

“HOME OF THE ROCKETS”

“GOOD OLD UNITY HIGH”

*To you we're always faithful, Unity High
With all our hearts we cheer for you, raise your voices high
Fling out your colors of maroon and white,
You're the fairest, bravest, noblest in the land
Good Old Unity High
UNI-TY, Unity High School, rah, rah, rah
UNI-TY, Unity High School, rah, rah, rah
Unity, oh Unity, oh Unity, rah, rah, rah
To you we're always faithful, Unity High
With all our hearts we cheer for you, lift your banners high
We are proud plainsmen who will strive to keep them high
You're the fairest, bravest, noblest in the land
Good Old Unity High*

PARENT/STUDENT HANDBOOK 2019-2020

UNITY HIGH SCHOOL
1127 CO. RD. 800 N.
TOLONO, ILLINOIS 61880
(217) 485-6230
FAX: (217) 485-6220

WEBSITE: <http://www.unityrockets.com>

PARENT – STUDENT + EXPECTATIONS

This handbook will by no means answer all the questions that you may have concerning our school. Please contact the administration if any questions, problems, or concerns arise. We would like you to direct questions or resolve concerns by contacting the teacher, counselor, coach, co-curricular advisor or administrator directly involved. If your questions or concerns are not satisfactorily answered, the next step is to contact Mr. Morrison or Mr. Gateley. We expect you, as parents and students, to read the handbook so there are no misunderstandings. At the beginning of the school year, the administration will meet with each class to review this handbook and explain our expectations for student behavior.

VISITORS TO THE SCHOOLS

Visitors are welcome at Unity High School provided their presence will not be disruptive. All visitors shall initially report to the Building Principal's office. Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification, interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, or engages in any activity in violation of School Board Policy.

UNITY HIGH SCHOOL PHILOSOPHY

The philosophy of Unity High School is to provide an *appropriate*, well-rounded program, which

emphasizes the individual needs of the student. The school, in conjunction with the parents and community, emphasizes these needs, and is flexible to further the development of each individual academically, socially, culturally, and vocationally. This handbook is not a contract, but reflects current policy/procedures, which may be subject to change.

UNIT #7 BOARD OF EDUCATION

Jim Branson	Tracy Wilson	Roger Oakes
Lori Garrett	Fred Koss	Nate Baxley
Doug Rund		

UNITY HIGH SCHOOL ADMINISTRATIVE STAFF

Andrew Larson	Superintendent
Phil Morrison	Principal
Tim Gateley	Assistant Principal
Scott Hamilton	Athletic Director

UNITY HIGH SCHOOL CONTACTS

Julie Decker.....Counselor	Shannon Mills Counselor
Susie Fisher Admin. Secretary	Bunny Moore.....Admin. Secretary
Carol Mehary..... Counseling Secretary	Kevin Franzen..... Resource Officer
.....Social Worker	Allison Whitney Psychologist
Barb Holt Head Cook	Jim Crawford..... Custodian

UNITY HIGH SCHOOL STUDENT COUNCIL OFFICERS

Tyler Gadbury.....	President
Kylie Decker	Vice President
Elizabeth Hulick.....	Recording Secretary
Caroline Bachert.....	Corresponding Secretary
Tori Cunnington.....	Treasurer
Harper Hancock.....	Historian

UNITY HIGH SCHOOL FACULTY

Cassie Alpers	alpersc@unity.k12.il.us	Special Education
Ryan Anderson	andersonr@unity.k12.il.us	Industrial Tech
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Jerry Cardiff	cardiffj@unity.k12.il.us	Band
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Stacie Cler	clers@unity.k12.il.us	Science
Julie Decker	deckerj@unity.k12.il.us	Counselor
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Scott Weakley	weakleys@unity.k12.il.us	English

OFFICE STAFF

Bunny Moore	bunnvm@unity.k12.il.us	Main Office Secretary
Carol Meharry	chmeharry@unity.k12.il.us	Guidance Secretary
Susie Fisher	fishers@unity.k12.il.us	Main Office Secretary

2019-2020 OFFICIAL CALENDAR - UNITY HIGH SCHOOL, TOLONO, ILLINOIS

August 5	School Registration 12-7 p.m. @ Unity High School
August 6	School Registration 7:30 a.m. – 2:00 p.m. @ UHS
August 15-16	Teacher Institute
August 19	First Student Attendance Day – Full Day
September 2	Labor Day – No School
September 20	Week of Progress Reports
September 20	School Improvement Day(Student Dismissal at 11:30)
September 20	Homecoming
October 11	School Improvement Day (No Student Attendance)
October 14	Columbus Day – No School
October 24	Midterm
October 24	School Improvement Day (Student Dismissal at 11:30)

October 24	Parent/Teacher Conferences 3:00-9:30 – No Students
October 25	P/T Conferences – No School
November 19	Week of Progress Reports
November 26	2:15 Dismissal
November 27-29	Thanksgiving Holiday – No School
December 19-20	Semester Exams
December 20	2:15 Dismissal – End of 1st Semester/2nd quarter
December 23-Jan 5	Winter Break – No School
January 6	School Resumes- Student Attendance Full Day
January 6	First Semester Report Cards Distributed
January 20	M.L.King Holiday-No School
February 7	Week of Progress Reports
February 13	School Improvement Day (Student Dismissal at 11:30)
February 13	Parent/Teacher Conferences 3:00-9:30
February 13	Freshman Orientation 6:30 – 7:30 UHS Auditorium
February 14	P/T Conferences – No School
February 17	Presidents Day – No School
March 6	Week of Progress Reports
March 16-20	Spring Break
March 30-April 3	Student Council Week
April 8	Week of Progress Reports
April 9-13	Easter Break
April 14	SAT/PSAT Testing
April 23	NHS/Hall of Fame Induction
April 25	Prom
May 7	Seniors Honor's Night
May 11-12	Senior Final Exams
May 17	Graduation
May 25	No School - Memorial Day
May 26-27	Semester Exams *
May 27	End of Second Semester *
May 28	No School - Teacher Institute*

*****End of Year Dates & 2nd Semester Exams – Subject to change due to snow days

UNITY HIGH SCHOOL SCHEDULE OF PERIODS

REGULAR SCHEDULE

Activity Period.....	8:00	-	8:16
Warning Bell	8:16		
1st Period	8:20	-	9:09
2nd Period	9:13	-	10:02
3rd Period	10:06	-	10:55
Lunch A	10:59	-	11:25
4th Period	11:29	-	12:22

4th Period	10:59	-	11:25
Lunch B	11:28	-	11:54
4th Period	11:57	-	12:22
4th Period	10:59	-	11:52
Lunch C	11:56	-	12:22
5th Period	12:26	-	1:15
6th Period	1:19	-	2:08
7th Period	2:12	-	3:00
Detention Study Hall.....	3:05	-	3:45 pm

REDUCED TIME SCHEDULE - 11:30 AM DISMISSAL

Warning Bell	8:16 am		
1st Period	8:20	-	8:44 am
2nd Period	8:48	-	9:11 am
3rd Period	9:15	-	9:39 am
4th Period	9:43	-	10:06 am
5th Period	10:10	-	10:34 am
6th Period	10:38	-	11:02 am
7th Period	11:06	-	11:30 am

REDUCED TIME SCHEDULE - 2:15 PM DISMISSAL

Warning Bell	8:16 am		
1st Period	8:20	-	9:03 am
2nd Period	9:07	-	9:50 am
3rd Period	9:54	-	10:37 am
Lunch A	10:41	-	11:05 am
4th Period	11:09	-	11:55 am
4th Period	10:41	-	11:01 am
Lunch B	11:05	-	11:31 am
4th Period	11:35	-	11:55 am
4th Period	10:41	-	11:27 am
Lunch C	11:31	-	11:55 am
5th Period	11:59	-	12:39 pm
6th Period	12:43	-	1:26 pm
7th Period	1:30	-	2:15 pm

INCLEMENT WEATHER PLANS

If weather conditions should make the roads hazardous during the night please tune to the following stations for information on school closings.

WEFT	Champaign	359-9338	90.1 FM
WDWS	Champaign	351-5300	1400 AM – 97.5 FM
Oldies 92	Champaign	352-1040	92.5 FM
WLRW	Champaign	352-4141	94.5 FM
WBGL	Champaign	359-8232	91.7 FM

Z-95	Champaign	367-6397	95.1 FM
WCIA Channel 3	Champaign	356-8333	
WICD Channel 15	Champaign	351-8538	

ATHLETICS

- A. When school is canceled due to inclement weather:
 1. There will be no practices scheduled on that day.
 2. There will be no home or away athletic contests.
- B. All games canceled due to inclement weather are to be rescheduled or forfeited.
- C. Exceptions will be allowed for IHSA State Tournament competition.

EXTRA-CURRICULAR ACTIVITIES

- A. When it is necessary to dismiss school early or close school for a day due to inclement weather, ALL SCHOOL ACTIVITIES will be canceled for that day or evening.

BUS ROUTE INFORMATION (NOTE: PLEASE CHECK WITH THE SCHOOLS TO ENSURE ACCURACY)

ARRIVALS:

- T-2 **Philo**, Eisenhower and Adams, South Park, Shipley South, Shipley North, St. Thomas
Your return bus is T-2.
- T-8 **South Sidney**, Victory and White. Your return bus is T-8.
- T-9 **South Tolono and Pesotum**, Old Tolono Primary, Hand-N-Hand, River Road, Administration Building, Pesotum Community Bldg., and Old Pesotum Grade, and the Oaks. Call the Bus Barn for your return bus assignment.
- T-10 **South Tolono**, Benham and Bourne pick up time 8:09. Your return bus is T-13. **Sidney**, Harrison and Main, Prairie and David, Scarborough and Maple. Your return bus is T-10
- T-11 **Southwest Sadorus**, Fourth and Church. Your return bus is T-12.
- T-12 **Southeast Tolono and Sadorus**, Meadow Lane Old Sadorus School. Your return bus is T-12.
- T-13 **North Sadorus**, North Front St., West St. Your return bus is T-12.
- T-14 **Sidney**, Dunlap Woods, James and Main,
- T-17 **Tolono and Philo**, East End Park, West End Park, Condit and Strong, St. Thomas School, Old Philo School, North Park. Your return bus is T-1 or T-17.
- T-18 **Tolono**, First and Marshall, Fourth and Boone, 7:57 and 8:00. Your return bus is T-13.
- T-19 **North Tolono**, High school students stay on T-19 to high school

II. ACADEMICS AT UNITY HIGH SCHOOL

GRADUATION REQUIREMENTS

The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the School District exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all courses as provided in The School Code, 105 ILCS 5/27-22.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code 1.440.
3. Complete all District course requirements.
4. Pass an examination on patriotism and principles of representative government, proper

use of the flag, methods of voting, and the Pledge of Allegiance.

5. Take the SAT Examination, unless the student: (a) is exempt according to 105 ILCS 5/2-3.64, or (b) during the school year, meets ISBE's requirements for seniors who did not take the SAT as juniors and were unable to participate in the retake.

The Superintendent or designee is responsible for: (1) maintaining a description of all course offerings that comply with the above graduation requirements, (2) notifying students and their parents/guardians of graduation requirements; (3) developing the criteria for determining when a student accomplishes number 5 as well as a method for recording the fact in the student's school record, and (4) take all other actions to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

Certificate of 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. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parent guardians.

Veterans of World War II or the Korean Conflict

Upon application, an honorably discharged veteran of World War II or the Korean Conflict will be awarded a diploma, provided that he or she: (1) reside within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma or GED (high school equivalency).

It is the responsibility of each student to see that he/she takes and completes all requirements for graduation, college admission or other programs. Students who have failed a semester of any class should check with their counselor to insure that they meet graduation requirements. For your graduation requirements, please consult with your counselor and the class curriculum guide/course description booklet.

*Seven semesters of Physical Education plus one semester of Health are required by Unity High School and the State of Illinois. Physical Education is required unless excused by a written request from a family physician.

1. Juniors or Seniors with no study hall and participating in a sport may apply to be waived from PE **during the sport's season**. (Fall, winter, spring) by completing a PE waiver card previous to the start of the season. Juniors or Seniors with no study hall and out for sports in all three seasons may waive out of PE the entire school year. Students will return to PE when not participating in sports. **If a student were to drop off the team, they would return to PE immediately.** Each application will be examined on a case to case basis. The student will be placed in a study hall upon acceptance of the waiver applications.
2. A **Junior or Senior** may waive PE if they need a required course for college, or if they need a course to meet graduation requirements.

COLLEGE BOUND STUDENT REQUIREMENTS

UNIT OF CREDIT

Credit for both semesters of a full year course equals one unit (1.0), credit for a semester course equals one-half unit (.5), and credit for a quarter (nine weeks) course equals one-fourth unit (.250). Physical Education courses receive one-half unit per year.

COURSE LOAD

Five solid subjects (plus Physical Education) are required each semester. If classroom space permits, enrollment in a sixth solid subject may be permitted.

REQUIRED FRESHMAN AND SOPHOMORE COURSES

English, Mathematics, Science, World Cultures, *Physical Education, mandated courses are required. Only one study hall is allowed. A freshman, whose sixteenth birthday will come on or before December 15th of what will be his/her sophomore year, may enroll for the mandated courses. In accordance with House Bill 418 students who desire to take a Driver Education course must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in Driver Education.

REQUIRED JUNIOR COURSES

English, Math, United States History, *Physical Education are required. Only one study hall is allowed.

REQUIRED SENIOR COURSES

English, Government, *Physical Education, only one study hall is allowed.

***See Physical Education Waiver**

REDUCED COURSE LOAD

The Board of Education has authorized seniors the option of carrying either a full course load of five solid subjects plus physical education or reduced course load, a minimum of two solid subjects or three solid subjects plus physical education. The reduced load must be selected from courses scheduled in consecutive periods. Seniors choosing the reduced course load option lose their eligibility for participation in class offices, student council, interscholastic activities and all other extra-curricular activities at Unity High School.

If any agency requests information concerning your attendance status, you will be listed as a part time student if you are in attendance less than six periods.

GRADUATION

Unity High School will hold one formal graduation exercise each spring. Unity High School will not select a valedictorian or a salutatorian. Unity High School will recognize the top 10% of each graduating class in order of rank. Students tied in rank will be listed alphabetically.

SIXTH SEMESTER GRADUATION

Students wishing to graduate at the conclusion of six semesters, having met all requirements for graduation, must request a meeting with the principal or designee no later than the conclusion of his/her third semester. Students must request a "Notice of Intent to Graduate upon Completion of Sixth Semester" form. This "intent" form requires the signatures of the student, counselor, parent, and principal. Any student graduating at the completion of the sixth semester must take school required semester examinations. Students wishing to graduate at the conclusion of their sixth semester forfeit all senior privileges. These privileges include but are not limited to; prom, senior trip, etc.

SEVENTH SEMESTER GRADUATION

Students must request a "Notice of Intent to Graduate upon Completion of Seventh Semester" from his/her counselor no later than the first week of their last quarter attendance. This "Intent" form requires the signatures of the student, counselor, parent, and principal. *Any student graduating at the completion of the seventh semester must take school required semester examinations. If the student graduates at the end of his/her seventh semester, the official diploma will be issued following the posting of grades and payment of all fees. (January) With the consent of the administration diplomas may be awarded prior to January.* The student who chooses to graduate at mid-term will forfeit all senior privileges. These privileges include but are not limited to; prom, senior trip, graduation, etc.

CHANGING CLASS SCHEDULES

1. Dropping a class after the semester starts will result in an "F" for the course. The "F" will be figured into the student's overall GPA.
2. Teacher input regarding student transfers from one class to another will be considered by the administration during the first four weeks of the first and third quarter.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are a privilege and not a right. Participants are expected to behave in a manner that would reflect the morals and teachings of our community.

1. You must pass **twenty (25) credit hours** of high school work **per week**. **Physical Education counts.**
2. You must have passed twenty (25) credit hours of high school work the previous semester to be eligible for the current (next) semester. Physical Education Counts.

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled after the semester has ended and grades distributed. Students who receive high honors all four quarters receive a scholarship letter after both semesters.

1. A student with a grade point average of 3.75 or above is recognized on the high honor roll.
2. A student with a grade point average of 3.2 but less than 3.75 is recognized on the honor roll.
3. The grade point average is based on 4.0 as the high.

To be eligible for the honor roll, a student must carry a minimum class load of four solid subjects.

NATIONAL HONOR SOCIETY

Membership in the Unity High School National Honor Society is an honor bestowed upon a student. Selection for membership is based on scholarship, exemplary character and outstanding leadership and service. To be eligible for membership, the candidate must have spent at least one semester in Unity High School and must have completed 3 semesters of high school. Candidates must have a grade point average of 3.75 and be in the top 20% of his/her class. Based on these evaluations, a faculty council appointed by the principal makes final selection for membership. Once selected, members must continue to demonstrate the qualities for which they were selected.

GRADING SCALE

Letter	Percentage	Value
A	100% - 90%	4.0
B	89% - 80%	3.0
C	79% - 70%	2.0
D	69% - 60%	1.0
F	59% -	0.0

COLLEGE VISITATION

1. Students may use college days only during their last three academic semesters.
2. Eligible students will be allowed a total of one college day their junior year and two college days their senior year. Additional college days may be granted with administrative approval. These absences do not count toward the Attendance Incentive Program.
3. College days will not be allowed after May 1 of the present school year unless given permission by the administration.
4. Appointment with the college must be verified through the guidance office.
5. The student must obtain a signed verification of attendance by the university official for the guidance office and return it to the guidance office.

6. Students need to make arrangements for advanced absence at least one day prior to the college visit.

CREDIT FOR OFF CAMPUS COURSES

All off campus courses must have the principal's approval before registering in that class. Requests for course approval must be submitted no later than 30 days prior to the start of a new high school semester. A maximum of three units of credit from any combination of off campus courses will be counted toward graduation.

Off campus courses refer to summer school classes, evening classes, correspondence classes, and any other course not a part of Unit Seven's program.

For college courses Unity High School assigns .25 units of credit per semester hour. Example: A student taking an approved 4-semester hour class will earn 1.0 credit at Unity.

PARKLAND COLLEGE AGREEMENT-PERMISSION GUIDELINES

The Board of Education approved the following guidelines for students who plan to attend Parkland College.

1. Students provide their own transportation to Parkland College.
2. Students will enroll in pre-approved classes (see off-campus courses) with the direct help of the Guidance Office.
3. Students will pay a \$250.00 registration fee to Unity High School.
4. Students enrolling at Parkland College need to make an alternative schedule with the guidance counselor in case the Parkland class/classes are canceled.
5. These dual credit classes and accompanying grades shall count toward high school graduation and will be counted in the student's high school grade point average.

Step Work Program – Year Course – 3.0 credit 11-12 grades

Pre: Student must

1. Have an IEP – Individual Education Plan
2. Have a junior standing
3. Be employed and enrolled in General Business for the full year.
4. Have a job which consists of a minimum of 15 school hours per week between the hours of 7:00am and 5:00pm.
5. Furnish his/her own transportation
6. Complete a physical examination if required by employer.
7. Complete an employee/employer contract.
8. Have secured job placement for the full school year, and received the work coordinator's approval **BEFORE** the first day of the semester.
9. Keep records pertaining to the job experience.
10. Design an alternative schedule of courses in the event an approved job is not available

Eleventh grade special education students with the approval of the Work Program Coordinator may earn 2.0 units of credit for on the job work experience within the regular school day.

Transfer students will be eligible for this program only if they were enrolled in a program of this type prior to coming to Unit 7.

Vocational opportunities will be offered without regard to race, color, national origin, sex or handicap.

GUIDANCE SERVICES

NOTE TO STUDENTS

The guidance personnel offer a variety of services for students at Unity High School. From incoming freshmen to dignified seniors, there is a need, a place, and a time when a counselor can be

of real help to your progress and well-being. Briefly, here are a few of the services offered by your counselors:

1. Testing
2. Planning and scheduling courses
3. Helping with personal problems
4. Providing college and scholarship information
5. Writing letters of recommendation for jobs or colleges
6. Providing career and job information
7. Preparing transcripts for colleges and jobs
8. Holding parent conferences

If you have a problem of any kind, see your counselors. You can be assured they will do their best to understand you and offer suggestions and help. Your counselors are liaisons between your school and your home. We hope you will let them help you.

STUDENT RESPONSIBILITY

Although the counselors are available to aid and assist the student, the student has certain responsibilities. The student must bring any problems and questions to the counselor, since it is impossible for the counselor to anticipate and be aware of every situation concerning every student. The student should make it his or her responsibility to arrange appointments with the counselor. Although it is the student's responsibility to investigate information concerning colleges, vocations, financial aid, etc., the counselor will provide assistance and direction in this process. The student is urged to talk with a counselor whenever there are any questions concerning school problems. It is also suggested that the student talk over personal problems and situations with a counselor.

Often valuable information is given during announcements and can be found on bulletin boards, outside the counselor's office. The student must listen to all announcements and check the bulletin boards frequently.

ACHIEVING ACADEMIC SUCCESS

NOTE TO PARENTS

Good discipline originates in the home. The parent is the first teacher of the child and should develop in him or her good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher's role is similar to the parent's while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities. Show an active interest in his or her report cards and progress:
 - a. Do you encourage your child to be enthusiastic about school work?
 - b. Does your child schedule sufficient time for home study?
 - c. Is there a suitable quiet place to study at home at a regularly scheduled time? Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand.
 - d. Do you have family agreements **THAT ARE KEPT** regarding the use of the telephone or TV?
 - e. What do you suggest as a substitute when you're told there is no homework? Consider:
Reading - a continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment.

Reviewing—class notes, arithmetic processes, grammar usage, spelling.

Research—science or other long-term projects that have been assigned.

- f. What time is your child in bed each night?

Your interest and support at home are important to your child and greatly appreciated by your child's teachers.

EFFECTIVE HOMEWORK HABITS

1. Plan. Assign a definite time at least two hours each day for study at home; utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers, and other materials.
2. Place. Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.
3. Procedure. Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content. Reread the assignment slowly and comprehensively for content, relationships, and details.

Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

STUDY SKILLS

A student who studies well:

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom and listens well.
3. Asks questions if he doesn't understand the discussion or if he has a problem.
4. Plans his work and schedules time for homework each day; makes sure he understands the assignment before he leaves class.
5. Uses what he learns; sees how each subject applies to the others.
6. Strives to do his best, not just to get by.

HOW TO STUDY:

1. Attitude is important—think positively; work independently. Seek help only when you have exhausted your own resources; then ask questions. Use library resources.
2. Learning requires concentration—keeps your mind on what you are doing. It will take less time.
3. At home have a definite, well-lighted, quiet place to study. Unless you have a straight A average, you will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, directions. If the assignment is not written make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

HOW TO TAKE A TEST:

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for—not what is not asked for.
7. Check your paper for spelling and grammar before turning it in.

After School Assistance Program – Passing Classes ASAP

Unity High School offers assistance to students who require additional help in their classes. This program will be mandatory and supervised by our staff. These sessions will be from from 7:50 a.m. – 8:10 a.m., Tuesday, Wednesday, and Thursday. Students are required to attend ASAP if they are failing two or more classes. A student will remain in ASAP until he/she is no longer failing. Progress will be checked every Thursday for placement in ASAP for the following week. A student that is placed in ASAP will be notified and be given a form to take home and have signed by a parent or guardian. On that form, a parent may sign and excuse said student from ASAP; however, as a result of nonattendance of this program, a student may be placed on social probation at the discretion of the administration. Parents will be notified if the social probation extends beyond two weeks. The form must be returned to the guidance office on Friday.

IMPORTANT DATES FROM THE COUNSELING OFFICE 2019-2020

Please check the website for detailed information on tests and activities.

AUGUST 2019

- 12 Senior Parent Meetings
- 13 Senior Parent Meetings
- 24 ACT-National Test Date (off campus)

SEPTEMBER 2019

- 14 ACT-National Test Date (off campus)
- 30 Financial Aid Night (Media Center)

OCTOBER 2019

- 5 National SAT Administration (off campus)
- 16 PSAT/NMSQT (UHS)
- 26 ACT – National Test Date (off campus)

NOVEMBER 2019

- 2 National SAT Administration (off campus)

DECEMBER 2018

- 1 Unity High School deadline for ALL 2 year and 4 year college applications
- 7 National SAT Administration (off campus)
- 14 National ACT- National Test Date (off campus)

JANUARY 2020

FEBRUARY 2020

- 8 National ACT Test Date (off campus)
- 13 Freshman Orientation (UHS auditorium)

MARCH 2020

- 14 National SAT Administration (off campus)

APRIL 2020

- 4 National ACT Test Date (off campus)
- 14 SAT School Day Administration (UHS)

MAY 2020

- 2 National SAT Administration (off campus)
- 5 AP Calculus Exam – 8:00 a.m.
- 6 AP English Literature Exam – 8:00 a.m.
- 7 Honors Night
- 11 AP Biology Exam – 8:00 a.m.
- 15 AP Calculus Exam – 8:00 a.m.
- 17 Graduation

JUNE 2020

- 6 National SAT Administration (off campus)
- 13 National ACT Test Date (off campus)

COLLEGE REPRESENTATIVES

In the fall, many colleges and universities send representatives to the high school to talk with students interested in attending college. Juniors and seniors are encouraged to talk with these representatives. In fact this can be one of the most important steps for a student interested in going to college.

COLLEGE COUNSELING

Counseling services for college-bound students are available through the guidance department. Students are encouraged to begin college planning as early as possible. Such early planning will ensure that the student is able to enter the college of his or her choice.

Students who intend to enter college should be certain that they have met the entry requirements of the school as well as those which have been determined by the Illinois Board of Education. A careful review of the college catalog by the student, parent, and the counselor will ensure that all requirements have been met and that the transition from the high school to college is a smooth one.

OVERVIEW OF FINANCIAL AID APPLICATION PROCEDURE

1. Apply for admission to the school or college of your choice. Students may want to apply for admission to more than one institution in order to be reasonably certain of being accepted to at least one. While application procedures at most institutions will involve the writing of a college entrance examination (Commonly either the ACT Assessment or the Scholastic Aptitude Test), eligibility for assistance through the major federal and state financial aid programs **is not** contingent upon these test scores. Students do not receive financial aid until they have been admitted. The sooner the student processes his or her application for admission, the sooner he or she becomes eligible for financial support from the college, which is especially important if the college has limited funds and must disburse them on a first-come-first-served basis.
2. Apply for financial aid at each school or college to which you have been admitted by utilizing the free application for federal student aid in conjunction with the financial aid officer of each college or vocational school. His or her job is to provide financial assistance to needy students to the maximum extent possible. On most campuses in Illinois the student must make formal application for financial aid, usually by a specified deadline which may or may not be the same as the admission application deadline for each campus. In addition to administering institutional funds, the financial aid officer may be able to assist students through such federal financial aid programs as the Federal College Work/Study Program, Perkins Loan, and Stafford Loan Program.
3. Eligibility for many financial aid dollars today is based upon financial need. The student and his or her parents are expected to contribute what they can from family income and assets toward college expenses, and the colleges and scholarship agencies will help to provide the rest. In order to assess the family's ability to contribute, financial aid officers require that the student file either a FAFSA Financial Aid Form or a Family Financial Statement (FFS).

4. Apply for a monetary award from the Illinois Student Assistance Commission. Through the Monetary Award Program, students may receive up to \$4,740.00 per year toward their tuition and fees at any approved college, university, or hospital school of nursing.
5. Apply for the PELL Grant Program. This program will provide up to \$4,050.00 in grant assistance to students who enroll as full-time freshmen at approved colleges and vocational schools.

Beyond these basic application procedures, many students each year find it necessary to apply for additional resources in order to meet their college expenses.

They may apply to the following for assistance:

- Scholarship agencies
- Private donors
- State government agencies
 - Department of Public Aid
 - Division of Vocational Rehabilitation
- Federal government agencies—
 - Social Security Administration
 - Veterans Administration

The Stafford Loan Program, which is administered by the Illinois Student Assistance Commission, represents another source of assistance for students who have completed all other application procedures. Through this program students may borrow a varying amount per year—depending upon their financial need—for both undergraduate and graduate study, with repayment beginning nine months after the cessation of full-time studies.

III. ACTIVITIES AND ATHLETICS

UNITY ACTIVITIES AND CLUBS

We would like to encourage the continuation of clubs in which there is student and teacher interest. Clubs may be formed as long as there is student interest and a faculty sponsor. If you see a need to form a club, please contact the principal. All school sponsored clubs are to have a faculty sponsor.

The following is a list of existing activities and clubs and their sponsors:

Art Club	Taylor Marcel
National Honor Society	Julie Decker
Pep Club	Roger Kleiss
Rocket Yearbook.....	Kris Graves
Scholastic Bowl.....	Brad Wacker
Spanish Club.....	Veronica Tibbs
FFA	Rich McCabe
Band Activities.....	Jerry Cardiff
Choral Activities	Victoria Kensek
Student Council.....	Jennifer Meyer
Musical Director	Victoria Kensek
Theater.....	Jessica Burke
Math Contest.....	Math Department
FCCLA	
Teen Titans	Michel Stringer

**UNITY ATHLETICS
TOLONO COMMUNITY UNIT SCHOOL DISTRICT NO. 7 ATHLETIC CODE
PURPOSE**

The Board of Education and staff of Tolono Community Unit School District No. 7 have adopted this Athletic Code which applies to all students in grades 6 through 12 who desire to participate in extracurricular athletics, cheerleading or pom pon. This document applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

The use by an athlete of tobacco, alcohol, or performance altering substances not prescribed by a physician for medicinal purposes for the patient who is using them in the manner in which they were prescribed is prohibited. There are other specific prohibitions relating to tobacco, alcohol and/or performance altering substances contained elsewhere in this Code which are to be read in addition to the above. The use of these items by a student who participated in athletics, cheerleading and/or pom pon presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes.

Participation in athletics is a privilege available to qualified students. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Tolono Community Unit School District No. 7. Strict adherence to the rules and policies set forth in the Athletic Code is a responsibility that accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in athletics, cheerleading and or pom pon may be lost in accordance with the terms of this Athletic Code.

DEFINITIONS

Athlete

Athlete means a boy or girl enrolled in grades 6 through 12 at Unity Junior or Senior High School, or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic activity, cheerleading or pom pon activity sponsored by the Tolono Community Unit School District No. 7.

Activity

Activity means any tryout, practice, game, event, contest, competition, tournament match or recreation connected to the conduct of a sport, including school sponsored weight training, summer league, camp or open gym.

Sport

Sport means any interscholastic sport sponsored by Tolono Community Unit School District No. 7 and includes dance, cheerleading or pom pon.

WHEN THIS ATHLETIC CODE IS IN EFFECT

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four (24) 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 from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

POLICY CONFLICTS

In the event of conflict between any school board policy, rule or regulation and rules contained in this Athletic Code, the rules contained in this Athletic Code shall exclusively apply and prevail. In the event there is uncertainty as to whether this Athletic Code is in conflict with or is meant to be in addition to

school board policies, rules and regulations, this Athletic Code shall be deemed to be in addition to school board policies, rules, or regulations.

REQUIREMENTS FOR PARTICIPATION

An athlete must have the following fully executed documents on file at the school office wherein the athlete is in attendance before the athlete's first participation in any activity:

- a. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete in physically able to participate; and
- b. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- c. Proof the athlete is covered by medical insurance; and
- d. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

PRACTICE SESSIONS

All practice sessions shall be appropriately planned by the coaching staff to ensure the safety of, and maximize instructional value for the participating athletes.

SPORTSMANSHIP

Coaches shall personally exhibit and shall require of their athletes good sportsmanship. Coaches shall establish rules of deportment for their athletes and their teams which encourage good sportsmanship and require appropriate behavior.

USE OF PROFANITY

Coaches shall refrain from using profane language and shall require their athletes to refrain from the use of profanity.

ELIGIBILITY

Eligibility shall be governed by the rules of the IESA, IHSA and all applicable school board policies, rules, and regulations. In some cases, Unity Junior High or High School eligibility rules may be more stringent than IESA or IHSA rules, in which case the Unity Junior High School or Unity Senior High School policies, rules and regulations, whichever is appropriate, shall apply. To retain athletic eligibility, an athlete must have passed twenty (25) semester hours of academic course work in the semester preceding his or her athletic eligibility and must have passed twenty (25) semester hours of academic course work in the week preceding his or her athletic eligibility. Eligibility will run from Monday to Sunday of the following week.

INSURANCE

Before any student athlete shall be permitted to practice for, or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athlete must:

- a. be currently enrolled in, and have paid the current premium for the school district's health insurance plan; or
- b. provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certificate from the insurance carrier and have on file with the school district a signed insurance waiver.

REPORT OF INJURY

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition, to the head coach of the sport in which the athlete is competing.

STUDENT INJURY

No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld. When doubt exists, as to the ability of the athlete to practice or compete, competent medical advice shall be solicited.

MEDICAL RELEASE TO RETURN TO COMPETITION

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the athlete to engage in further athletic activity. In each instance when an athlete has been directed by a coach or other school official to seek medical examination or treatment, the athlete shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the athlete is allowed to engage in further athletic activity.

DRESS AND GROOMING

Rules regulating the dress or grooming of athletes for reasons related to the health or safety of the athlete or others may be developed by the coach of each respective sport. Team uniforms and equipment shall be required. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the athlete or other athletic participants.

USE OF EQUIPMENT

Athletes shall be responsible for the care and maintenance of all athletic equipment issued to them.

RETURN OF EQUIPMENT

Each athlete issued athletic equipment shall return the equipment in the condition in which it was received, normal wear and tear expected, to the athletic department within one (1) week of completion of the athletic season for which the equipment was issued, or within one (1) week of the end of the athlete's participation in the sport for the season, whichever comes first. If an athlete fails to return equipment as required, or returns it in damaged condition, the athlete may be charged for replacement or repair, or otherwise disciplined appropriate.

LOCKERS

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

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 waiver of this rule may be issued by a coach or administrator provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent.

TRAINING RULES

The coach of each sport may establish training rules which shall apply to each student athlete participating in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student athlete, shall be subject to the approval of the Superintendent of Schools. Before the adoption of any training rule(s), the proposed rule(s) shall be submitted to the Athletic Director, who shall submit the rule(s) to the Principal, who shall submit the rule(s) to the Superintendent of Schools for approval.

ATTENDANCE AT PRACTICES, MEETS, GAMES AND ATHLETIC EVENTS

For the protection of the health and safety of athletes, and to protect the integrity of the team, team members shall be required to attend all regularly scheduled practices, meets, games and events of the team. Failure to attend by a team member may result in discipline, including suspension or dismissal from the team.

DRUGS, ALCOHOL AND/OR 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 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 policy, 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.

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.

ATHLETIC DEPARTMENT AND CONDUCT

Behavioral misconduct by student-athletes shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. insubordination; or
- b. any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. hazing or harassment of any kind; or
- e. use of profanity; or
- f. exhibition of bad sportsmanship; or
- g. violation of the Athletic Code, training rules, or any other school policies, rules or regulations.

RANGE OF PUNISHMENT

The appropriate punishment for any particular offense shall be at the sole and exclusive discretion of school officials. The following range of penalties is intended to serve as a guide only.

- Insubordination; oral warning to dismissal of the athlete from the team for the remainder of the season or suspension from another sport for a fixed period of athletic eligibility but less than for the remainder of the season.
- Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; oral warning to ineligibility for further athletic competition.
- Any behavior which disrupts the appropriate conduct of a school program or activity; oral warning to dismissal of the athlete from the team for the remainder of the season or suspension from another sport for a fixed period of athletic eligibility but less than for the remainder of the season.
- Hazing or harassment of any kind; oral warning to dismissal of the athlete from the team for the remainder of the season or suspension from another sport for a fixed period of athletic eligibility but less than for the remainder of the season.
- Use of profanity; oral warning to suspension or suspension from another sport for a fixed period of athletic eligibility but less than for the remainder of the season.
- Exhibition of bad sportsmanship; oral warning to suspension or suspension from another sport for a fixed period of athletic eligibility but less than for the remainder of the season.
- Violation of the Athletic Code, training rules, or any other school policies, rules or regulations (including drug, alcohol and/or tobacco violations); oral warning to ineligibility for further athletic competition.

IMPOSITION OF DISCIPLINE

Coaches and school officials shall impose disciplines appropriate to the offenses committed and with consideration given to the athlete's history of misconduct and/or other extenuating circumstances. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and other school officials.

APPLICATION AND CONFLICT OF DISCIPLINARY RULES

In the instance of violation of school policies, rules, or regulations or this Athletic Code by a student athlete, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Athletic Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

DISCIPLINARY SUSPENSION OF ATHLETES

The coach, upon consultation with and upon approval of school administration, may suspend an athlete from athletic participation for violation of the Athletic Code, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the athlete from participation in one (1) or more athletic practices, games, meets or other activities but less than dismissal for the balance of a season. The following procedures shall apply to disciplinary suspensions:

- a. Prior to suspension, the athlete shall be provided an explanation of the charges against him or her. The athlete shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. Upon written request, the athlete may appeal his or her disciplinary suspension to the Superintendent Appointed Hearing Officer, who shall have final binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal proceedings.

DISCIPLINARY DISMISSAL OF AN ATHLETE FROM A TEAM

The coach, upon consultation with and upon approval of school administration, may dismiss a student-athlete from athletic participation for violation of the Athletic Code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team is defined as removal of the athlete from participation in one (1) or more athletic practices, games, meets or other activities in a sport for the balance of a season. The following procedures shall apply to disciplinary dismissals:

- a. Prior to dismissal, the athlete shall be provided an explanation of the charges against him or her. The athlete shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the athlete shall receive written notification by certified mail of the charges against the athlete, which notice shall include notice of the right to request hearing before the Superintendent Appointed Hearing Officer and a copy of this Athletic Code. An appeal may be filed upon written request by the parent or student whereupon the hearing officer shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- c. If the athlete is dissatisfied with the conclusions reached by the hearing officer, the athlete may submit a written request for a hearing before the School Board which shall schedule a hearing at its next regularly scheduled meeting, unless the request for hearing is received within seven (7) calendar days of a regularly scheduled board meeting which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for a hearing. At this hearing, the athlete shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, cross-examination adverse witnesses

cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

DISCIPLINARY INELIGIBILITY FOR FURTHER COMPETITION

The school administration may declare an athlete ineligible for further competition in any activity for violation of the Athletic Code, training rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition in any activity is defined as removal of the athlete from participation in any sport or activity for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility.

- a. Prior to dismissal, the athlete shall be provided an explanation of the charges against him or her. The athlete shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the athlete shall receive written notification by certified mail of the charges against the athlete, which notice shall include notice of the right to request hearing before the Superintendent Appointed Hearing Officer and a copy of this Athletic Code. An appeal may be filed upon written request by the parent or student, whereupon the hearing officer shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- c. If the athlete is dissatisfied with the conclusions reached by the hearing officer, the athlete may submit a written request for a hearing before the School Board which shall schedule a hearing at for its next regularly scheduled meeting, unless the request for hearing is received within seven (7) calendar days of a regularly scheduled board meeting, in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the athlete shall be provided an explanation of the charges against him or her may be represented by counsel at his or her own expense and may call witnesses, cross-examine adverse witnesses and may present evidence in his or her own defense. The decision of the school board shall be final and binding.
- d. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the athlete at the beginning of each subsequent school year the athlete is enrolled in school and otherwise would have remaining athletic eligibility.

DISPOSITION OF PENALTY PENDING APPEAL

Whether or not an athlete shall be reinstated pending appeal of a penalty by the athlete shall be at the sole and exclusive discretion of school officials.

IHSA DRUG TESTING

General Prohibitions

1. It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student/athlete to ingest, or otherwise use any substance of the IHSA's Banned Drug Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student/athlete for legitimate medical condition.
2. Violations found as a result of the IHSA's testing shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug testing conducted by a member school shall be penalized in accordance with the member school's policy.

Banned Substances

A posting of banned drug classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned drug classes list can

be accessed at http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2008-09.pdf.

Consent Form

Before participating in interscholastic sports, the student-athlete and the student-athlete's parent/guardian shall consent, in writing, to random testing in accordance with this policy. Failure to sign the consent form renders the student-athlete ineligible.

Selection of Athletes to be tested

Student-athletes will be selected at random from a list of all those student-athletes participating in IHSA-sponsored state series competitions at which drug-testing takes place. The IHSA Board of Directors shall determine on an annual basis those state series competitions that shall be subject to testing for a given school term. An annual report from the association's selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing will be reviewed by the IHSA's Board of Directors and Sports Medicine Advisory Committee as a means of consultation prior to its determination of tested sports for the following school term.

Administration of tests

Specimens shall be collected by an independent third party administrator and forwarded to a laboratory certified by the World Anti-Doping Agency (WADA) for analysis. Both the third party and administrator and laboratory shall be selected by the Executive Director and approved by the IHSA Board of Directors.

Specimen Collection Procedures

The methodology for taking and handling samples shall be in accordance with current legal standards and shall be reviewed annually as a part of this policy. A full explanation of the collection protocols are outlined in Appendix A of this policy.

Sufficiency of results

A positive result will be any result reported as positive by the accredited laboratory. The Medical Review Officer (MRO) may grant a Medical Exception to a student-athlete who is able to produce documentation showing a legitimate medical need and a prescription from a licensed physician for a banned drug. Results reported as positive by the laboratory shall maintain positive status even though a sanction may not be applied to the student-athlete.

Appeal process

If the certified laboratory reports that a student-athlete's sample has tested positive, and the IHSA Medical Review Officer confirms that there is no legitimate medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of evidence, that he/she bears no fault or negligence for the violation. Appeals shall be heard in accordance with IHSA By-law 1.460 before the IHSA Board of Directors.

Penalties

1. Any person who tests positively in an IHSA administered test, or any person who refuses to provide a testing sample, or any person who attempts to alter the integrity or validity of the urine specimen, or any person who reports his or her own violation, or any other breach of the IHSA protocol as determined by the independent third party administrator shall immediately forfeit his or her eligibility to participate in IHSA competition for a period of 365 days from the test results are reported to the IHSA DRUG TESTING POLICY PROPOSAL P. 3 student and the school.

Any such person shall also forfeit any individual honor earned while in violation. The student may apply for reinstatement of his/her athletic eligibility no sooner than 90 calendar days of the suspension following successful completion of an approved educational program and testing negative in a subsequent drug test administered by the association's third party test administrator. The costs of the educational program, and the additional drug test, are the responsibility of the student. Additionally, the IHSA reserves the right to conduct follow-up drug tests, in accordance with the procedures outlined in this policy, any such person who tests positive for a banned drug class in an IHSA administered test.

2. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate each positive test result situation on a case by case basis to determine if a team/school penalty is appropriate.
3. Under the provisions of Article 1.460 of the IHSA Constitution, appeals will be heard by the IHSA Board of Directors.

IHSA CONCUSSION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness
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What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Unit 7 Return to Play Protocol

For Athletes that have Sustained a Concussion

Return to Play Team

Athletic Director

HS Counselor, Students A - L

HS Counselor, Students M - Z

JH Counselor

School Nurse

Athletic Trainer

* An athlete showing signs of a concussion should rest his/her brain for a few days prior to beginning the Return to Play process. This means eliminating TV, cell phone and computer use.

Return to Play Protocol

- I. Athlete sustains a concussion
 - A. During a practice, athletic event, at school or outside of school a concussion is sustained.
 - B. Student is diagnosed with a concussion at a medical facility by a doctor or at an athletic event by an Athletic Trainer
 - C. The school is informed of the concussion
 - a. By either a medical note from student's physician or Athletic Trainer present when concussion sustained
- II. Athlete returns to school

- A. Prior to athlete's return, it is recommended that they meet with a physician or Unity's Athletic Trainer to begin the *Return to Play* process (documentation required)
- B. Athletes should report directly to the Athletic Director who will then contact the *Return to Play* team

III. Return to Play Protocol

A. Baseline: No Symptoms

To begin the *Return to Play* process, the athlete must be symptom free without the use of pain medication (such as, ibuprofen or tylenol) for a minimum of 24 hours

Step 1: Light Aerobic Activity

The Goal: Only to increase an athlete's heart rate

The Time: 5-10 minutes

The Activities: Exercise bike, walking, or light jogging

Absolutely **NO** weightlifting, jumping or hard running

Step 2: Moderate Activity

The Goal: Limited body and head movement

The Time: Reduced from typical routine

The Activities: Moderate jogging, brief running, moderate - intensity stationary bike, and moderate - intensity weightlifting

Step 3: Heavy Non-Contact Activity

The Goal: More intense but non-contact

The Time: Close to typical routine

The Activities: Running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport specific drills

Step 4: Practice and Full Contact

The Goal: Reintegrate in full contact practice

Step 5: Competition

The Goal: Return to competition

If at any time during the *Return to Play* process, the athlete experiences concussion symptoms (i.e. headache, dizziness, nausea or vomiting) the athlete will return to Step 1 of the *Return to Play* process.

An athlete with a concussion should return to their doctor if they experience any of the following symptoms:

***Vomiting**

***Cannot stop crying**

***Worsening headache**

***Difficulty walking**

***Confusion**

***Drowsiness, or difficulty waking up**

***Abnormal movements or behaviors**

***Seizures**

Unit 7 Return to Learn Protocol

For Students that have Sustained a Concussion

[Return to Learn Team](#)

Scott Athletic, Director--Point Person for all Athletes

Julie Decker, Counselor, HS Students A - L -- Point Person for Non-Athletes

Shannon Mills, Counselor, HS Students M - Z -- Point Person for Non-Athletes

Stephanie Grussing, JH Counselor -- Point Person for Non-Athletes

Shelley Short, Nurse

Josh Shride, Athletic Trainer

Return to Learn Protocol

- I. Student sustains a concussion
 - A. During a practice, athletic event, at school or outside of school a concussion is sustained.
 - B. Student is diagnosed with a concussion at a medical facility by a doctor or at an athletic event by an Athletic Trainer
 - C. The school is informed of the concussion
 - a. By either a medical note from student's physician or Athletic Trainer present when concussion sustained
- II. Student returns to school
 - A. Prior to student's return, it is recommended that they meet with a physician or Unity's Athletic Trainer to begin the *Return to Learn* process (documentation required)
 - B. Athletes should report directly to the Athletic Director who will then contact the student's counselor
 - C. Non-Athletes should report directly to their counselor
 - D. The appropriate point person will notify the School Nurse
- III. School Counselors take action regarding the student's diagnosis
 - A. Counselor contacts student's parent or guardian to gather any further information
 - B. Counselor and student meet to discuss possible accommodations
 - C. Counselor notifies the student's teachers of accommodations
 - a. Concussions are unique to each individual--accommodations will reflect these differences and will vary on a case by case basis
 - i. Some of the more common accommodations include:
 1. Take rest breaks as needed
 2. Spend fewer hours at school
 3. Extended time on tests, quizzes and assignments
 4. Receive additional assistance with school work
 5. Reduce time reading books or computer screens
 6. Reduce assignments as needed
 7. PE accommodations per doctor or Unity Athletic Trainer's recommendation
- IV. Monitor student progress
 - A. After two days of accommodations in place, counselor will check-in with student
 - B. One week after concussion, counselor and student reevaluate accommodations and concussion symptoms with school nurse
 - C. Counselor, student and school nurse reconvene weekly as symptoms persist
- V. Student is declared to be symptom free from concussion
 - A. Athletic Trainer or student's doctor declares the student no longer has concussion like symptoms (documentation required)
 - B. The *Return to Learn* accommodations are stopped
 - a. Counselor notifies parents and teachers

- C. One week after doctor release, counselor checks-in with student to ensure student remains symptom free

IV. ATTENDANCE POLICIES

Illinois School Code (Section 26-1) states: *Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.*

The high school will make every effort to inform parents of excessive student absences. Daily attendance is mandatory for successful completion of a course. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT THE STUDENT IS IN REGULAR ATTENDANCE.** The law is specific and parents/guardians must cooperate with the school, school resource officer and Regional Office of Education, to insure that regular attendance is enforced.

Illinois School Code (Section 26-10) states: *Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$500.00.*

The Unit Seven School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall 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.

DAILY ATTENDANCE POLICY

When a student is absent, his or her parent/guardian is to notify the principal's office by 9:00 A.M. stating the reason for the absence. This may be done by phone or by e-mail. It is the parent's responsibility. Calls made by students or anyone else other than the parent/guardian are not acceptable. **The office personnel will call the home of those students who have not received a call-in. If the parent/guardian cannot be reached at home, an attempt will be made to contact the parent at work.** Written excuses will be accepted under certain circumstances as deemed appropriate by the administration. Failure to notify the school of a student absence within two days may result in the absence being unexcused. A student may not make up work missed due to an unexcused absence.

ATTENDANCE INCENTIVE PROGRAM

Students will be excused from semester exams if they meet the following criteria:

1. "A" average with four absences or less from the class
2. "B" average with three absences or less from the class
3. "C" average with two absences or less from the class

Other Considerations:

1. Student may take semester exams in an attempt to improve his/her grades.
2. Any absence would count in figuring total absences. Exceptions – Death of immediate family member as approved by administration – Two college visits as per policy.
3. Teachers will keep an accurate daily record of all student attendance
4. If UHS causes the student to be absent, this absence would not count in reference to program
5. Teachers have the option of requiring all students to take semester exam (college bound classes) and will notify all students of this at the beginning of the year.
6. Any student with an unexcused absence, an alternative education day, a Saturday School day, or a suspension is required to take semester exams. Students failing to take a required exam receive a "0" zero for the exam.
7. All instructors will have an exam for all classes.

Other Thoughts:

The key to good attendance comes from the home. Without cooperation from parents, our efforts to encourage attendance will not be very successful.

LEAVING SCHOOL DURING SCHOOL HOURS

Students are required to report to the office before leaving school. All students must sign out of the office before leaving school and sign back in when returning to school during the regular school day. A parent/guardian call must verify student permission for leaving. Students must obtain permission from the administration to leave school grounds when students do not have prior permission and/or parents cannot be reached. **Failure to follow the above stated procedures will result in an unexcused absence and appropriate disciplinary action.**

STUDENT SCHOOL ATTENDANCE REQUIREMENT FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order for a student to participate in a scheduled extra-curricular practice or activity on a school afternoon or night, he or she must be in attendance at school for a minimum of three hours the day the practice or activity occurs.

PARKLAND COLLEGE ATTENDANCE POLICY

Students who are in attendance at Parkland College must also be in attendance at Unity High School. Students who attend Parkland College but fail to attend classes at the High School will be subject to disciplinary action. Upon arriving at Unity High **School students should report directly to study hall and wait for their next class to begin.**

COOP WORK PROGRAM ATTENDANCE POLICY

A Cooperative Work Program Student must be in attendance at school if he or she has plans to work that day. A simple rule to remember: NO SCHOOL-NO WORK! If a COOP student must be suspended from school, the student will not be permitted to work at his or her COOP workstation during the regularly scheduled placement period. Students who violate the above policy are subject to disciplinary action, potential loss of classroom credit and may be dropped from the COOP work program.

PREARRANGED ABSENCES

At the discretion of the administration, a student may be allowed to prearrange an absence for vacations, meetings, etc., thereby receiving an excused admit. Make-up for credit is allowed.

A student should obtain a prearranged absence slip from the office, prior to the absence, and must present the slip to each of his or her teachers for signature and comment. The student's parent/guardian must sign the form. The student then returns the completed form to the office for the signature of the assistant principal prior to the absence. **Failure to "prearrange" an absence may result in a student being truant from school.**

All prearranged course work is due immediately upon the return of the student to school. **The responsibility for all make-up work rests entirely with each student.**

Prearranged absences for field trips are handled through the instructor/chaperone.

Prearranged absences relating to college visitations are handled through the guidance office.

DOCTOR, DENTIST, COUNSELING APPOINTMENTS

Every effort should be made by the student to schedule these appointments after 3:00 P.M. on school days or on Saturday. When these types of appointments must be made during the school day, all absences are to be **PREARRANGED** and assignments picked up prior to leaving. Students should sign out in the office prior to leaving and sign back in upon their return. An appointment card should be presented by the student whenever possible.

EXCUSED ABSENCES

A student returning to school following an absence must present a written, signed parental statement of explanation for the absence, or have had a parent/guardian call-in to the office during the

time of the absence. The student will have one (1) day for each day of excused absence to complete make-up work. This make-up work includes the work missed on the day of the absence.

(Example: A student is excused from 3rd hour classes on Tuesday. When the student returns to 3rd hour classes on Wednesday they are given the work they missed on Tuesday. They are given 1 day to make that work up. The work is due on Thursday)

All other previous assignments and/or tests shall be due on the instructor's required dates. The total responsibility for make-up work rests with the student.

(Example: A student is given an assignment on September 1st. The Assignment is due Tuesday September 15th. The student is excused Tuesday September 15th. The assignment is due when student returns to class on Wednesday September 16th, the student does not receive an extra day for this assignment.)

Absences will be excused for student illness, serious illness or emergency in the family (to be defined by the administration), death in the family, approved school activities, and any other circumstances as determined at the discretion of the administration. Any student that accumulates five (5) or more absences in one semester to any one period may be required to produce a doctor's note to excused future individual absence. **Once a student is placed on "Doctor's Note Required," students will have one week to present a doctor's note to excused an absence.**

UNEXCUSED ABSENCES

Un-excused absences are given to those students who return to school without a parent/guardian call or acceptable written statement. **A zero will be given for any work missed during an un-excused absence. Semester exams will be automatically required.** The classroom teacher may require missed work to be made up without credit. The following are examples of unexcused absences:

1. Haircuts, other personal care apts.
2. Shopping trips
3. Work
4. Baby-sitting
5. Oversleeping
6. Car trouble or train (may be left to discretion of administration)
7. Unauthorized skip days
8. Any absence during the school day where students fail to follow proper procedure for not attending class or leaving school property. This includes "Zero" hour courses.

TRUANCY

A **truant** is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy may include UNEXCUSED ABSENCES.

A **Chronic** or **habitual truant** shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 days. When truancy occurs, the student will face the following disciplinary action:

First Offense: Student receives 2 detentions for each unexcused class period up to a maximum of 14 detentions, or 1-day Saturday School for multiple periods or days.

Second Offense: Student receives a 1-day Saturday School.

Third Offense: Student receives 2 Saturday Schools

Continued truancy may result in additional Saturday School assignments as determined on a case by case basis.

UNAUTHORIZED SKIP DAY

Unity High School does not sanction or approve any unauthorized skip day by any group of students. An unauthorized skip day disrupts the educational program and exposes participating students to unacceptable risks. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as describe in the school truancy policy.

DROPPED FOR NON-ATTENDANCE

Any student who has reached his or her 17th birthday and who is unexcused absent for ten consecutive days or nine days within a 180 day period shall be dropped from the role of the school and notified of this action by registered mail. Any student so dropped from the roll may apply to the administration for readmission at the beginning of the term following the one from which he or she was dropped from the roll.

V. GENERAL SCHOOL RULES AND POLICIES

ACCIDENTS

All injuries should be reported to the teacher in charge, principal or assistant principal. Students should not go to a doctor for an injury sustained at school without notifying the teacher involved. The teacher or administrator is responsible for filing an accident form in the school office.

ADMISSION TO UNITY HIGH SCHOOL

A. Resident

1. Any student who has completed the work of the eighth grade and furnishes the school with a physical examination record and current immunization record will be admitted. A dental examination record is recommended.
2. A student transferring from another district must also have the previous school send Unity High School a complete transcript of credits, physical and dental examination records, current immunization record and a signed good student standing status report.
3. A copy of the student's birth certificate is required.
4. A student not living with a parent or legal guardian is required to establish residency within the Unit #7 school district.
5. Resident students are those who live with their parents or legal guardian in School District #7.

B. Nonresident

Nonresident students wishing to attend Unity High School must receive administrative approval. They pay a tuition fee based on the student per capita cost during the preceding year.

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for Unity Community Unit School District #7 have been completed and are on file in the unit office for public inspection. The management plans will be available upon request for public inspection by contacting the district office and/or the specific building principal.

ASSEMBLIES

School assemblies may be scheduled throughout the school year. The success of every assembly program will depend upon the audience. There are two types of assemblies: (1) Program Assemblies (2) Pep Assemblies-Active participation, appropriate demonstration of school spirit, and respect and cooperation with those leading the assembly is expected. Students are expected to stay and participate in these assemblies.

AUTHORITY OF STAFF

The principal, assistant principal, school resource officer, guidance counselors, teachers, teacher assistants, substitute teachers, secretaries, cooks, custodians, and bus drivers of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct and dealt with according to the appropriate discipline procedures.

COMMENCEMENT

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Although we strongly desire that all eligible students choose to participate, participation is voluntary. The standard attire for these occasions is the school color cap and gown. Commencement celebrates the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap and gown are not permitted. Participation is limited to eligible students who are properly attired. Any student who fails to abide by the adopted ceremony guidelines is subject to disciplinary action and the student's transcripts may be held until the student has fulfilled the disciplinary obligation.

BUILDING

The building will be open from 7:30 A.M. to 4:00 P.M. when school is in session. Students should not be in the building before 7:30 A.M. or after 4:00 P.M., unless under the direct supervision of a teacher. Unsupervised students must remain outside the building. Groups desiring to use the building need to request permission from the principal. High School Students are not to be in the Junior High building during the school day unless under direct supervision. High School Students who are in the Junior High Building during the day unsupervised, at any other time deemed inappropriate, or whose behavior at the Junior High is found to be unacceptable, will face disciplinary action.

CHANGE OF ADDRESS OR TELEPHONE

Please report to the office any change of home address, home phone number, parent's work phone number, or any other important information we may need to contact you parent or guardian in case of an emergency.

CLASS FUNDS

All class funds are handled through the Activity Fund in the Principal's office. Checks are written when a pay slip is assigned by the teacher and properly certified by the administration.

COMPUTER ROOM/COMPUTER USAGE

Students must be supervised when working in the computer room. Food and drink are prohibited.

Unity High School offers students access to a computer network and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form provided by the librarian. Should a parent prefer that a student not have Internet access, use of the computers is still possible as word processing and CD-ROM access.

Students must follow the policy stated below in order to retain computer use privileges:

1. Do not use the computer for any of the following reasons:
 - a. Harming other people or their work
 - b. Damaging the computer or network
 - c. Installing illegal software, shareware, or freeware
 - d. Violating copyright laws
 - e. Viewing, sending, or displaying offensive messages or pictures
 - f. Sharing your password
 - g. Wasting limited resources such as disk space or printing capacity
 - h. Trespassing in other persons folders, work, or files

2. Notify an adult immediately, if by accident you encounter materials that violate the rules of appropriate use
3. Be prepared to be held accountable for your actions and for the possible loss of computer privileges if the Rules of Appropriate Use are violated.
4. Technology must be used for educational use, only.

COPIER

Students must have written permission from a teacher in order to use the office copier. All personal copier use will cost a student \$.10 per page.

COURSE FEE/FEE WAIVER

Textbook rental fee will be announced at the beginning of school year. The textbook rental fee does not include fees for miscellaneous courses, locker fees, or school insurance. Textbook fees are collected the week prior to the first day of school. Unpaid fees, after the start of school, are to be paid in the office by the students. Fee waivers are granted to students who qualify under the guidelines established by the Board of Education. To apply for a fee waiver, parents/guardians must file an application with the building principal.

DRESS AND APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency, will be considered inappropriate. The principal and assistant principal are the final authority.

There is an ever-increasing body of research literature that supports the premise that there is a strong correlation between formality in dress and educational disciplinary excellence. These findings support the belief that certain standards of dress and modesty enhance the learning environment.

The standards should be consistent with good judgment, common sense, decency, respectability, and community standards.

Students need to follow the guidelines stated below:

1. Spaghetti-strap tops, halter-tops, tube tops, and tank tops are not permitted unless additional clothing is worn that fits securely at the shoulders and at the arms.
2. A garment may not expose the torso under any conditions. Shirts, blouses, and tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture. Pajama pants are not permitted.
3. No garment may be worn which advertises drug, alcohol, or tobacco products.
4. No garment may be worn that is sexually suggestive.
5. Patches and other decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing.
6. Sunglasses are not acceptable unless by doctor request.
7. Shoes must be worn on school premises at all times.
8. Pants or shorts must be worn at the waist as designed.
9. Unusual or "costume" dress is not acceptable.
10. Shorts, skirts, or skorts must be of reasonable length and fit.
11. Hats are not to be worn in the building.

Students wearing unacceptable attire will be asked to change into acceptable attire. Violators will be sent home to change or asked to cover up inappropriate attire with another garment. Time spent changing will be unexcused. Students may be assigned a detention for the first offense. Repeat offenders will be given Saturday school and/or external suspensions. Teachers and administrators are responsible for monitoring the dress of the student body. If you have any questions regarding

acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

DRIVING PRIVILEGES

Students driving motor vehicles to school must register the vehicle information with the assistant principal. Failure to register the vehicle will result in loss of driving privileges for two weeks.

Faculty parking spaces are reserved for faculty only. No students are to park in the faculty designated area.

Those students who are guilty of improper parking will receive the following disciplinary action:

1. First offense: official warning and/or towing of vehicle
2. Second offense: two (2) detentions and/or towing of vehicle
3. Third offense: Loss of driving privileges for two (2) weeks and/or towing of vehicle
4. Fourth offense: Loss of driving privileges for the rest of the semester and/or towing of vehicle

Students who drive to and from school are expected to comply with the regulations below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parents/guardians are responsible for damages, which may result from engaging in driving misconduct. Driving privileges may be revoked for reckless, dangerous driving, illegal parking, or violation of other school regulations.

Any infraction of the following rules may result in school officials contacting the violator's parents/guardians. School officials have the right to search all vehicles parked on school property.

1. Students are to vacate vehicles immediately upon arrival at school and are not to sit in them before school, during lunch or other school hours.
2. Students are not to go out to their vehicle without permission any time throughout the school day.
3. Students are not to leave campus (Campus is closed) at any time during the day unless given permission by the principal or assistant principal. Drivers will be subject to disciplinary action for taking students with them who are not authorized to leave school.
4. Park only in designated student parking areas. Do not park in front of gates or in areas defined with stripes.
5. Parking areas that are reserved:
 - a. Area east of cafeteria for cooks, custodians, and delivery trucks
 - b. Areas designated for cool student, student of the month, teacher of the year, handicapped, etc.
 - c. North Circle Drive parking is reserved for faculty and visitors
 - d. Area directly in front of fire hydrant
 - e. Grassy areas used for PE classes and athletics
6. Parking stipulations:
 - a. Park only between two yellow lines in designated areas. **DO NOT** park anywhere else.
7. Cars should be locked at all times, are subject to search at all times, and can be towed for inappropriate use.

ELECTRONIC COMMUNICATION EQUIPMENT

Possession of radios, digital cameras, walkie-talkies, cellular phones/smart phones and other electronic audio or communications devices by students are restricted to lockers bookbags, purses, pockets, (out of sight) and automobiles during the school day. Upon entering the school, these devices must be off (not on silent/vibrate) and placed in the student locker, purse, or book bag, pocket (out of sight) **from the 8:16 a.m. bell until 3:00 p.m.. Students that leave prior to 3:00 p.m. must wait until they are out of the building to use devices.** Willful, active, possession of these devices will be cause for disciplinary ac-

tion. **Students may use electronic devices before or after the school day for the purposes of communication between home and school.**

CELL PHONE

Cell phones may be kept in a locker, purse, book bag or pockets (out of sight). It must be turned off and not on silent/vibrate.

A student that has a cell phone out and "off," will earn a detention. A second similar offense will earn a Saturday School. **A student found using or having used a cell phone/ or other similar device prior to the end of school, or found to be in possession of a phone/ or other similar device that is "on" or activates in any way will earn a Saturday School. A second offense will result in a Saturday School, the phone only being returned to a parent, and may result in the loss of the privilege to bring a cell phone to school.**

Teachers, with the consent of the Administration, may allow the use of student electronic devices in the classroom, under their supervision, for educational purposes only. Students will be required to complete an e-Reader Acceptable Use Policy and Agreement Form if they wish to bring in their own devices, such as, but not limited to – e-Readers, Kindles, Nooks, iTouch, iPad, or other similar devices.

EMERGENCY/CRISIS AND EVACUATION PROCEDURES

Unity High School is taking every precaution to insure the safety of students and staff. Teachers and students are updated on a yearly basis as to proper crisis procedures. Teachers inform students of appropriate evacuation procedures from each classroom. Evacuation procedures are also posted in each classroom.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Extracurricular activities are a privilege and not a right. Participants are expected to behave in a manner that reflects a high standard of conduct and respect. Students must comply with the following criteria in order to participate in extracurricular activities:

1. Students must pass twenty (25) credit hours of high school work per week.
2. Students must have passed twenty (25) credit hours of high school work the previous semester to be eligible for the current (next) semester.
3. The term "credit hours" relates to the quantity of credit assigned to scholastic work, rather than clock hours of class attendance.
4. See I.H.S.A eligibility rules for more details.

FALSE ALARMS

It is a federal offense to set off a fire alarm. Setting off of a false fire alarm is a disciplinary offense resulting in suspension or expulsion from school, referral to the local police and possible monetary fines.

FIELD TRIPS

Students will at times be taken on school related field trips. All students that are enrolled in the class requesting the field trip are required to attend. All field trips require administrative approval and consent of the parents. Valid reasons for not attending the field trip must be pre-approved by the administration. **Students that are on Social Probation may not attend a field trip unless approved by the administration.**

FOOD AND BEVERAGES

Students are not permitted to bring food or beverages into the building. Students are not permitted to leave the cafeteria with food or beverages. Students are not allowed to bring food or beverages into the classroom. Students who violate this policy face disciplinary action. Students may only bring food or beverages into the classroom at the discretion of the instructor for educational purposes pre-approved by the administration.

FORGERY

Forgery is altering information with the intent to deceive. Any student who forges or alters school identification or any school document including passes, is in possession of a forged pass or document, or uses a forged pass or document will face disciplinary action. This includes the making of a deceptive phone call to impersonate or misrepresent identity. Serious or repeated offenses may be reported to the School Resource Officer and/or local authorities.

HEALTH GUIDELINES AND EXCLUSION POLICIES

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 24 hours after treatment has begun; provided fever has been absent for 24 hours.

DIARRHEA

Student cannot attend school and must stay home until diarrhea has been resolved for 24 hours. 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 keep food down for longer than 12 hours.

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 stating what the diagnosis of the lesion, 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 stating a diagnosis; and after treatment if rash was contagious.

IMPETIGO

Student cannot attend school, and may return 24 hours after treatment 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 may return 24 hours after treatment 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. They may return ONLY when there are no live lice 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 5 days after the 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 for 9 days after the start of swelling.

PINWORMS

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

SCABIES

Student cannot attend school and may return 24 hours after first treatment.

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 the recommendations of the Illinois Department of Public Health and the Illinois State Medical Society. For illnesses not listed, please contact your school nurse.

HEALTH SERVICES

Unity High School does have a nurse on duty. In addition, several personnel are trained in emergency first aid. If a student becomes ill or is injured at school he or she should report to the teacher in charge and be excused to the office. If necessary, the office or student will contact the school nurse and/or parent/guardian. The parent/guardian will make the final decision as to the course of action to be taken.

HOMEBOUND INSTRUCTION

Students are eligible for homebound instruction if they are out of school for an extended period of time due to injury, illness, or other medical condition supported by a doctor's note. Information about homebound instruction can be obtained from the guidance department.

HOMEWORK

Homework is a part of each student's educational program. Students must expect to spend an appropriate amount of time outside of class hours working on class assignments. Students are ultimately responsible for timely completion of assigned work. Completion of daily assignments will enhance academic success.

HONOR ROLL

Student academic achievement is our first priority at Unity High School. Scholarship is recognized and encouraged through an academic honor roll. The honor roll is determined at grade distribution time at the end of each semester. Grade point is determined based on a 4.0 grading scale. Eligibility for the honor roll is based on a course load of a minimum of four (4) academic subjects. The following criteria must be met:

1. 3.75 or above for the semester earns high honors
2. 3.2 - 3.74 for the semester earns honors

Students earning high honors for both semesters during one academic year will receive a letter of

scholarship at the end of the year.

I.H.S.A. SPONSORED ACTIVITIES AND EVENTS

1. Students will not be excused to work at I.H.S.A. activities during the normal school day.
2. If Unity has a team or individual involved, students may attend by following the guidelines, which will be posted on the office window and read in the bulletin.
3. Students who are failing one or more academic classes may be denied permission by the administration to attend I.H.S.A. events that occur within the normal school day.
4. Students who leave school to attend I.H.S.A. activities without following the appropriate procedures will be subject to disciplinary action.

INCLEMENT WEATHER PLANS

If weather conditions should make the roads hazardous during the night please tune to the following stations for information on school closings.

WEFT	Champaign	359-9338	90.1 FM
WDWS	Champaign	351-5300	1400 AM 97.5 FM
Oldies 92	Champaign	352-1040	92.5 FM
WLRW	Champaign	352-4141	94.5 FM
WBGL	Champaign	359-8232	91.7 FM
Z-95	Champaign	367-6397	95.1 FM
WCIA Channel 3	Champaign	356-8333	
WICD Channel 15	Champaign	351-8538	

ATHLETICS

- A. When school is canceled due to inclement weather:
 1. There will be no practices scheduled on that day.
 2. There will be no home or away athletic contests.
- B. All games canceled due to inclement weather are to be rescheduled or forfeited.
- C. Exceptions will be allowed for IHSA State Tournament competition.

EXTRA-CURRICULAR ACTIVITIES

- A. When it is necessary to dismiss school early or close school for a day due to inclement weather, ALL SCHOOL ACTIVITIES will be canceled for that day or evening.

INSURANCE

School insurance is available to all Unity students. Coverage includes time at school, to and from school, and all school sponsored events. Accidents occurring at any of these times should be reported to a school official (teacher, secretary, principal, assistant principal, etc.). Accidents should be reported on the day of occurrence. The school person in charge should complete an accident report at the time of the accident. All athletic participants, with the exception of football athletes, are covered by the school insurance. Football insurance is additional. All student athletes must either take school insurance or provide a parental/guardian proof of other insurance statement.

LIBRARY

The library provides books, magazines, pamphlets, and newspapers as resources for assigned studies and recreational reading. Internet access is also provided as an additional resource. The library is open for use during the entire school day and for a short time before and after school. Students must present a pass from a classroom or study hall teacher to be admitted to the library. Fines are charged for overdue or lost materials.

LOCKERS

The office assigns a locker to each student at the beginning of the school year. Students are **NOT**

to share lockers. Locker decorations are discouraged. Students are responsible for the upkeep and cleanliness of their lockers. Students will be required to empty and clean their assigned locker at the end of the school year. Any locker malfunctions, vandalism, or break-ins should immediately be reported to the office. Locker use should occur before and after school and between classes, and during lunch hours. Lockers in the north corridor are off-limits during the lunch hours.

LOST AND FOUND

Lost and found articles should be turned in to the office. Students should reclaim lost items by contacting office personnel.

Unclaimed items at the end of the school year may be donated to the appropriate charity.

LUNCH

The school cafeteria is maintained a vital part of the health program of our school. Well-balanced lunches are offered at a reasonable price. Students may place money or their lunch accounts on Monday and before school every day. Parents may also elect to use the on-line features to place credit on their student's account. A check written for lunch accounts must be spent for that purpose; no change will be given for lunch checks. Lunch balances will be carried over to the next school year; seniors will receive refunds of account balances. **Students will not be allowed to carry a negative balance on their lunch accounts. Students unable to pay for lunch will be given a peanut butter sandwich, fruit cup and milk.** Two party checks will not be cashed. Free/Reduced lunches cannot be sold or given away. Only one Free/Reduced lunch may be used per day.

Students should demonstrate respect for the cafeteria workers and their fellow students by doing the following:

1. Use manners and quiet voices in the cafeteria
2. Deposit lunch litter in wastebaskets
3. Return trays and utensils to the dishwashing area.
4. Leave tables and floors in clean condition

Other lunch hour rules are as follows:

1. All sack lunches must be eaten in the cafeteria.
2. All food and drink purchased in the cafeteria must be eaten in the cafeteria
3. Students are not allowed in the parking lot during lunch hours
4. Students are not allowed in the gym or locker room during lunch hours

Failure to follow the above stated guidelines or any other serious cafeteria misconduct could result in the loss of cafeteria privileges and/or further disciplinary action.

MEDICATION GUIDELINES

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school administer the medication to their child/ward and otherwise follow the District's procedures on administering or supervising the self-administration of medication. The Board of Education will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses. Teachers and other non-administrative school employees, other than certificated school nurses and non-certificated registered nurses, cannot be required to administer medication to students, although they may volunteer to do so.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school

grounds or at a school related function other than as provided for in this policy and its implementing procedures.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) and licensed prescriber have completed and signed a "School Medication Authorization Form" and followed the district's procedures on self-administration of asthma medication without supervision. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of asthma medication or the medications storage by school personnel. Parent(s)/Guardian(s) must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of asthma medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

- All medications, including non-prescription drugs, given at school must be prescribed by a licensed prescriber.
- For **prescribed medications**, a School Medication Authorization Form must be carefully completed each school year. BOTH A PARENT AND A PHYSICIAN must sign this form.
- Any change in medication dosage or administration shall be documented in written authorization from prescribing physician and provided to school nurse.
- Prescription medication must be brought to the school nurse by a parent, 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. Prescription medication should NOT be sent with student to school.
- 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.
- For **non-prescribed medications**, an Over the Counter Order Form must be carefully completed each school year. BOTH A PARENT AND A PHYSICIAN must sign this form.

It is the parent's responsibility to pick up any 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.

NON-DISCRIMINATION LANGUAGE FOR EMPLOYMENT

Tolono C.U.S.D. #7 Provides all individuals within Illinois the 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. Freedom from Sexual harassment-Employment and elementary, secondary, and higher education. To prevent sexual harassment in employment and sexual harassment in elementary, secondary, and higher education.

OFFICE

Students are welcome in the office for business purposes before and after school, during lunch periods, and between classes. **Appropriate behavior is expected at all times.** Students should enter the office through the south door and remain in front of the counter at all times.

Phone use is limited to emergencies as determined by the administration and other office personnel.

PARENT CONCERNS ABOUT CHILD SAFETY

The Board of Education, its administrators, teachers and support employees are interested in the security and safety of your child. Your child lives in a much more dangerous world than we lived in when we were young. School personnel must know any special precautions that should be taken to

adequately protect the well-being of your child. It is your responsibility to advise school officials if there are any concerns you may have about your child's safety or security. If you wish to restrict certain persons from obtaining access to your child you should inform the principal of your concerns. You may be required to provide evidence of the status of your child's legal custody and/or you may be asked to obtain or amend documents or court orders to assist us in insuring the safety of your child.

PARENT/GUARDIAN CONFERENCES

Positive home/school communication is important to student success. Designated Parent/Guardian Conferences are planned for the Fall and Spring semesters. Parents/Guardians are encouraged to make appointments for face-to-face conferences and/or telephone conferences at other times with teachers, counselors, the principal, and/or the assistant principal by telephoning the school office. Teacher contact should be the first step in the process of dealing with student academic or behavioral concerns. If the teacher is not available at the time of a parent/guardian phone call, office personnel will take a message and direct the teacher to contact the parent.

PHONE USE

Student use of the office phones should be limited to emergency calling. Do not plan to receive calls at school. Only messages of an emergency nature from parents or guardians can be delivered. Students who use classroom phones or classroom emergency call buttons without the consent of the teacher will face disciplinary action.

PHYSICAL EDUCATION CLASSES AND NO DRESS POLICY

All students enrolled at Unity High School must take physical education as required by the State of Illinois. A student must be in physical education class unless excused by the administration. Students who are ill or have an injury, upon request in writing by the parents and the approval of the administration may be excused from (1) one day of classes. Absence from physical education classes for more than (1) one day will require a statement from a medical doctor.

Students that have a physician's excuse for **11 school days** or more during a quarter will be assigned to a study hall for the length of the medical excuse. All physical exemptions should contain a date indicating when the student should be removed from physical education classes and returned to physical education classes.

A student who provides a physician's note that does not contain a return date will only be placed into a study hall with the consent of the building administration.

In the event that a student earns an out of school suspension from the administration, he/she will be required to perform thirty minutes of exercise for each day absent. This is done to receive full credit for the days missed. The student will log the exercise and have an adult verify the activity done by the student. If the student fails to complete the assigned work, no credit will be given and each day the student missed will result in a ZERO. If the student fails to turn in the log on the day he/she returns, no credit will be earned and each day will result in a Zero.

Students who require an inhaler and have completed the necessary documents with the school nurse, must have said inhaler with them or in their locker. Failure to have this will result in a no dress.

Students who do not dress for PE class and who have not been excused from dressing face disciplinary action and loss of class credit.

- First no-dress: Loss of class credit
- Second no-dress: Loss of class credit – Automatic Finals
- Third no-dress: Loss of class credit – Parent contact
- Fourth no dress: Loss of class credit – Referral to Assistant Principal
Possible Office Detentions
- Fifth no dress: Loss of class credit – Referral to Assistant Principal

Possible Saturday School

Sixth no dress:
removal

One Saturday School day-loss of class credit-possible re-

PE LOCKS AND LOCKERS

Each student will be assigned a lock and a locker. Damage to either of these will result in disciplinary action and the student will be held financially responsible. Students are encouraged to keep their locker locked at all times. Changing lockers will not be tolerated without permission of the instructor.

PHYSICAL EXAMINATIONS

According to the Illinois School Code, Section 27-8, students are required to have a current physical examination and immunization upon entrance into ninth grade. Students entering the 9th grade will not be allowed to start school until they have a completed physical exam and an immunization record on file.

Upon entrance to Unity High School, a student transferring from in-or Out-of State is required to have a physical exam and immunizations in accordance with health department regulations. School physicals are valid for one year prior to entry into the school system prior to kindergarten, fifth, and ninth grade. Lead screening is required by law. The policies of the Illinois Department of Public Health will be followed to determine compliance status for immunizations. The Illinois School Code will be adhered to and the legal department of the Illinois Office of Education will also serve as a resource.

VISION EXAMINATIONS

In addition to immunizations, all students now enrolling in kindergarten in a public or private school and any student enrolling for the first time in Illinois must have an eye examination. The eye exam must be performed by a licensed optometrist or medical doctor who performs eye exams and is licensed by the Illinois Department of Financial and Professional Regulation. All eye exams must be completed within one year prior to October 15th.

POLICE INTERVIEWS

A School Resource Officer may interview students. A juvenile officer may interview a student in school providing he or she presents proper identification to the administration prior to the interview. The parents or guardian of a legal minor shall be promptly notified. The interview shall be conducted in the presence of a teacher, counselor, administrator and/or the parents or guardian.

POP MACHINE

Students will be permitted to use the machine prior to first hour, over lunch and after 3:00 P.M. each day. Pop is not permitted in gymnasiums, in the library, auditorium or in classrooms. All students who use the machine are expected to dispose of their containers in the appropriate waste containers. If problems arise during the year, the machine will be turned off or removed.

POSTERS, NEWSPAPERS, FLYERS, ETC.

Posters, School Newspapers or articles, and any other type of announcements distributed to students or placed on hallway bulletin boards, windows, or walls must be approved by the administration prior to distribution or posting.

REDUCED LOAD/EARLY GRADUATION

Students who choose to enroll at a "reduced load" status will forfeit the following privileges of a full-time student:

1. Holding a class office or participating in class activities
2. Holding a club office or participating in club activities
3. Participating in interscholastic or extra-curricular activities
4. Being a member of student council

(students on reduced load who are enrolled in chorus, may participate in the spring musical as per class requirements)

Students who have completed graduation requirements at the end of their seventh semester and elect to graduate early will cease to be considered students.

REPORT OF ABUSE-MANDATED REPORTER ACT

In accordance with state law, each school administrator, teacher, social worker, registered nurse, or other professional person employed by the school system and suspecting child abuse, must report such suspicion to the Illinois Department of Child and Family Services. Child abuse may be defined as any child who has suffered injury or disability from physical abuse, or shows signs of malnutrition other than by accidental means. Parents, who rely upon spiritual means or prayer alone for medical care, treatment, or remediation of sickness, may be considered to be neglecting a child, if that child is suffering the effects of a continuing or escalating illness or malnutrition. A report of any suspected abuse shall be made:

- A. Orally (immediately) to an administrator, who will help you make the report to the Department of Children and Family Services and provide you with the written report form.
- B. The written report form must be completed within twenty-four (24) hours

Any school employee who makes such a report shall be presumed to be acting in good faith, and in so doing, shall be immune from any liability.

SEMESTER EXAMS

Each teacher has the right to require a semester exam or to follow the school semester exam waiver policy. The policy for each class will be provided at the beginning of each semester. Parents/guardians requesting their student's participation in the semester exam should contact the teacher involved.

SCHOOL BUS RULES AND REGULATIONS

School bus safety is the responsibility of each and every individual waiting to ride on the bus or while riding 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 rules and regulations. The bus driver has the authority to assign students to specific seats. The bus driver will report to the resident manager and to the school principal the names of students who are breaking the rules and/or failing to co-operate. These students may be suspended from riding the bus. Parents will be notified of student bus problems.

High School students are expected to set an appropriate example for the younger children. It is further expected that the older students will be of assistance to the bus driver in looking after the safety and comfort of the grade school students.

The following rules and regulations are to be reviewed periodically.

(SEE INTRODUCTION AT FRONT OF BOOK FOR SCHOOL BUS ROUTES)

SAFETY IS EVERYONE'S RESPONSIBILITY.

1. **While waiting for the bus, students should:**
 - a) Be at the designated pickup point on time.
 - b) Stay back at least three feet from the edge of the road (in town as well as in rural areas).
 - c) Wait until the bus comes to a complete stop before attempting to get on or off.
 - d) Get on and off the bus only at the designated stops.
 - e) Use the handrails while getting on or off the bus.
 - f) Ask the bus driver for permission before bringing large objects onto the bus.
 - g) Do not bring pets (animals, reptiles, birds, insects, etc.) onto the bus.

h) Be courteous to one another at all times - no pushing no hitting, no "horseplay".

2. Once on the school bus, students should:

- a) Walk single file in the bus aisle.
- b) Walk to a seat and sit down - taking up only enough space for one person.
- c) Not change seats, climb over seats or stand up.
- d) Talk quietly - no shouting, screaming or whistling at anytime (no talking at railroad crossings).
- e) Be quiet from the time the driver slows to approach railroad tracks until the entire bus has cleared the crossing.
- f) Open windows only at the approved marks.
- g) Not throw anything out of the bus windows.
- h) Not stick their heads, arms, hands or legs out of the bus windows.
- i) Assist in keeping the bus safe and clean by using the waste container for trash.
- j) Not tamper with the bus or any of its safety equipment.
- k) Use the emergency doors only in case of emergency.
- l) In case of emergency on the road, remain on the bus and await instructions from the bus driver.
- m) Be courteous to one another and to the bus driver at all times - acting like a lady or a gentleman.

3. In general, students should:

- a) Not tease each other - no name calling, pushing,
- b) Fighting, etc.
- c) Not bring ice, snow or snowballs onto the bus.
- d) Refrain from the use of profanity in word or gesture.
- e) Not display or bring onto the bus such items as water
- f) pistols, pocket knives, etc. - defacing of the busses
- g) in any manner will not be tolerated.
- h) Refrain from the use of tobacco, drugs, or alcoholic
- i) beverages.
- j) Not eat food or drink any liquids on the bus.
- k) Be courteous at all times.
- l) Not bring personal radios on the bus.
- m) Not engage in fighting or scuffling on the bus.
- n) 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 action immediately is appropriate.
- c) When ready for action -

1st Notice (minor type offenses) - warning - notify parents via call or letter.

***1st Notice (more serious offenses)** - 1 to 10 days off bus - notify parents via certified mail and call.

2nd Notice (any offense) - 1 to 10 days off bus - notify parents via certified mail and call.

3rd Notice (any offense) - 10 days off bus – notify parents by certified mail and call.

*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.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) program is a cooperative effort between Unity High School and the Champaign County Sheriff's Office to improve relations between the police and students. The SRO will be available to assist students with problems they may be experiencing at school or at home. The SRO will also provide students with valuable information about the criminal justice system, safety programs, alcohol and drug prevention programs, and other law related issues. Students are encouraged to contact the SRO to ask questions or seek assistance.

SMOKE-FREE CAMPUS

Unity High School is a smoke-free campus. Use of tobacco products is prohibited on school grounds.

STUDENT ASSISTANCE PROGRAM

The Unity High School Student Assistance Team was developed to identify and assist students who need help with problems that interfere with school performance. Its mission is to function as a support system within the school to assist students in achieving lasting academic, social and personal success. For more information, contact the guidance department.

STUDENT LEGAL NAME

Students must use their legal given name on transcripts, report cards, and other official school papers. Any other requested names should be listed along with the legal name.

STUDENT RESIDENCY DATA

All students must have a "Declaration of Residency" form, signed by a parent or legal guardian, on file in the office **prior to enrolling at Unity High School**. Please notify the main office or guidance office of any parent name change, address change, or telephone change at any time during the year.

STUDENT VALUABLES

Students are discouraged from bringing large amounts of money, radios, cameras, etc. to school. **Students are responsible for their personal property.** Students are encouraged to keep track of their personal belongings and to keep their lockers locked at all times. School will investigate theft only if determined necessary by the administration.

STUDY HALL RULES

- All students will be in assigned seats when the bell rings or you will be considered tardy/late and a detention will be assigned.
- Every student must be working quietly at all times during study hall. If you have no material to prepare, you must bring a book to read.
- **NO FOOD, POP OR CANDY WILL BE ALLOWED.**
- Students may not leave the study hall to see another teacher/counselor without a signed pass from that teacher/counselor to get a pass.
- If more than one student's name is to be on a pass, the teacher signing the pass should write the names on the pass. Passes will not be accepted for more than one student unless all names are in the teacher's handwriting.
- Each student will have two locker/restroom passes per semester-use these wisely. Bring everything you need to study hall with you and use the restroom beforehand.
- Throw away trash at the end of the class period when the bell rings. It is your responsibility to make sure that your area is cleaned up when you leave.
- Library passes will be given out only at the beginning of the hour. Students whose names appear on the weekly eligibility list will not be allowed to sign out to the library without a signed

pass from a teacher indicating an underlying need to utilize the library for an assignment.

- Students will be allowed to sign out to the library on a rotating basis according to the seating chart.
- If you have a pass for a specific location and are not there, you will lose your privilege to go anywhere. Students who sign out to one place and end up in another place cannot be trusted and will remain in study hall the remainder of the semester.
- No one is to leave the room without permission of the study hall educator. Students who leave the room without permission will be considered absent from study hall and this will be considered an unexcused absence.
- No one is to leave the study hall without signing the sign out sheet. It is important that the teacher know where you are at all times.
- Students who sign out from study hall are to go immediately to the location indicated on the sign-out sheet. They are not to loiter in the halls or go to intermediate locations on their way to their final destination.
- In general, use study hall wisely to complete your assignments and get help when you needed. Do not impede the opportunity of others to study in a quiet environment.

STUDY HALLS-JUNIORS/SENIORS

Juniors and seniors can request permission to be excused from 1st and 8th hour study halls by completing a request form available from the assistant principal. Students are not excused until the proper procedure has been followed and approved by the assistant principal. **This may only be done during the first week of semester one, or the first week of semester two.**

1. Juniors and seniors may not sign out of afternoon study halls during any interscholastic season that requires after school practice sessions.
2. Students excused from morning study halls may enter the building 5 minutes prior to the start of their first class. Students excused from afternoon study halls must leave the building and school property within 5 minutes after their last class dismissal time.
3. Excused students disobeying the above rules and/or allowing other students who do not have permission to leave early, to leave with them will be subject to losing these privileges.
4. Students being sent to study hall as a result of not having a substitute teacher will not be allowed to leave.

STUDENTS MOVING FROM THE DISTRICT

A student transfer form will be completed for any student who is moving out of the district. The parents should notify the school at least two days in advance of the student's departure so the office has time to complete the transfer form and give it to the student on his or her last day of attendance. The parents of the student must present this form to the school district to which they are moving. The form attests to the student's standing in school and to his or her medical records. **(SEE WITHDRAWAL AND TRANSFER)**

SUBSTITUTE TEACHERS

Unity High School is fortunate in having capable people to help us whenever our regular teachers are ill or away attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. As responsible students, we should make every attempt to see that these impressions are good ones.

TEACHER WORKROOM AND TEACHER LOUNGE

The teacher workroom and the teacher lounge are off-limits to all students.

VISITORS

The school policy is to accept only those visitors who have legitimate business purposes at the school. Guests and visitors must register in the office upon entering the building. **Parents are**

always welcome. Guests of students are discouraged based on the possibility of disrupting classroom routine and limited classroom space. Student guests must receive prior approval from the principal before the day of the visit.

VISION AND HEARING

Vision screening will be done, as mandated, for the following children, IEP, teacher referrals, and new to district students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Secure a written authorization for withdrawal or transfer from your parent/guardian.
2. Obtain appropriate forms from the Guidance Office.
3. Have forms completed by teachers, return all schoolbooks and property, and pay all fees.
4. Take completed forms to principal for final signature.

A student leaving Unity High School by reason of withdrawing, transferring, or expulsion will receive a WP for all courses he/she is passing at the time he/she leaves. A WF will be given for all courses a student is failing at the time he/she leaves. WP or WF will appear on his/her permanent record, not his/her withdrawal card.

VI. STUDENT CONDUCT

Unity High School students are expected and encouraged to conduct themselves in a respectful, responsible manner that is in accordance with the high standards of morality and decency as recognized by our school district communities. It is the responsibility of every student at Unity High School to conduct themselves in a way that supports a positive learning environment for themselves and their classmates. Education is a right that carries many responsibilities. No student has the right to interfere with the learning process of another student.

Teachers, non-certified personnel, and administrators have the right as vested public school employees to insure a safe learning environment for all students by enforcing the following policies at all times.

In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct includes any behavior that is of a flagrant or an excessive nature. Gross disobedience or misconduct is also any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.

STUDENT CONDUCT DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

STUDENT CONDUCT JURISDICTION

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 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.

ALCOHOL/DRUGS

A student shall not consume, possess, or carry any intoxicating beverages or illegal drugs/paraphernalia on school property or at school-sponsored events, nor shall any student be under the influence of any alcoholic beverage or illegal drug. A student's parent or guardian will be notified immediately. A student who violates this policy shall be subject to the following discipline, as determined on a case by case basis:

1st offense - 1-10 day suspension and social probation for 60 days or the remainder of the semester, whichever is longer. And/or recommendation for expulsion

2nd offense – 1-10 day suspension and recommendation for expulsion.

Any student, who engages in the sale of illegal drugs or "look-alike" drugs or alcoholic beverages on school property, school buses, or at school sponsored events, may be recommended for expulsion.

Given reasonable grounds for suspicion, school officials may search for and seize alcohol or drugs brought onto school buses or school property.

AUTHORITY OF STAFF

The principal, assistant principal, school resource officer, guidance counselors, teachers, teacher assistants, substitute teachers, secretaries, cooks, custodians, and bus drivers of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct and dealt with according to the appropriate discipline procedures.

AGGRESSIVE BEHAVIOR

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in like conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On 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; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building administrator.

Where there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

CHEATING - PLAGIARISM

Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher is cheating. Cheating is academic misconduct. Cheating in any form is not tolerated or accepted at Unity High School. Anyone guilty of cheating in any form will receive a zero for the assignment or test and face disciplinary action.

CLASSROOM CONDUCT

Each classroom teacher has the right to establish classroom rules that fall within the district guidelines. Students are responsible for following the established classroom rules and guidelines. Students who engage in disruptive behavior that interferes with the ability of the teacher to teach and/or the other students to learn will not be tolerated. Students who choose to be uncooperative will be subject to disciplinary measures. Students are to demonstrate verbal and non-verbal respect for teachers and likewise teachers are expected to do the same for all students.

Teachers may find it necessary to remove a student from the classroom due to serious and imminent danger to other students, blatant insubordination, and/or numerous failed attempts at other types of intervention to correct inappropriate behavior. The student is sent to the office with the required office referral form. The teacher must notify the parent/guardian before the student is allowed to return to class. Any work missed due to a removal may not be made up for credit. The second time a student is removed from class the teacher must hold a parent-teacher conference in order for the student to return to class. Any work missed due to a removal may not be made up for credit. After the third removal from class, in a year, the administrator may drop the student from the course with a failing grade and the student will be reassigned to a study hall and may earn a one day suspension. Student removal from class should be a "last resort" response to inappropriate behavior.

DAMAGE TO SCHOOL PROPERTY

Students and their parents/guardians are responsible for replacing or paying for lost or damaged school property, equipment, and books.

Students responsible for destroying school property will be subject to:

1. Suspension and repayment of damages
2. Expulsion and repayment of damages
3. Additional civil and/or criminal prosecution

FIGHTING

Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such a manner may be subject to suspension from school and notification of the School Resource Officer and/or local authorities. Repeated incidents of fighting may result in notification of local authorities and possible expulsion.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of illegal gambling will not be permitted. Teachers will confiscate any money or materials and refer students involved to the office. Disciplinary action will follow.

GANG ACTIVITY

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or associate or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Students involved with any behavior as related to gangs or gang-related activity may be subject to suspension or expulsion from school and other legal actions as deemed appropriate.

“**Gang**” as used in this regulation shall mean individuals who associate with each other for criminal, disruptive and/or other activities prohibited by law and/or the district rules and regulations. Gang activity includes but is not limited to the following:

1. Soliciting others for membership in any gang.
2. Requesting any person to pay protection or otherwise intimidating or threatening any person.
3. Inciting other students to act with physical violence upon any other person.
4. Wearing, using, distributing, displaying or selling any clothing, jewelry, tattoos, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any gang.

HALL CONDUCT

Student movement within the building at times other than passing periods will be restricted to those students who have hall passes. Hall passes should be issued with selectivity and only when absolutely necessary. The teacher issuing the pass must sign all passes.

Students are not to be in the halls, unless authorized, during class periods. All teachers have authority regarding pupil conduct outside the classroom as well as in their own classrooms. Teacher may reprimand students or take stronger measures necessary to maintain proper discipline outside their immediate classrooms.

Passing time between classes should be quiet and orderly. Students should not run or yell. Students should only stop at lockers to retrieve books and class materials. Stopping at lockers to visit with other students creates a slowdown of traffic, an opportunity for the occurrence of inappropriate behavior, and possible tardiness for the next class period. **Teachers and administrators have the right to ask students to keep moving toward their next assigned classroom.**

Students should use language appropriate for a public place. No profanity, lewd, derogatory, or disparaging comments are allowed. Respect for self and others are of utmost importance.

Public display of affection should be limited to holding hands. Other physical demonstration of affections will be subject to disciplinary action.

HARASSMENT AND/OR BULLYING

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidation conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

You can review the entire “Prevention of and Response to Bullying, Intimidation, and Harassment” on the district web site: unitsevenschools.com

Click on Board of Education Tab at top of web page;
Go to Board Policy Manual tab at bottom of that page and click on that tab;
Policy Number is 7:180

Complaints of harassment or intimidations are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

SEXUAL HARASSMENT PROHIBITED

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, service, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms "intimidation," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experience, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activity.

Students who 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 harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator

Mr. Andrew Larson, PO Box 720, Tolono, Illinois, 217/485-6230

Janah Sudduth, PO Box 720, Tolono, Illinois, 217/485-6230

Complaint Manager

Mr. Andrew Larson, PO Box 720, Tolono, Illinois, 217/485-6230

Janah Sudduth, PO Box 720, Tolono, Illinois, 217/485-6230

HAZING

Hazing is specifically prohibited and is not tolerated. Hazing is any behavior engaged in by a student or students for the purpose of holding up any student or students to embarrassment, ridicule, or humiliation. Students engaging in hazing will be subject to disciplinary action that may result in suspension or expulsion from school.

IMPROPER LANGUAGE

Students are expected to respect their teachers, administrators, auxiliary/support staff and fellow students. Acceptable language is expected from all students during school hours and while attending extra-curricular activities. The administration reserves the right to prohibit expression(s) which

may cause substantial disruption to school activities or violate the rights of others. Any student(s) found in violation of this policy is subject to disciplinary penalties for misconduct.

OBSTRUCTION OF AN INVESTIGATION

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to the Board's penalties for misconduct.

RESPECT FOR STAFF-CERTIFIED AND NONCERTIFIED

We expect all staff members to be treated with respect. We likewise expect the same from the staff members toward students. A show of disrespect toward any school personnel or any form of insubordination will not be tolerated. Violators will be subject to warning, social probation, suspension or recommended expulsion to be determined at the discretion of the administration.

SMOKING/USE OF TOBACCO

Student use and/or possession of tobacco products/smoking materials, e cigarettes, and liquid nicotine are not permitted on school property or at school sponsored events. Disciplinary action will be as follows:

- 1st offense** - 1 day Saturday School
- 2nd offense** - 3 days Saturday School
- 3rd offense** - Further disciplinary actions such as suspension as determined on a case by case basis.

Parents will be notified of all offenses.

TARDINESS

1. A student is to be in the assigned classroom at the beginning of each class period.
2. If a student is late to school, a parent is to notify the school in advance
3. The administration will assign one detention to a student who is tardy unless he/she has an admit slip from the previous class teacher
4. If a student is tardy to school he/she must sign in at the office. If excused by the administration, they will be given a pass; if unexcused, they must report to class and receive a detention.
5. Students detained by an instructor are to secure a late slip from that instructor.

Passing times are of sufficient length that no difficulty should be experienced in reporting to classes promptly. Tardy offenses are cumulative and are tracked throughout the year. **Tardiest will be cumulative and not calculated by period. If a student is late to any period, that counts to the overall total. One tardy to any period equals one detention. A second tardy to any period equals two detentions etc.**

First Tardy:	One detention
Second Tardy:	Two detentions
Third Tardy:	Three detentions
Fourth Tardy:	Saturday School
Fifth Tardy:	Two Saturday Schools
Additional Tardies:	Are subject to Additional Saturday Schools

THEFT/BREAKING AND ENTERING

Theft includes stealing school property from faculty, school employees, or other students and/or depriving the owner as defined by statute. Breaking and entering includes the school building, lockers, locked rooms or other areas prohibited to students. If a student commits or attempts to commit a theft or is guilty of breaking and entering at school, the student's parents will be notified. The student may be referred to the authorities and will also face disciplinary action.

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, 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 alike" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens are considered weapons if used or attempted to be used to cause bodily harm.

VII. STUDENT CONDUCT: DISCIPLINARY ACTION

This handbook is provided to students and their families to acquaint them with the rules, regulations, and procedures of Unity High School. When infractions occur, it is the responsibility of the teachers and administration to work with the student, his or her parent/guardian, and other support personnel to help the student correct his or her behavior. All disciplinary actions will be exercised with the intent of protecting the welfare of the school community, as well as helping the student develop self-discipline. Determining the appropriate response to a specific breach of discipline requires that school personnel consider the nature of the act, the student's previous conduct history, his or her age and maturation, and any other mitigating circumstances. The effect on the welfare of the school community must also be considered.

Students are expected to abide by all local, State and Federal laws. Any student found in violation of the law may be turned over to the School Resource Officer (SRO) or other proper authorities.

Disciplinary responses may include, but are not limited to, the following:

CORPORAL PUNISHMENT

Corporal punishment of students, including slapping, paddling or maintenance of students in physically painful positions, and the intentional infliction of bodily harm to students is prohibited. ***However, a teacher or administrator may use reasonable force as needed to maintain safety for other district students, school personnel or persons or for the purpose of self-defense of property.***

DETENTIONS

Students may be issued two types of detentions (office detentions or teacher detentions) for inappropriate behavior.

TEACHER DETENTIONS

Teachers will notify a student either verbally or in writing that they have received a detention for inappropriate behavior. Teacher detentions must be served within 48 hours. Students may serve these after school the day the detention was issued, the following morning or the next school day after school. Failure to properly serve teacher detentions will result in notification to the office. It is up to the educator's discretion if the detention is an a.m. or p.m. detention.

OFFICE DETENTIONS

The following procedures refer to office detentions only:

1. Detentions are assigned by the administration.
2. Detentions are issued by a detention slip.
3. Detentions are to be served in detention study hall. Detention study hall is held Monday

and Wednesday, after school, from 3:05-3:45 p.m. – or on Tuesday and Thursday, before school, from 7:50 – 8:10 a.m. Students must report on time. Tardiness may result in an un-served detention and Saturday School.

4. Students are required to bring something to study. Failure to do so will result in an automatic expulsion from detention study hall.
5. Students have one (1) day to make arrangements for transportation etc.
6. **ALL** detentions must be served in DT study hall unless administrative discretion deems otherwise.
7. Students will be removed from DT study hall for the following reasons:
 - a. Failure to bring study materials
 - b. Talking
 - c. Insubordination and/or other misconduct as determined by the DT study hall teacher
8. Additional detentions will result in further disciplinary action as determined by the administration on a case by case basis.

SOCIAL PROBATION (DISCIPLINARY/ACADEMIC)

Social probation may be assigned to students who have excessive absences, excessive tardiness, failure to attend ASAP or serve other dispositions, academic difficulties, etc., and/or inappropriate behaviors at school or school sponsored events. All participation in or attendance at activities, dances, athletic events, clubs, or organizations (home and away), will be forfeited for a period of time as determined by the administration. **Participation on field trips will be at the discretion of the administration.** Parent/guardian will be notified of the probation. Social probation will carry over into the next year if necessary. **Academic difficulties refer to failure to pass five classes.** Student's academic progress will be monitored on a quarterly basis and evaluated throughout the year. Social probation may run on a weekly basis for students who appear on the eligibility list and do not attend ASAP.

SUSPENSION

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.

Before a student may be suspended or a bus suspension may be imposed for gross disobedience or misconduct, the following procedures shall apply:

1. The suspending official shall give the student oral or written notice of the charges that constitute the student's gross disobedience or misconduct, and a summary of evidence which supports such charges.

2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident
3. The suspending official shall make a finding, based upon the facts, whether the charges are supported and whether a suspension is in order. If he/she so finds, he/she shall document the same. A copy of the finding shall be forwarded to the Board of education as required by Section 10-22.6 of the School Code.

The suspending official shall consider the following elements when formulating discipline:

1. The seriousness of the student's conduct.
 2. The history or record of the student's past conduct.
 3. The likelihood that such conduct will affect the delivery of educational services to other students.
 4. The severity of the punishment, and
 5. The interests of the student.
4. The suspending official shall send written notice by certified mail, return receipt requested, to the student's parent(s) or guardian(s) informing them of the suspension, stating the reason(s) for the suspension, stating the rationale for the specific duration of the suspension, and informing them of their right to a hearing to review the suspension. The written notice will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
 5. If the parents request a hearing, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer, to administer the suspension review hearing or fix a time and place for said proceedings to be conducted by the Board of Education. At the parents' request, a hearing to review the suspension shall be held before the board or a Hearing Officer appointed by the Board.
 6. The only persons allowed at the hearing shall be the parties, their representatives their witnesses, members of the Board of Education and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
 7. The hearing shall be conducted by the Board or by a Hearing Officer. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party whom, after due notice, fails to be present.
 8. The rules of evidence shall not be applicable during the suspension review process.
 9. If the hearing is before a hearing Officer, the hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing. However, this written summary shall not be required where a quorum of the Board of education is present at the hearing, and the Board of Education shall determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The Summary, and if requested, finding(s) and recommendation(s) should be submitted to the Board as soon as possible after the hearing is conducted.
 10. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate. The Board shall notify, in writing, the parent(s) or guardian(s) of the action it has taken within ten (10) days of its decision.
 11. No student who is or should be identified as disabled within the meaning Of the Individuals with Disabilities Education Act shall be suspended for a period in excess of 10 school days.

SATURDAY SCHOOL

Students reporting for Saturday School should enter the building at the main entrance or the back entrance of the trophy case hallway. Teachers may then take the students to the cafeteria or their classrooms. Students may not enter before 7:45 A.M. The School begins promptly at 8:00 A.M.

and ends at 12 noon. Students who receive Saturday School will be required to take all finals. All school rules apply during Saturday School.

DO NOT BE LATE!

Students serving Saturday School will observe the following rules:

1. The student must be inside the gym lobby and settled before the Saturday supervisor locks the door at 8:00 A.M. sharp.
2. The student is expected to bring schoolwork and work on it at the start of the Saturday School. A student who does not have schoolwork should discuss it with the supervisor before 8:00. Other materials allowed are as follows:
 - Books or novels
 - Magazines (of a non-pornographic nature)
 - The student's own note paper or writing paper. Students may not borrow from someone else.

The Saturday supervisor determines appropriateness of items brought into the room.

3. Students are required to stay quiet and on-task the entire time. The supervisor keeps track of students' time.
4. Students are not allowed to work together.
5. Students are not allowed to write notes or letters to other students.
6. Students asked to leave before finishing their time must do so immediately and quietly.
7. If a student is ill, a parent or guardian must call the school prior to 7:45 and leave a message on the school voice recorder with a number where the parent or guardian can be reached for confirmation. The Saturday School supervisor will verify all illnesses.
8. Students may arrange postponement one Saturday for illness, death in the immediate family, or other extreme emergency. A parent or guardian must make arrangements for postponement with the administration before the end of the school day on the Friday prior to the suspension. Acceptable reasons for postponement are determined by the administration. Extra-curricular activities, recreational activities, etc. are not accepted reasons for postponement.
9. The supervising teacher grants a restroom/drink break during the morning. No food, candy, drinks, etc., are allowed in the suspension area.
10. Students are not allowed to wear hats, sunglasses, or inappropriate attire as per school policy.

EXTERNAL SUSPENSION

External suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed ten (10) school days by summary action of the superintendent, the principal or the assistant principal. The student will be given an opportunity to collect assignments, complete assignments and return them upon his/her return to school.

Externally suspended students are subject to the following rules:

1. No attendance at or practice/participation in extra-curricular activities will be permitted for the duration of the suspension.
2. Externally suspended students are not allowed on campus during the suspension.

External Suspension from Extra-Curricular Activities

Students who are externally suspended from school are also suspended from all school-related activities such as concerts, plays, athletic events, etc. during the time of suspension. At **NO** time should a suspended student be on school property.

EXPULSION

Continuous and willful refusal to accomplish school tasks, even when ability to do so exists, continual insubordination, disorderly, vicious, illegal, immoral conduct, and/or persistent violation of

school regulations may result in administrative recommendation for expulsion. Other reasons for expulsion are stated in the Unit Seven Schools District Discipline Policy.

This action will be taken for serious breaches of discipline or violation of policies and rules and must be approved by the Board of Education.

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon a finding that the student has been guilty of gross disobedience or misconduct. The superintendent or his/her designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The suspending official shall explain to the student the misconduct with which the student is charged.
2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
3. The Superintendent or his/her designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S.C. 1401, *et. Seq.* Or under Article 14 of The School Code and the Special Education Regulations, 23 Ill..4dm.Code, §226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or his/her designee shall proceed to Paragraph 5 below.
4. If the student is disabled, Board Policy 7:230, Misconduct By Students with Disabilities, applies.
5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a hearing officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the Board of Education.
6. The Board or the Superintendent shall send written notice to the student's parents or guardians by registered or certified mail, informing them of the proposed expulsion and of the impending hearing including its time and place, and stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.
7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
8. The hearing shall be conducted by the Board or by a hearing officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the hearing officer, in the absence of any party whom, after due notice, fails to be present.
9. The rules of evidence shall not be applicable during the hearing.
10. If the hearing is before a hearing officer, the hearing officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing. The hearing officer shall submit the finding(s) and recommendation(s) to the Board. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording or other transcription of the meeting shall be made by the District, whether or not a hearing officer is appointed. Such tape recording shall be retained by the secretary of the Board as part of the proceedings, together with all documents, or evidence submitted at the hearing.

Following the hearing conducted by the Board or upon receipt of the hearing officer's summary, and if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate.

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. The Board shall also consider the following elements when formulating a disciplinary response:

- (a) The seriousness of the student's conduct.
 - (b) The history or record of the student's past conduct.
 - (c) The likelihood that such conduct will affect the delivery of educational services to other students.
 - (d) The severity of the punishment.
 - (e) Such other factors as may be appropriate.
11. The Board shall issue a written expulsion decision which will detail the specific reasons why removing the pupil from the learning environment is in the best interest of the school; include a rationale as to the specific duration of the expulsion; and document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

Expelled students may be referred to appropriate and available support services, as determined by school authorities.

Students expelled from school will be permanently banned from attending Unit Seven Schools, attending or participating in any school related activity on or near, Unit Seven properties during the school term.

VIII. STUDENT RESPONSIBILITIES & RIGHTS

The Unity Unit No. 7 Board of education in support of the aims of public education, believe that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's action) is one of the important goals of education. The Board of Education believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from school.

CITIZENSHIP AND MORAL RESPONSIBILITIES

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

STUDENT RIGHTS PROCEDURE

EXPLANATION

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve and grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will af-

ford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the administration offices. Time limits refer to days when school is in session.

Step 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person would have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2: If the problem is not resolved, the grievance should be referred informally to the principal, assistant principal. A meeting will be held within five (5) days from notification of referral and an oral response within five (5) days.

Step 3: If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting will be held between the grievant and a district representative within ten (10) days and a written or oral response made within five (5) days.

Step 4: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held, within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5: If the issue is not satisfactorily resolved on Step4, the grievant(s) may appeal the grievance in writing to the school board within five (5) days from the receipt of the written response. The board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

WHO OWNS THIS SCHOOL

YOU DO!

Your parents and all taxpayers are legally required to pay taxes that build and maintain this public school system. Everyone pays taxes in one form or another. Therefore, any damage done to these buildings, equipment, buses, or books must be paid for with your tax dollars. It is not enough to refrain from doing those things that increase this cost to your parents, neighbors, and yourself, but you must also help protect the schools by discouraging or reporting such activity by others. **REMEMBER**, most damage to school property begins as innocent fun.

DUE PROCESS

The board will extend to students their full rights as provided by law. It is the board's desire that the exercise of authority necessary in a school setting is fair and that the students' rights are fully protected. To that end, if during the course of investigating student disciplinary situations it becomes evident that law enforcement authorities are likely to become involved, the investigating administrator will notify the parents or guardians of the involved student(s).

STUDENT DISCIPLINE

Teachers and other certificated educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. -I.L.S. Code

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct rea-

sonable searched of school property and equipment, as well as of students and their personal effects. "School Authorities" include 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 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 conducted through the use of specially trained dogs. –**ILS. CODE 105 5/10-22.6**

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. –**ILS. CODE 105 5/10-22.6**

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.

–**ILS. CODE 105 5/10-22.6**

STUDENT RECORDS

STUDENTS

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: *permanent* record and *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 Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

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 Partici-

pation 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 (FERPA) and the Illinois Student Records Act afford parents/guardians 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. Parents/guardians or students 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 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 the 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/guardians or eligible student, the District will notify the parent/guardian(s) or eligible student of the decision and advise him or her of 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 the 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/ 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, or (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 is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request 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

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/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 not be granted access to your 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 parents/guardians 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.

7. 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.

8. 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 the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

IX. STUDENT SELF HELP RESOURCES

CRISIS AND COUNSELING SERVICES

Crisis Line (Suicide/Mental Health)	359-4141
Crisis Nursery of Champaign	337-2730
Dating Violence Information Line	1-800-897-link
Department of Children and Family Services (child abuse hotline)	1-800-252-2873
National Domestic Violence Hotline	1-800-799-safe
National Runaway Switchboard	1-800-621-4000
National Adolescent Suicide Hotline	1-800-621-4000
National Institute of Mental Health	1-800-64-panic
Pregnancy Crisis Hotline	1-800-550-4900
Rape Crisis Services	384-4444
National Sex Abuse Hotline	1-800-656-4673
Woman's Emergency Shelter	352-7151
Domestic Violence Hotline	384-4390

MEDICAL AND HEALTH-RELATED COUNSELING/INFORMATION SERVICES

American Red Cross	384-2800
Carle Foundation Hospital	383-3311
Champaign-Urbana Public Health District	352-7961
Covenant Medical Center	337-2000
Frances Nelson Health Center	356-1558
National Youth Crisis Hotline (for eating disorders)	1-800-448-4663
Eating Disorders Recovery Online	http://www.edrecovery.com
Eating Disorders Support	http://www.angelfire.com/ma2/ed/index.html

SUBSTANCE ABUSE TREATMENT/COUNSELING

The Pavilion	373-1700
Prairie Center	328-4500
Center Point	398-8080
Narcotics Anonymous	373-2063
Ala-Anon-Ala-Teen	373-4141
Alcoholics Anonymous	373-4200
CEAD – Central East Alcohol and Drug	217/358-8108
National Council on Alcoholism & Drug Dependency Hotline	1-800-NCA-Call
American Council for Drug Education	1-800-488-Drug
Marijuana Anonymous Website	http://www.marijuana-anonymous.org
Comprehensive Addiction Programs Website	http://www.helpfinders.com
Partnership for a Drug Free America	http://www.drugfreeamerica.org

CHILD AND FAMILY COUNSELING

Family Service of Champaign County.....352-0099
Family Therapy Practicum239-1547
First Call for Help352-6300
Mental Health Center-Champaign398-8080
The Pavilion373-1700
Roundhouse.....359-5276

Unity High School students can also seek assistance from the High School Counseling Staff, the Unity High School Student Assistance team or the Unity High School Resource Officer.

UNITY HIGH SCHOOL TRAVEL GUIDE

2018-2019 Conference Schools

Please use the school address with www.mapquest.com to get accurate directions to away contests. Please contact the host school to insure that games are played at the respective high schools.

- Bloomington Central Catholic High School – 1201 Airport Rd Bloomington, IL 61704
- Illinois Valley Central High School – 1300 W Sycamore Drive Chilicothe, IL 61523
- Pontiac High School – 1100 Indiana Ave. Pontiac, IL 61764
- Prairie Central High School – 411 N. 7th St. Fairbury, IL 61739
- Olympia High School – 7832 North 100 East Road Stanford, IL 61759
- Monticello High School – 1 Sage Drive Monticello, Illinois 61856
- Rantoul High School – 200 S Sheldon Rantoul, Illinois 61866
- St. Joe/Ogden High School – 201 N Main St. Joesph, Illinois 61873
- St. Thomas More High School – 3901 N Mattis Champaign, Illinois 61822

**BE A GOOD
PERSON**

WORK HARD

BE PERSISTENT

DREAM BIG
DREAMS