medication will be given at school unless the above guidelines are met.
- Please talk to your physician about scheduling medication to avoid school hours, whenever possible. Prescription medications, which are to be taken 3 times per day, normally do not need to be given at school.
- It is the parent's responsibility to pick up all unused medication. We cannot send medication home with students. The nurse will dispose of any medication left at school at the end of the school year.

**PLEASE CONTACT THE SCHOOL ADMINISTRATOR OR SCHOOL NURSE, IF YOU HAVE ANY QUESTIONS.**

When children come to school sick, they aren't able to participate in the learning process, and they expose others to illness. The following guidelines should be followed to keep our schools a healthy environment.

### General Guidelines:

Good attendance at school is important in order for a child to do well. However, there will be times when your child is really too ill to attend. Either they are contagious to the other students or they feel so poorly that they would gain nothing from being at school. The following symptoms can help you determine whether your child should stay home.

#### FEVER

Children who have a temperature of 100° or higher cannot attend school. They are not allowed to return until they have been **fever-free for 24 hours**, without the use of fever-reducing medication (Tylenol or Ibuprofen).

For example, if your child has a fever of 100° or higher at any time during one day, they must stay home the following day also. It is not acceptable to give your child Tylenol or Ibuprofen to mask the fever and send them to school. This exposes every child in his/her class to a possible contagious illness.

#### PINK EYE

Student cannot attend school and may return **24 hours after treatment** has begun.

STREP THROAT	Student cannot attend school and may return <b>24 hours after treatment</b> has begun; provided <b>fever has been absent for 24 hours</b> .
DIARRHEA	Student cannot attend school and must stay home until diarrhea has been <b>resolved for 24 hours</b> . If persistent, a physician's statement that no viral, bacteriological or parasitic condition exists is required.
VOMITING	Student cannot attend school. They may return once they are able to eat and <b>keep food down for longer than 12 hours</b> .
SKIN LESION	A skin lesion can be many different things, so student must be seen by a physician for diagnosis. They may return to school with a note from a physician <b>stating what the diagnosis of the lesion</b> , and whether or not it is contagious. Upon return to school, lesion must be covered at all times.
RASH	A rash can be a sign of a contagious illness, so student must be seen by a physician for diagnosis. They may return to school with a note from the physician <b>stating a diagnosis</b> ; and after treatment if rash was contagious.
IMPETIGO	Student cannot attend school, and <b>may return 24 hours after treatment</b> has begun. A note from child's physician may be required. Upon return to school, lesion must be covered and dry at all times.
RINGWORM	Student cannot attend school and <b>may return 24 hours after treatment</b> has begun. Upon return, the lesion must be covered at all times until healed.
HEAD LICE	Student cannot attend school until they have been properly treated and all nits are removed. They may return <b>ONLY</b> when there are no lice or nits present.
MONONUCLEOSIS	No restrictions unless running a fever; if so, follow the above 'fever guidelines'.
CHICKEN POX	Student cannot attend school and must stay home for at least <b>5 days</b> after appearance of the last vesicles, or until vesicles are dry and crusted over (usually at least 6 days from start of outbreak).
MUMPS	Student cannot attend school and must stay home <b>for 9 days</b> after the start of swelling.
PINWORMS	Student cannot attend school and may return <b>24 hours after treatment</b> has begun.
SCABIES	Student cannot attend school and may return <b>24 hours after first treatment</b> .
FIFTH DISEASE	Student may attend school.
GIARDIASIS	Student cannot attend school. They may return once treated and no fever or diarrhea is present.

The above guidelines are in accordance with recommendations of the Illinois Department of Public Health and the Illinois State Medical Society. For illnesses not listed, please contact your school nurse.

**Send Your Child to School if He or She:**

- has the sniffles - runny nose, mild cough, no fever.
- has vague complaints of aches and pains.
- has a stomach ache with no other complaints.
- feels "too tired." Help your child develop good sleep habits instead of letting them stay home to "catch up" on sleep!

**If a student misses school, he/she should not attend athletic events or other activities held at the school.**

**Emergencies and illness:** The school will make every attempt to contact the parents. Parents must designate someone who may be contacted in the event that the parents cannot be reached. Any child who becomes ill at school must be picked up by a parent or guardian or other adult designated by the parent to do so.

**All Accidents:** Accidents occurring at school or on school-sponsored trips are to be reported to the office immediately. The teacher on duty will fill out an accident form, in these instances.

**Medical Appointments:** Parents are encouraged to secure medical and dental appointments after school hours or on Saturdays. If it is necessary to schedule an appointment during the school day, notify the school ahead of time.

**Physical Examinations and Immunizations:** A standard form for health examinations is available at all school offices and at some doctors' offices. The form must be completed and signed by a physician. Students entering Illinois Schools for the first time in any grade have thirty (30) days from the date of entry to comply with the physical and immunization requirements.

Physicals are required at pre-k, kindergarten, or first grades (when students first enter school) on the first day of school. Immunization records are to be kept up yearly.

Dental examinations are required for kindergarten and second grade students by May 15<sup>th</sup>. Eye exams are required for all first time students and kindergarten students by October 15<sup>th</sup>. The school nurses will also be testing vision and hearing during the year. Parent will be notified of concerns.

## HOMELESS STUDENTS

Unit Seven School District will provide an educational environment that treats all students with dignity and respect. Every homeless student will have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

## GENERAL INFORMATION

### ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to people with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service program, or activity operated in existing facilities, shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992 will be accessible, when viewed in their entirety.

**Asbestos Management Plan:** Unit Seven Schools has an Asbestos Management Plan that qualifies under the Asbestos Hazard Emergency Response Act. A copy of this is on file at the school office and is available to the public upon request.

**Cell Phone and Electronic Devices:** Students may possess electronic devices, such as cell phones, MP3 players, iPods, etc. on school property or at school events. These devices must be turned OFF and left in the student's backpack during the school day, unless otherwise directed by the teacher. When such guidelines are not followed, an administrator will confiscate the device, and contact parents. The school district is not responsible for the loss or theft of any electronic device brought to school.

**Chain of Command:** Constructive criticism of the schools and/or its personnel is welcome through whatever medium, when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. Concerns of parents should be addressed to the person who the concern is about. Unit Seven Board Policies list the following order to be followed in addressing concerns: Teacher – Principal – Superintendent – School Board.

**Fee Waiver:** Fees are defined to be monetary charges made by the school as a prerequisite for a student to participate in any

curricular or extra-curricular program of the school. This would include: text book rental, band instrument rental, shop fees, etc. Fee waivers will be granted to students who qualify under the guidelines established by the Board of Education. To apply for a fee waiver, parents or guardians must file an application with the building principal. When fee waiver requests are denied by the building principal, the parents have the right to appeal the decision to the superintendent and if denied by the superintendent, finally to the Board of Education.

**Fund Raising Activities:** Guidelines for fund raising are on file in each building. All requests for fund raising activities require the approval of the building principal and superintendent. All requests to have fund raising projects must be received in the superintendent's office at least two (2) weeks prior to the start of the activity:

**Grading:** The evaluation and grading of a student's work is solely the task of each individual teacher in his/her classroom. The grades may come from a combination of any of the following: tests, homework, daily activities and participation.

**Movies:** The showing of movies will be permitted as long as they are age-appropriate and related to and aligned with the adopted curriculum or used as a special reward. Teachers must view all movies prior to using in the classroom. Parental Guidance Suggested (PG) movies should have administrative and parental consent before showing to a class. Students whose parents disallow them from viewing a movie in the classroom will be given an alternative assignment related and comparable to the original classroom assignment.

**Non-discrimination Policy:** Tolono CUSD #7 provides all individuals freedom from discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service.

**School Safety Drills:** Fire drills are conducted a minimum of three times each school year. Tornado, bus evacuation, and code red drills are conducted once per year to ensure student safety in case these situations should arise. Students are expected to remain quiet, conduct themselves in an orderly manner and listen to their teacher's instructions. Plans for these procedures are posted in all classrooms, offices and lunch area. Teachers will instruct their students regarding these procedures.

## Unit Seven Response to Intervention (RtI)

### Tier 3

- \*Targeted and intense support provided to students.
- \*Daily monitoring of progress.
- \*Regular collaboration between teachers and parents.

### Tier 2

- \*Increased support for students struggling with academics or behavior.
- \*Research based interventions used.
- \*Collaboration between teachers and parents.
- \*Progress monitored two times per month.

### Tier 1

- \*All students receive research based instruction to support continued success.
- \*All students progress is monitored through the most appropriate method.
- \*Collaboration between teachers and parents.
- \*A school-wide culturally responsive system of positive academic and behavioral support.

### **Overview and Rationale for Response to Intervention (RtI)**

Response to Intervention is a systems-level approach to analyze and improve how we provide instruction and intervention to all students within Unit Seven. The three essential components to Response to Intervention (RtI) include the practice of “(1) providing high-quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions about students.” (National Association of State Directors of Special Education, 2006, p.5)

**Equal Educational Opportunities:** Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. A discrimination grievance may be filed by using the Uniform Grievance Procedure.

### **Family Educational Rights and Privacy Act (FERPA)**

This act affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record, as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent), or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue S.W.

Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent, unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

**Gang Activity Prohibited:** Students are prohibited from engaging in gang activity: A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:



- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
- committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
- using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: soliciting others for membership in any gangs.
- requesting any person to pay protection or otherwise intimidating or threatening any person.
- committing any other illegal act or other violation of school district policies.
- inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions as listed per *Unit Seven Schools District's Discipline Referral Policy # 510.10, Level II or higher School Disciplinary Action/Procedure* and as per Unity High School's and Unity Junior High School's Athletic Code of Conduct.

**Inclement Weather & School Closing:** The following radio and television stations will be notified when school is cancelled due to emergencies. In addition to the listings below the Superintendent of Unit 7 Schools will utilize *Alert Now* to notify families when school has been canceled or will dismiss early due to inclement weather. Information will also be on the school's website and on local media.

The decision to close early will usually be made with enough time prior to dismissal for parents to make arrangements. **PLEASE DO NOT CALL THE SCHOOL AND TIE UP THE PHONE LINES!** Please make sure your children know where to go in the case of early dismissal.

When it is necessary to dismiss school early or close school for a day due to inclement weather, all school activities are cancelled for that day or evening.

**Kindergarten:** Children who will attain the age of five before September 1st will be eligible for kindergarten. A certified birth certificate and a completed medical and dental examination form must be presented upon registration for entrance.

**Lost & Found:** Each school shall maintain a "Lost and Found" collection. Students finding lost items anywhere on school grounds should turn these items into the lost and found. Items will be kept a minimum of two weeks. Items will not be kept past the end of the school year. A student that is missing an item should check the lost and found and identify the item in order to claim it.

**Lunch/Breakfast Program:** Application for free and/or reduced price meals maybe filed anytime during the school year. Levels of income which qualify families for free or reduced breakfasts/lunches are subject to the guidelines set forth by the Illinois State Board of Education. Applications are available in all school offices. One application form for each child must be filed with each building principal.

- Charging of breakfasts/lunches is prohibited.
- Students who bring sack lunches may purchase milk.
- Money should be sent on Mondays for the entire week.
- Students who buy their lunches may bring a drink from home.
- State law prohibits the sale of soda pop during the day in school to students, in support of this mandate we discourage students from bringing soda pop to school for their lunch.

**Non-Sufficient Funds:** When a check is returned to the school district from a bank for insufficient funds, you will be notified by the school to redeem the check. During the time N.S.F. checks are being held by the school district, no more checks will be accepted from the family. Should problems persist with N.S.F. checks from the family, the school district reserves the right to accept only cash in the future.

**Outdoor Recess:** Weather permitting, all recesses will be conducted outdoors, unless the wind chill is below 20 degrees. With a written request from a doctor, students may be kept inside for a specified period of time.

**Parent-Teacher Conferences:** There will be two scheduled parent-teacher conferences during the school year. The school encourages all parents to develop a working communication with their children's teachers and to contact the school whenever

necessary. Parents may request a conference at any time during the school year by calling the school office. Conferences should be scheduled at a mutually agreed upon time and should not conflict with class time nor interfere with the teacher's other duties.

**Personal Possessions:** Students should not bring large sums of money to school.

**Refunds:** Refunds of any unused student instructional fees, milk money, lunch money, etc. following a student's withdrawal from Unit Seven Schools will be made as soon as possible after reconciling all records, provided a forwarding address has been left with the school office. Refunds are pro-rated based on the date of withdrawal from the school office.

**Rights and Responsibilities of Education:** The teaching and educating of children is a responsibility of all concerned: teachers, students and parents. Listed below are the responsibilities that we all share to ensure that students of Unit 7 Schools receive the best education possible.

#### **STUDENTS RIGHTS:**

- A meaningful learning experience.
- Adult representation when in serious or constant conflict with school authority.
- A meaningful curriculum.
- Protection from physical or verbal abuse by students.
- Protection from physical or verbal abuse by teachers.
- participate in decision making concerning their own educational goals.
- be disciplined or reprimanded in private, if possible. If discipline is to be administered in the presence of others, it shall be done in a humane and appropriate manner.
- know the reason for any discipline which must be administered to them.

#### **STUDENT RESPONSIBILITIES**

- To participate positively in learning situations by making a sincere effort to do his/her best work
- Not to interfere with the educational process of other students
- To comply with the authority of teachers and administrators by obeying school rules and regulations
- To respect the rights of individuals

#### **TEACHER RESPONSIBILITIES**

- To provide meaningful instruction, which will help students to become productive and independent citizens of a democratic society;
- To constantly monitor and evaluate student progress, making needed adjustments in a student's instruction, when necessary.
- To help students learn to accept differences between individuals and respect the rights of others.
- To instill in students the attitude that learning is an ongoing process.

#### **PARENTAL RESPONSIBILITIES**

- To support Unit 7 Schools in its endeavors to provide a quality education to all students
- To help students complete all homework assignments, when help is needed
- To help instill in students the attitude that learning is a lifelong process
- To communicate with teachers and school officials when a problem arises
- To take an active part in students' learning and progress by expecting high standards and participating in parent-teacher conferences.

**School Pictures:** Individual student pictures will be taken. Pictures are needed for the student's cumulative file folder and other purposes.

**School Bus Information:** Bus service **must** be signed up for at registration. For information pertaining to bus routes and pickup times,

please contact the bus garage in Tolono at (217) 903-4013. **A parent or legal guardian must contact the bus garage if they want their child to ride on a different bus or go to a different bus stop for any reason. This change can only come by contacting the bus garage.** Once the bus garage has given permission to the parent or legal guardian for the change, the parent or legal guardian must contact the school so that their child can be informed of the change. The school **must** be notified by 2:00 p.m. to ensure that the child is notified of the change in schedule.

## **RULES AND REGULATIONS**

School bus safety is the responsibility of each and every individual on the bus. All must work together for mutual safety and benefit. The bus driver is in charge of the bus and is responsible for the enforcement of the rules and regulations. The bus driver has the authority to assign students to specific seats. The bus driver will report to the transportation manager and to the school principal the names of students who are breaking the rules and/or failing to cooperate. These students may be suspended from riding the bus.

**While waiting for the bus, students should: Be at the designated pickup point on time.**

- Stay back at least three feet from the edge of the road (in town, as well as in rural areas).
- Wait until the bus comes to a complete stop before attempting to get on or off the bus.
- Get on and off the bus only at the designated stops.
- Use the handrails while getting on or off the bus.
- Ask the bus driver for permission before bringing large objects or animals onto the bus.
- Be courteous to one another at all times: No pushing, no hitting and no "horseplay."

**Once on the school bus, students should:**

- walk single file in the bus aisle.
- walk to a seat and sit down, taking up only enough space for one person.
- Not change seats, climb over seats, or stand up.
- talk quietly: No shouting, screaming or whistling at any time (especially at railroad crossings).
- Open windows only to the approved marks.
- Not throw anything out of the bus windows.
- Not stick their heads, arms, hands or legs out of the bus windows.
- assist in keeping the bus safe and clean by using the waste container for trash.
- Not tamper with the bus or any of its safety equipment.
- use the emergency doors, only in case of emergency.
- In case of emergency on the road, remain on the bus and await instructions from the bus driver.
- be courteous to one another and to the bus driver at all times.

**In general, students should:**

- Not tease each other. No name calling, pushing, fighting, etc.
- Not bring ice, snow or snowballs onto the bus.
- refrain from using profanity in word or gesture.
- Not display or bring onto the bus such items as water pistols, pocket knives, etc.
- Not deface the buses in any manner.
- refrain from the use of tobacco, drugs, or alcoholic beverages.
- Not eat food or drink any liquids on the bus.
- Not engage in fighting or scuffling on the bus.

- Not deliberately defy or refuse to cooperate with the driver.

**Guidelines for administrative review of Bus Conduct Notices:**

- a) Once the notice is received, interview student to hear their defense of what happened.
- b) Determine if more investigation is needed or if immediate action is appropriate.
- c) School administration will then take appropriate action, which may include suspension from the bus.

\*When a student is to be removed from riding the bus, a reasonable amount of time should be given for the parent to request a review of the action before it goes into effect.

**Search and Seizure:** To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include the school resource 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches through the use of specially trained dogs.

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 District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search, as soon as possible.

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

**Sexual Harassment:** Sexual Harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- denies or limits the provision of educational aid, benefits, services, or treatment
- makes such conduct a condition of a student's academic status
- Substantially interferes with a student's educational environment
- creates an intimidating, hostile, or offensive educational environment
- deprives a student of educational aid, benefits, services, or treatment
- makes submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, that believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The District's current Nondiscrimination Coordinator and Complaint Managers are:

<p>Nondiscrimination Coordinator Unit Superintendent 408 N Central, PO Box S Tolono, IL. 61880 217-485-6510</p>	<p>Complaint Manager: Unity High School Building Principal 1120 CR 800N PO Box Q Tolono, IL. 61880</p>	<p>Unity West Elementary School Building Principal 1035 CR 600 N Tolono, IL. 61880</p>
<p>Unity Junior High School Building Principal 1121 CR 800 N Tolono, IL. 61880</p>	<p>Unity East Elementary School Building Principal 1638 CR 1000 N Philo, IL. 61864</p>	

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with Unit 7's Discipline Policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**Student Dress:** Students are encouraged to wear appropriate attire. Caps should not be worn in the building and student dress must reflect a manner that is conducive to a safe and healthy learning climate. Clothing should not be obscene or suggestive, in poor taste, or interfere with the educational process. Students should not wear spaghetti straps, halter tops or tube tops.

**Student Insurance:** Parents will have the opportunity to purchase insurance for their children through a company selected by the School Board. You are not required to enroll your child in the program. Checks for the insurance are to be made payable to the company.

**Textbooks Responsibilities and Workbooks:** The responsibility for the safe keeping and proper care of textbooks remains with each student. If a student loses or misplaces a book, he/she must pay for the book before receiving another. Fines will be levied for damaged or misused books.

**Book Rental:** The book rental paid at the beginning of each year pays for a minor portion of the workbooks used by Unit 7 students. Students leaving the school district prior to the end of the school year will not be allowed to take workbooks with them. Students completing the full school year may take their completed workbooks home at the end of the school year with a written request from the parents.

**Visitors:** Parents and guardians are always welcome at school but are required to check in at the school office. Students may not bring preschool or school-age relatives or friends to school. Visitors wishing to attend classes with a student in Unit 7 Schools should make arrangements prior to arriving at school. It will then be ascertained from the classroom teacher and building principal whether or not this would be a good time for a visit.

**Field Trips:** The purpose of field trips is to offer an opportunity for students to gain educational experiences outside of the classroom. These trips are planned by the classroom teachers and approved by the administrators. Occasionally, chaperones will be required. The number of chaperones necessary is to be decided by the classroom teacher, based on the situation and needs of the students. Younger siblings should not accompany parents on fieldtrips.

**Birthdays:** Invitations to birthday parties should not be sent home from school. The office cannot provide home addresses or telephone numbers of students.

## STUDENT DISCIPLINE

### Student Discipline Definitions

1. "Exclusion" means any denial educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means an exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term, when deemed appropriate.
3. "Expulsion" means an exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
4. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to himself, other persons or property, or constitutes an ongoing threat of disrupting the education process.
5. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.
6. "Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
7. "In-school Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the superintendent or designee. No academic credit shall be lost solely by the imposition of an in-school suspension. An "in-school suspension" may be imposed in or carried forward to a succeeding school term when appropriate.
8. "Certificated Person" means any person who is duly certified under the provisions of The School Code and who is employed by the District in a position requiring a certificate.

### PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join,

promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.

11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

These grounds for disciplinary action 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 other time when the school is being used by a school group
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function or event
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **DISCIPLINARY MEASURES**

Disciplinary measures include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities with the length determined on a case by case basis, 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. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension with the length determined on a case by case basis. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday School, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

A student who is subject to suspension or expulsion may be eligible for a 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

### **WEAPONS**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (l) possession, use, control, or transfer of 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 or intended 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. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Board of Education, and designated school officials including the Superintendent and or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct.

In determining whether the use of a suspension of three days or less is warranted in response to conduct warranting discipline, the administrator and/or Board of Education will consider whether the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities, as determined on a case-by-case basis.

Suspensions of longer than three days may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted. In determining whether the use of a suspension of longer than three days, expulsions, or removal to alternative school the administration and/or Board of Education will consider whether the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school, as determined on a case-by-case basis.

During any suspension of longer than four days, the Student shall be provided appropriate and available support services during the term of their suspension, as determined by school authorities. The written suspension decision shall document whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians as soon after the start of the school, or as soon after enrollment as is practical.

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### **Bullying**

Bullying shall be defined as any behavior which causes, attempts to cause or risks physical and/or psychological harm to someone else, or urges or encourages others to engage in such conduct. Prohibited behavior includes any act of violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct. In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and/or legal guardians may be notified.

You can review the entire "Prevention of and Response to Bullying, Intimidation, and Harassment" on the district website: [unitsevenschools.com](http://unitsevenschools.com) Click on the Board of Education tab at the top of the web page; Go to the Board Policy Manual tab at the bottom of that page. Policy Number 7:180



## EXHIBIT - NOTIFICATION TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

*This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Achievement Exam (PSAE), for high school students
- Honors and awards
- School-sponsored activities and athletics
- Information pertaining to release of this record

The *temporary record* may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test (ISAT)
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parent(s)/guardian(s) or student should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify

the parent(s)/guardian(s) or student of the time and place where the records may be inspected.

The District charges \$.35 per page for copying, but no one will be denied of their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214 (b)(15)).

**2. The right to request the amendment of student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her/them of his/her/their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

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

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning, upon their request, access to secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent(s)/guardian(s) request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

# UNIT SEVEN SCHOOLS

## INTERNET USAGE POLICY

Unit Seven Schools recognizes that the Internet contains much information that can have a great and positive effect on the education offered to its students. It is because of this that Unit Seven Schools has taken steps to provide Internet access to as many students and faculty members as possible.

Because access to the Internet provides connections to other computer systems worldwide, students and parent(s)/guardian(s) should understand that neither the school nor Unit Seven Schools controls the content of the information available on these other systems. Some of the information on these systems may be controversial and/or offensive.

Unit Seven Schools does not condone the use of such objectionable materials. As much as possible, Unit Seven Schools will take steps to block the objectionable material from being viewed on the workstations of Unit

Seven Staff, students, and parent(s)/guardian(s) must be aware that access to the Internet will be withdrawn from users who do not respect the rights of the others or do not follow the rules and regulations established by the school and the district. Failure to follow the procedures on acceptable usage of computer resources may subject violators to disciplinary action.

Whereas the use of computer resources is a privilege and not a right, all users of computer resources in Unit Seven Schools must agree to follow these general guidelines:

- 1) Any user who uses the networked resources of Unit Seven Schools to gain access to networks of another organization must comply with the rules and regulations of that network.
- 2) No one will use the networked resources of Unit Seven Schools for any commercial activity.
- 3) No user will transmit or receive material in violation of any U.S. or state regulation.
- 4) Illegal activities are strictly prohibited.
- 5) The use of networked resources for product advertisement or political lobbying is prohibited.
- 6) Users are not to share their passwords with anyone. Users are not to share their accounts with anyone.
- 7) Users must agree not to attempt to circumvent network security in any way. If a user finds what he/she perceives to be a security problem with Unit Seven computers, he/she must agree to inform the system administrator immediately so the problem can be addressed.
- 8) All users agree to practice proper "Netiquette." This includes:
  - a) Be polite at all times. Do not write or send abusive messages.
  - b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - c) Do not reveal your personal phone number or address to anyone on the Internet. Also, do not reveal this information about anyone else.
  - d) Do not use the network in any way that would disrupt the use of the network by others.

In addition to agreeing to follow these guidelines, all users must understand the following:

- 1) E-mail messages are not to be considered "private." The system administrator reserves the right to view e-mail messages, if necessary, to provide network security or to investigate wrongdoing. The administrator will not, however, regularly read users' e-mail.
- 2) Information posted to the Internet is only as reliable as the person or persons who post it. Unit Seven Schools will not accept responsibility for the veracity of any information posted on the Internet. It is up to the user to judge for himself/herself the reliability of information that the user finds on the Internet.
- 3) Though Unit Seven Schools will take steps to minimize the amount of objectionable material that is allowed into its workstations, it is impossible to block all objectionable material. Should a user discover any such material, he/she should immediately inform the faculty member in charge of the system at that time. Steps will be taken to block that material from further access.