

FUTURES UNLIMITED RULES AND POLICIES 2019-2020

Participants in Futures Unlimited are high school students who have been referred to Futures for credit recovery to meet graduation requirements. A primary goal of Futures is to prepare students for college or career readiness. *Futures Unlimited reserves the right to alter, add, or omit items in this document when necessary to provide the most safe and effective learning environment.*

There is a \$25 non-refundable registration fee payable on schedule pick-up day for returning students, and at the initial interview for prospective students. Those families that have a financial hardship may be eligible for a waiver of fees based upon federal guidelines. Please call the office for more information.

Futures Unlimited operates under the direction of the Macon-Piatt Regional Office of Education under the Regional Superintendent of Schools, Mr. Matthew Snyder. Although we cooperate with the school districts in Macon and Piatt counties, admission to the program and continued enrollment is contingent on agreement and compliance with the policies in this handbook. Students/parents who are late to the orientation/interview process (without good cause) and who do not express a willingness to support our rules during the orientation process will not be permitted to enroll at Futures Unlimited.

Contact Information

Futures Unlimited Phone #: **362-3080**

Building Hours: 7:30am-3:00pm

Student Hours: 8:00am-1:45pm

Attendance Policy (per quarter)

Correspondence will be made on each absence. Form letters will be sent home on the 3rd absence for any reason stating the date and status of each absence. Upon the 5th **absence** for any reason students must complete and agree to a remediation plan with parents, staff and administration. The plan will delineate student expectations for reducing the number of absences and consequences for failure to remediate.

Examples of absences **EXCUSED** with administrative approval:

- Verified doctor or dental appointment. A written appointment report with time of appointment and departure from the doctor's office must be presented to be excused.
- Funeral of member of the **immediate** family (mother, father, sibling, grandparent). The student may be asked to verify the absence.
- Student illness reported by parent/guardian (not another family member or friend) by phone on the day of the illness or verified in writing by a doctor. After two consecutive absences reported by a parent due to illness, a note from a physician will be required for excusal.
- Court appearances, **if verified** by the proper authority. A note must come back to school with the student from the court clerk verifying the time the student arrived for court and the time the student left the court.

Examples of **UNEXCUSED** absences are:

- Skipping school
- Returning to school without a note or without prior notification of absence
- Shopping
- Family vacation
- Any other reason not included in excused absences

Tardy Policy (per quarter)

A "tardy" is defined as arriving **after 8:00 but before 8:15** in the morning.

- 1-2 = warning
- 3 = administrative conference
- 4-5 = 30-minute detention
- 6+ = APR (alternative placement room-loss of privileges)

Preparation

- It is important that students come to school ready to learn. Necessary materials including pens, pencils, paper, and folders are provided by the school.

Before/After School

- Students should not arrive before 7:45am. **Students are not to congregate around the campus or in the surrounding area.** Students will remain inside the building all day and will not be permitted to leave the premises without parental permission before 1:45 pm unless otherwise scheduled with administration.

Pick up of Students

- Students may be picked up in the Eldorado street parking lot. Students will be allowed to call from the school to arrange rides only when they have been waiting more than 15 minutes for a ride. **Students that drive to school are to park in the lot on the north side of Cerro Gordo Street, near the overpass. The south side of Cerro Gordo is for bus pickup.**

Phone Calls

- Students will not be allowed to make or receive phone calls **except in emergency situations.** The classroom teacher will decide if a student has a valid reason to see the secretary. The secretary will determine emergencies.

Student Dress Code

- **On Top:** School appropriate top of any color which does not display offensive words, symbols and/or references to drugs/alcohol, weapons, gangs, violence or sex. Brand logos are acceptable.
- **Bottom:** Ankle length plain denim jeans or plain khakis worn at the waist with a belt when necessary.
- **On Feet:** Most forms of shoes are acceptable. No house slippers.
- **Unacceptable Dress:**
 - Torn or ripped clothes which reveal skin from thigh to waist.
 - Improperly fitted clothing which exposes underclothes or belly button. Pants are to be pulled up to the waist or students will be sent home to change and unexcused until they return.
 - Shorts, tank tops or clothing that reveals the back or abdomen.
 - Head attire, hats, bandanas, scarves, sunglasses, and gloves are not to be worn in the building.

*****Students with dress code violations will be asked to change to be within compliance of this policy. Failure to comply may result in disciplinary action.**

Body Piercing

Piercings which do not present safety concerns are allowed. No spikes or sharp-edged jewelry is allowed. Students will be asked to remove these items or cover them with medical tape.

Tattoos

Tattoos which contain offensive language, graphic violence, nudity or gang symbols must be covered. The administration makes all final decisions regarding the acceptability of tattoos.

Jackets/Coats/Book Bags

Purses and book bags are not allowed in the classroom. Jackets and coats may be accessed with teacher permission.

Tobacco

Use/possession of tobacco or tobacco-related products including, but not limited to, electronic cigarettes, is prohibited at Futures Unlimited. The term "possession" includes having control, custody, or care of an object or substance, on the student's person, or contained in another item belonging to, or under the control of the student, such as in the student's backpack, etc. Tobacco related products including lighters and Vaping materials will be confiscated and destroyed.

Credit

Credit is earned on a quarterly basis for all academic classes taken and passed at the high school level. A student must earn 18 units of credit to graduate from Futures Unlimited. A Unit is equal to two academic classes passed.

Failed Credit

A student who fails 2 or more classes in one quarter will be placed on academic probation. Students placed on academic probation will be required to pass 3 out of 4 classes each quarter until completing graduation requirements.

Student Schedule

All students at Futures Unlimited have a full day schedule unless they are a graduating senior and need less than two credits to graduate or arrangements have been made with home school to attend Heartland Technical academy.

Graduation

Students are encouraged to graduate with their original graduation class. In no case, unless the Director of Futures/home school allows it, can a student expect to graduate before January of their graduating year.

Plagiarism

Any student who cheats, plagiarizes, or furnishes false, misleading information to Futures Unlimited is subject to disciplinary action. This also applies to students who allow others to plagiarize their work.

Drivers Education

This program is not offered at Futures; however, arrangements can be made with the home school to complete this requirement while still attending Futures.

School Closing

Weather information and related school closings will be given on WSOY and WAND. Listen for information on Futures Unlimited. We will post on our Facebook page, as well.

Weapons

No weapons are allowed on school grounds for any reason. This also includes anything not normally considered to be used as a weapon, but that a student uses for that purpose to threaten or attack someone. Any teacher who suspects that a student has a weapon needs to contact administration immediately.

Having, using, or threatening with a weapon on school grounds will result in dismissal from Futures Unlimited. Law enforcement will be contacted as appropriate.

Drugs/Narcotics

A. Non-Prescription

The possession, sharing or sale of any illegal drug, look alike or drug paraphernalia in the building, on campus, or while on school business will result in the student being referred to the proper legal authorities and dismissal from Futures. Any teacher who suspects that a student has drugs or is selling them will immediately notify the administration.

B. Prescription/Over the Counter Medication-

School personnel are not legally allowed to give ANY kind of medication to a student without medical and parental approval. Medication approval forms are available in the office.

Students who come to school appearing to be under the influence will be referred for administrative discipline and may be subject to dismissal.

Drug Searches

State and Federal Law allows school to conduct a drug search, including the use of search dogs in general use areas of a school. Drug searches may occasionally occur at Futures Unlimited.

Inability to Function in Class

Students who consistently sleep in class, and/or have trouble functioning in the classroom must be willing to work with the administration to remediate the problem, or they may forfeit their placement at Futures Unlimited. Accommodations may be implemented to increase the overall function in the classroom.

Physical Violence

Physical violence or the threat of physical violence towards any person, including students or staff, is prohibited. Offenders are subject to suspension and expulsion from Futures. Law enforcement will be contacted as appropriate.

Theft

Any student stealing property from students, staff, or Futures Unlimited will be subject to disciplinary action. Law enforcement will be contacted as appropriate.

Gang Activity

All gang colors, symbols, signs, clothing are prohibited per Illinois State Law. Students wearing gang related items will not be allowed to enter the building

Electronic Devices Policy

It is the teacher's discretion to allow these items to be used in the classroom.

Cell Phones

Students may have cell phones at Futures Unlimited. They must be silenced upon entering the building. Cell phones may not be accessed during class periods without teacher permission. Students with repeated violations are subject to administrative consequences.

BULLYING/HAZING

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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 followings:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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. 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 by phone call or in writing.

FUTURES UNLIMITED STUDENT GUIDELINES FOR USE OF COMPUTER NETWORK:

- **Acceptable Use**

The use of the computers and related services and media at Futures Unlimited must at all times be consistent with the objectives of the Macon County Regional Office of Education. Every user of computers and computer network services at Futures Unlimited must comply with these guidelines

- **Privileges**

The network is provided to conduct research and communicate with others; the Internet is to be used for educational research and/or academic purposes only. Access of the computers and networks, including the Internet, is a privilege and not a right. Inappropriate use of the system may result in discipline, including loss of computer use privileges or being dropped from Futures Unlimited.

- **Authorization for Internet Access**

Every student must sign the Futures Unlimited Authorization for Internet Access Sheet as a condition for using the Internet connection. Failure for any student to follow these terms of the Authorization for Internet Access, or the policy will result in loss of privileges, disciplinary action and/or appropriate legal action. **All use of the Internet may be tracked.**

Futures Unlimited will use a filtering system on all internet enabled computers to restrict the access of minors and adults to inappropriate Internet sites. Unauthorized online access, including "hacking" and other unlawful activities, is prohibited. Using a proxy to gain access to a blocked site is also prohibited. Failure to comply with these Rules will result in disciplinary action.

- **Email**

Students are only allowed to use the school provided email at school. Students are also not allowed to use chat rooms or any other electronic communication while in school. Failure to follow these rules will result in disciplinary action.

- **Security of System and Responsibilities of System Users**

Security in the system must be a high priority for all users. Do not disclose your login or password or attempt to log into the system as another user. The user is responsible for anything that occurs under their login. If you become aware of any improper use of the system, or violation of security rules, you must notify an administrator, teacher, or the computer network system administrator immediately.

Any files stored on school computers may be reviewed by the administrator, the computer network system administrator, and the faculty to help maintain the integrity of the system and to ensure that all users are acting responsibly.

- **Prohibited Uses**

The following activities are unacceptable and prohibited and shall result in disciplinary action:

Do not use the system to:

1. Retrieve, view, or distribute obscene, indecent, or vulgar materials or C.D.s.
2. Retrieve, view, or distribute any materials in violation of any federal or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.
3. Transfer files or any software to or from a school computer without prior approval from the computer network administrator. No discs are to be used on the network without approval of the Technology Coordinator. It is our intention to prevent the spread of viruses.
4. Harass, threaten, intimidate, or demean any person or group of people.
5. Disrupt the educational process or interfere with the rights of others at any time, either during school days or after school hours.
6. Disrupt information network traffic or interfere with network and /or connected systems.
7. Gain access without permission to the files of others or vandalize another's data or files.
8. Gain unauthorized access to resources, entities, or the network operation system.
9. Gain access to unapproved software programs.
10. Activate chat rooms, email, games, downloading of music, and/or other non-curricular based applications while on the internet.

- **Vandalism**

Any type of vandalism or attempted vandalism (physically or electronically) to Futures Unlimited computers or network is prohibited and will result in immediate cancellation of computer network system privileges, disciplinary action, and potential legal action. Vandalism includes, but it not limited to the downloading, uploading, or creation of computer viruses.

As a user of Futures Unlimited computer network, I agree to comply with the above stated rules. I understand that failure to comply with these rules will result in disciplinary action.

FUTURES UNLIMITED ANTI-VIOLENCE PROCLAMATION

To promote an atmosphere of safety for our students, faculty, and community members, Futures Unlimited, the Law Enforcement, and Mental Health communities have joined together to develop this proclamation of school anti-violence. The following behaviors will not be tolerated from anyone:

1. A verbal threat of violence against anyone.
2. A weapon brought to school with a threat made against another person.
3. A weapon brought to school, for any reason, even though no personal threat was made.

To ensure the safety of the school community, immediate action will be taken by the school administration should any of the above behaviors occur. The action taken may include:

1. Suspension from school
2. Termination from Futures Unlimited.
3. Legal charges may be pressed.
4. Mental Health Assessment/Evaluation may be required.
5. Compensation for damages done.
6. Other measures as deemed necessary by the school administration.

SEXUAL HARASSMENT POLICY Policy No. 1.12A

Sexual harassment by any student in a program that is administered by the Regional Office of Education is prohibited. Any student who engages in sexual harassment will be disciplined. Sexual harassment includes unwelcome touching, crude jokes or pictures of a sexual nature, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with a teacher, the Program Director, or the building Principal. An allegation that one student was sexually harassed by another student or by an adult shall be referred to by the Program Director or building

Principal. The Regional Superintendent of Schools shall be notified in writing of the incident.

Complaints will be kept confidential. Students who make good faith complaints will not be disciplined. Any student knowingly making a false accusation regarding sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion from the program.

POLICIES FOR ADMISSION AND DISMISSAL

Admission to Futures Unlimited is based on meeting the following criteria:

- Attending orientation session on time
- Completion of assessment materials & testing
- Following the guidelines & procedures during testing
- Parent participation at Orientation and Parent/Teacher conferences.
- Consensus agreement of parent, student and administration.

Students are subject to dismissal for failure to appropriately participate in Futures Unlimited programming and comply with classroom rules or policies outlined in this handbook.

PARENT RESPONSIBILITIES

Parents are expected to support the program and its goals in the following ways:

- Require regular attendance and punctuality.
- Call in ahead of time in case of absence – using the answering machine when necessary.
- Participate in scheduled conferences.
- Support Futures Unlimited rules and policies.

If you have any questions/concerns regarding your son/daughter, please contact the secretary to the Director. The number to Futures Unlimited is (217) 362-3080

FUTURES UNLIMITED
300 E. Eldorado St.
2nd floor
Decatur, IL 62523
Ph: 217-362-3080

I HAVE READ THE FOLLOWING DOCUMENTS AND AGREE TO FOLLOW THEM:

1. Futures Unlimited Rules and Policies
2. Futures Unlimited Absence Policy
4. Futures Unlimited Student Guidelines for Use of the Computer Network System
5. Futures Unlimited Anti-Violence Proclamation
6. Futures Unlimited Sexual Harassment Policy #1.12A
7. Futures Unlimited Policies for Admission and Dismissal
8. Parent Responsibilities Page

Parent signature _____ Date _____

Student signature _____ Date _____

Student printed name _____