

WELCOME TO UNITY JUNIOR HIGH SCHOOL

UJHS VISION

Preparing all Learners Today to Meet the Challenges of Tomorrow

UJHS MISSION

In partnership with parents and our community, we are dedicated to educating, encouraging, and empowering students to maximize their full intellectual, social, and emotional potentials.

By Illinois School Code students must be supervised at all times. **Staff is not available for such supervision until 8:00 a.m. Please do not send students to school early, especially in inclement weather.** If there are special circumstances warranting a student's presence in the building before 8:00 a.m., that student will have a pass signed by the teacher on the day before. All students must leave the building by 3:10 p.m. *unless* they are in a supervised activity.

REGULAR DAILY SCHEDULE

7:45 a.m.	Breakfast Program Participants
8:13 a.m.	Students may enter building
8:20-9:09 a.m.....	1 st Hour
9:13-10:02 a.m.....	2 nd Hour
10:06-10:55 a.m.....	3 rd Hour
10:59 – 11:25 a.m.	Lunch period A
11:28 – 11:54 a.m.	Lunch period B
11:56 – 12:22 p.m.....	Lunch period C
12:26-1:15 p.m.....	5 th Hour
1:19-2:08 p.m.....	6 th Hour
2:12-3:00 p.m.....	7 th Hour

REDUCED TIME SCHEDULE

11:30 Dismissal

8:20 – 8:44 a.m.....	1 st Hour
8:48 – 9:11 a.m.	2 nd Hour
9:15 – 9:39 a.m.....	3 rd Hour
9:43 – 10:06 a.m....	4 th Hour
10:10 – 10:34 a.m.....	5 th Hour
10:38 – 11:02 a.m.....	6 th Hour
11:06 – 11:30 a.m.....	7 th Hour

UNITY JUNIOR HIGH STAFF

ADMINISTRATION

Laura Fitzgerald, Principal
Scott Hamilton, Assistant Principal

OFFICE STAFF

Krista Moore, Secretary
Sara Farruggia, Secretary
Kevin Franzen, School Resource Officer
Shelley Short, Nurse

SIXTH GRADE TEACHERS

Kristy Parr, Language Arts
Matt Orrison, Language Arts
Tari Black, Mathematics
Kylie Hockersmith, Science
Maggie Woodham, Social Studies

SEVENTH GRADE TEACHERS

Christina White, Language Arts
Hilary Reinhart, Language Arts
Carrie Hancock, Mathematics
Meghan Houk, Science
Jess Miller, Social Studies

EIGHTH GRADE TEACHERS

Patti King, Language Arts
TBA, Language Arts
Jason Pound, Mathematics
Justin Bosley, Science
Patrick Striegel, Social Studies

UJHS Support Faculty:

Nate Albaugh, Interventionist
Kathy Coleman, ESL
Katrina Freehill, Title I Social Work
Stephanie Grussing, School Counselor
Kathy Wickline, Media Specialist

PHYSICAL EDUCATION/HEALTH

Dan Cunningham
Jeff Kyle
Jessica Kohlenberg
Kim Robinson

SPECIAL EDUCATION STAFF

Jennifer Meline, Resource
Aric Greenberg, Resource
Kami Payne, Resource
Megan McGraw, Resource

EXPLORATORY TEACHERS

Taylor Marcel, Art
Jerry Cardiff, Band
Victoria Kensek, Chorus
Rich McCabe, Agriculture
Denise Warner, Keyboarding

COOKS

Julie O'Donnell, Head Cook
Theresa Brown, Cook
Kathy Langster, Cook
Haley Thomas, Cook

CUSTODIANS

Ron Keeter, Day Custodian
Ruth Ann Lechel, Night Custodian
Cherie McCormick, Night Custodian

August 4	School Registration 12-7 p.m.
August 5	School Registration 7:30 a.m.-2:00 P.M.
August 17-18.....	Teachers' Institute Day
August 19.....	First Student Attendance Day- Full Day
August 20.....	UJHS Open House 6:30 PM
September 7.....	Labor Day – No School
September 14.....	Week of Progress Reports
September 25.....	School Improvement Day (Student Dismissal at 11:30 p.m.)
September 25	Homecoming
October 9.....	School Improvement Day (Students not in attendance)
October 12.....	Columbus Day – No School
October 16.....	First Quarter Ends
October 19.....	Week of Report Card Distribution
October 22.....	School Improvement Day (Student Dismissal at 11:30 p.m.)
October 22.....	Parent/Teacher Conferences 3:00 p.m.- 9:30 p.m.
October 23.....	P/T Conferences – No School
November 16.....	Week of Progress Reports
November 24.....	2:15 Dismissal
November 25-27.....	Thanksgiving Holiday – No School
December 22	Second Quarter Ends (Dismissal 2:15 p.m.)
December 23-Jan 1.....	Winter Break – No School
January 4.....	School Resumes- Student Attendance Full Day
January 4.....	Week of Report Cards Distribution
January 18.....	M.L.King Holiday-No School
February 1	Week of Progress Reports
February 15.....	Presidents Day-No School
February 25.....	School Improvement Day (Student Dismissal at 11:30 p.m.)
February 25.....	Parent/Teacher Conferences 3:00 p.m. - 9:30 p.m.
February 25.....	Freshmen Orientation 6:30 p.m. - 7:30 p.m. UHS Auditorium
February 26.....	P/T Conferences – No School
March 12.....	Third Quarter Ends
March 15-19.....	Spring Break
March 22.....	Week of Report Card Distribution
April.....	IAR and ISA State Assessments – TBA
April 1-5.....	Easter Break
April 19	Week of Progress Reports
May 6.....	Blast Off
May 16.....	Unity High School Graduation
May 25.....	Fourth Quarter Ends & Report Cards Distributed **
May 26.....	Teachers' Institute – No School for Students **

****End of Year Dates & Final Report Card Distribution – Subject to change due to emergency days**

Please utilize the following for updates to calendar information and daily bulletins: The first several minutes of each day are set aside for attendance and announcements. News of upcoming events, daily schedule changes, and a variety of items dealing with student activities and school operations are announced at the beginning of first period. The daily bulletin is posted in the building and also on our website. Parents/guardians should keep their information current in Information Now in order to receive school emails. The school calendar can also be accessed on the UJHS website. Please visit www.ujhs.com. Follow us on **Twitter** Unity Junior High@UnityJHS. We are Mobile! Download the App for **Unit Seven Schools** at the App Store or on Google Play and check UJHS notifications.

Unity Junior High School Procedures

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 which 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 child's school 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.

ATTENDANCE INFORMATION

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 junior 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.

NOTE: Parents are asked to call the school between 7:30 and 8:30 a.m. when their children are absent.

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

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

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

Arrival & Departure from School: Students who eat breakfast at school should arrive no earlier than 7:45 am. All other students should plan to arrive at 8:00am. **Supervision begins at 8:00 a.m.** Except for reasons such as scheduled intramural activities, detentions, etc., non-bus students must go home as soon as they are dismissed at the end of the school day. They may not return to school premises without parental knowledge and permission. For their own safety, students should not return to school before the rural buses depart. **Before and after school, parent drop off and pick up will occur at the south entrance behind the school.** During the regular school day, parents/guardians should enter through the front doors. Students must be signed out through the office by a parent or legal guardian.

EMERGENCIES

Emergency (and Illness): The school will make every attempt to contact the parents. Parents must designate someone who may be contacted in the event that the parents cannot be reached.

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

HEALTH GUIDELINES AND EXCULSION POLICY

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 the 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.

Medical Appointments: Parents are encouraged to secure medical and dental appointments after school hours or on Saturdays. In the event it is necessary to schedule an appointment during the school day. Notifying the school ahead of time phone will allow the student time to secure assignments prior to the absence and be prepared upon return to school.

School Medication Guidelines

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

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

- All medications, including non-prescription drugs, given at school 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 the prescribing physician and provided to the 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.

Physical Examinations and Immunizations: A standard form for health examinations is available at all school offices and at some doctors' offices. The form must be completed and signed by a physician. Students entering Illinois Schools for the first time in any grade have thirty (30) days from the date of entry to comply with the physical and immunization requirements. Physicals are required at kindergarten, sixth, and ninth grades. Immunization records are to be kept up yearly. Physicals are also required on a yearly basis for student athletes prior to the start of the season in which they wish to participate. Starting September 1, 2013, the IESA policy allows a sport's physical to be used for 395 days.

All 6th grade students are required to present proof of examination by a dentist prior to May 15th of the sixth grade school year. The examination must have been completed within 18 months of the May 15th deadline. Examination must be performed by a licensed dentist and he/she shall sign the proof of examination form. The forms are available on the unitsevenschools.com web site under school nurse or contact the school for the form. Please return completed dental forms to school as soon as possible.

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 15.

Vision Screening: Vision screening will be done, as mandated, for all 8th graders, students with IEP's, students new to the district and any teacher referrals. 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. 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.

HOMEBOUND INSTRUCTION: As per Board of Education policy, a student may be referred for homebound or hospital instruction. If the parents agree to accept the educational services, they must provide a licensed medical physician’s statement of need and sign a parent consent form.

HOMEWORK REQUEST: You may request homework if your child will be absent **two** or more days. The request can be made to the **main office** when you report your child’s absence in the morning. Homework may be picked up at the end of the school day or sent home with a sibling, as requested.

PREARRANGED ABSENCES: Advance assignment requests for prearranged absences (vacations, etc.) should be made at least one week prior to the student’s absence. Assignments will be due on the day the student returns to school. Following an absence, the student is to assume the responsibility for any missed work. Students will have up to one day per day of excused absence to make up missed work. Teachers may require makeup work to be completed sooner, if assignments have been reduced for the absent student.

TARDINESS: Students who are tardy to school must stop in the office to be included on the attendance and lunch counts. Excessive tardiness may result in the student being assigned extra time after school.

1. A student is to be in the assigned classroom at the beginning of each class period. Students detained by the office or an instructor are to secure a pass from the person they were detained by.
2. If a student is tardy to school a parent or guardian must sign in at the office. If the student is excused he/she will be given a pass to class; if unexcused, the student will be given a detention and then a pass to report to class.

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 school year. If a student is late to any period, that counts to the overall total.

A “grace” period of five school days will be given at the beginning of the school year. This period of time will allow students to learn their locker combination and their schedule.

Detentions assigned for being tardy to school/class or unexcused absences will be served in the area assigned by the administration. Detentions will be held Monday through Thursday from 3:05 – 3:45 p.m.

- First tardy: One detention
- Second tardy: One detention
- Third tardy: Two detentions
- Fourth tardy: Two detentions
- Additional tardies: Subject to a Saturday School

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

GENERAL INFORMATION

Academic Criteria for Participation in Extracurricular Activities, Grades 6-8: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches provided that the selection criteria conform to the District’s policies. Students must satisfy all academic standards and must comply with the Illinois Elementary School Association’s scholastic standards requirements in addition to the student conduct code. In some cases, Unity Junior High eligibility rules may be more stringent than IESA rules, in which case the Unity Junior High School policies, rules and regulations, whichever is appropriate, shall apply. Any student participant failing to meet these academic standards shall be suspended from the activity for seven calendar days or until the specified academic criteria are met, whichever is longer. A student must have a three-hour school day to attend or participate in any activity. A student leaving school due to an illness may not participate in an after-school activity.

Accommodating Individuals with Disabilities: Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective, as those provided to others. The District will provide auxiliary aids and services where necessary to afford individuals equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

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

Local education agencies must make related service logs that record the type of related services administered under the child's individual education program and the minutes of each type of related service that has been administered available to the child's parent or guardian at the annual review of the child's individual education program and must also provide a copy of the related service logs at any time upon request of the child's parents or guardian.

Admission to Unity Junior High School:

A. Resident

1. Any student who has successfully completed fifth 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 Junior 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

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

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

Bicycles: Bicycles may be ridden to and from school. They should be parked in the bicycle rack. Bicycles are not to be ridden on school grounds during school. Students are responsible for the security of their own bicycles.

Computer Room/Computer Usage

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

Unity Junior 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 district. Should a parent prefer that a student not have Internet access, use of the computers is still possible for word processing.

Students must follow the policy 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 person's 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.

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

Teacher
Principal
Superintendent
Board

Concerns should always be addressed at the lowest level for the particular problem.

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

Extracurricular Activities: The following activities are available for eligible junior high students: basketball, softball, baseball, cross country, volleyball, drama club, band, chorus, student council, track, yearbook, math club, and Triple S. The superintendent shall approve all District sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.
Building principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities. Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Family Educational Rights and Privacy Act (FERPA): This act affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian and eligible student of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian and eligible student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, S.W.
Washington, D.C. 20202-4605

Fee Waiver: Fees are defined to be monetary charges made by the school as a prerequisite for a student to participate in any curricular or extracurricular program of the school. This would include textbook rental, band instrument rental, shop fees, etc. Fee waivers will be granted to students who qualify under the guidelines established by the Board of Education. To apply for a fee waiver, parents or guardians must file an application with the building principal. When fee waiver requests are denied by the building principals the parents have the right to appeal the decision to the superintendent and if denied by the superintendent finally to the Board of Education.

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

Field Trips: All school-sponsored field trips must be approved by the building principal and/or his/ her designee. All field trips are designed to be an extension of the school curriculum. Field trip expectations and consequences are stated in the following letter to parents:

Dear Parent/Guardians:

Your student is being offered the opportunity to represent Unity Jr. High School on an educational field trip during the school day. Our expectation for appropriate behavior by all students on field trips is the same as at school. Any actions by students that are deemed inappropriate by school staff during the field trip will be subject to disciplinary consequences when the students return to school.

This letter is to inform you that such consequences may include: 1) detention/suspension, 2) parent conference with a school administrator, 3) request for parent accompaniment with the student on future field trips, and/or 4) removal of student from participation in future field trips for repeated acts of inappropriate behavior on previous trips.

We want all of our students to enjoy and learn from the experiences of field trips, and we also want our students to present themselves as responsible young citizens in the community. Your signature on the permission form affirms your understanding and support of school expectations.

Thank you,
Principal

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

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

Grading: The evaluation and grading of a student's work is solely the task of each individual teacher in his/her classroom. Grades will be composed of tests, homework, daily activities and participation. Mid-term reports are given each quarter.

If you find that you are in disagreement with a teacher about any given grade, please call the school to set up an appointment for a conference. The teacher will explain how he/she arrived at the grade. The teacher will also discuss your child's work and his/her participation in class.

Grading and Promotion: The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on NWEA Measure of Academic Progress or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. (Board Policy 740)

Grading Scale:

Letter	Percentage
A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% -

Guidelines for Promotion /Retention:

Criteria for Remediation of Students Grades 6-8

1. Standardized Achievement Testing – Scores at or below the 20th percentile on the most recent test administered.
2. Failure of two out of four **core academic** areas.
3. Team recommendation for remediation/retention.
4. Attendance – Unexcused absences for 5% or more of the school year.

Criteria for Retention of Students Grades 6-8

If attempts at remediation are not successful, the student who falls below in two of the five criteria will be considered for retention in the current grade. **The decision to retain a student will be made by a multidisciplinary team.**

Homework Policy: Students are expected to complete and turn in their homework assignments on the date that the assignment is due. If a student does not have his/her homework assignment completed for class, his/her teacher will make every effort to contact the parent to notify them. If the student completes and turns in the assignment by the end of the day the assignment was due, he/she will receive partial credit at 75%. If the assignment is handed in the following day, the student will receive credit at 50% for his/her work. This will allow the student to redeem credit for an assignment that was not completed by its due date as opposed to earning 0% credit.

Inclement Weather & School Closing: Each year there are days when school must be closed due to weather conditions or emergencies such as loss of water or heat. When these days occur, a decision will be made whether to have school or close early. The decision to close early will usually be made with enough time prior to dismissal for parents to make arrangements. It is extremely important that parents instruct their children about what to do when they arrive home early. Please make sure your children know how to get in and out of the weather, or have a friend, neighbor or relative readily available to take them into their home.

In the event of questionable weather or emergencies before school starts, the decision to dismiss school will be made before 6:00 a.m., if possible. It will be broadcast on radio and television stations. Our school wide Alert Now Program will also alert you to these closings.

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

Lockers:

- Students will be assigned a locker with a combination. Locker combinations are changed every year.
- Do not bring locks from home.
- **NO** decorations are allowed on the exterior of the locker.
- Students are not allowed to share or trade lockers.

- Physical Education locks are checked out to each student at the beginning of the school year and collected at the conclusion of the school year.
- Unity Junior High School and the Unit 7 school district are not responsible for items that are lost or stolen.
- Student lockers and physical education lockers are the property of the school district and by law are subject to search without notice. Lockers may be opened by the principal or designee to insure compliance with school regulations and to protect all students.

The principal or designee may search a locker without the student’s knowledge or consent if there is reasonable suspicion that a student has placed anything illegal or dangerous in any locker.

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

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

- Charging of lunches is prohibited.
- For students who bring sack lunches, milk is available for purchase.
- We have a closed campus for lunch.

Medicaid Billing Policy:

This is to inform you that Unit Seven Schools is an **EPSDT Medicaid Provider** with Illinois’s State Medicaid Agency, **Healthcare and Family Services (HFS)**. **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention/ prevention services to children, age birth through 18. The services are allied health care services provided by the district’s pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his/her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings /assessments that are completed. The Medicaid claims are filed and processed per the district’s contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student’s IEP are provided with parental consent and at “no cost” to the parents. This “no cost” provision is in compliance with Public Law 94-142- “Education of the Handicapped Free and Appropriate Public Education”, IDEA – “Individual Disabilities Education Act”, Public law 100-360 and State of Illinois – State of education mandates. Unit Seven Schools, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois’ Medicaid All Kinds Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State’s Medicaid program is based upon a family’s income, absence of health insurance or limited coverage per a private health insurance plan. In addition, Unit Seven Schools, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:
Ww2.illinois.gov/hfs/Pages/default.aspx

Please contact Janah Sudduth-Mottola, Special Education and ELL Coordinator, at 217-485-6510 if you have any questions concerning Unit Seven’s Medicaid Billing Policy.

Mobility Impairment: The Unit Seven School District provides this public notice of its willingness to relocate programs, activities and services to accessible locations upon request of an individual with mobility impairment.

The request should be sent to:
 Superintendent of Schools

Unit Seven School District
P.O. Box 720
Tolono, IL 61880
Or you may call at 217-485-6510.

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

Parent-Teacher Conferences: There will be scheduled parent-teacher conferences during the school year. However, the school encourages all parents to develop a working communication with their children's teachers and to contact the school whenever necessary. Parents may request a conference at any time during the school year by calling the school office. Conferences should be scheduled at a mutually agreed upon time and should not conflict with class time nor interfere with the performance of the teacher's other duties.

Physical Education: All students are expected to dress and participate in P.E. on a daily basis. Students who do not participate must have a medical excuse for non-participation. Students who do not participate in P.E. for medical reasons will remain with their P.E. class. Failure to participate daily in P.E. may affect the student's grade. Proper dress for P.E. is a required uniform.

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

Report Cards: Report cards are issued at the end of each quarter. If there are any outstanding debts to the school, fourth-quarter report cards are held in the main office at the end of the year. They may be picked up at school at the time your obligations are paid.

Responsibilities of Education: The teaching and educating of children is a responsibility of all concerned – teachers, students and parents. Unit 7 Schools will provide your child with the best education possible during regular school hours. We do ask for assistance from parents in helping to reinforce learning during the time that students are away from school. The following, though not complete, are some of the responsibilities that we all share to ensure that students of Unit 7 Schools receive the best education possible.

Teacher Responsibilities:

- To provide meaningful instruction to help students become productive and independent citizens of a democratic society.
- To constantly monitor and evaluate student progress, making needed adjustments in a student's instruction when necessary.
- To help students learn to accept differences between individuals and respect the right of others.
- To instill in students, the attitude that learning is an ongoing process. One's education is preparation for the future as well as for the present.

Student Responsibilities:

- To participate positively in learning situations by making a sincere effort to do their best work.
- To not interfere with the education process of other students.
- To comply with the authority of teachers and principals by obeying school rules and regulations.
- To respect the rights of individuals.
- To obey school rules and regulations.
- To act and behave in a responsible fashion.

Parental Responsibilities:

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

Students have the right to:

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

School Bus Information: For information pertaining to bus routes and pickup times, please contact the bus garage in Tolono at 217-903-4013. On days when school is canceled due to inclement weather, there will be no bus transportation provided for in district or out of district students.

Rules and Regulations

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

While waiting for the bus, students should:

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

Once on the school bus, students should:

- Walk single file in the bus aisle.
- Walk to a seat and sit down – taking up only enough space for one person.
- Not change seats, climb over seats or stand up.
- Talk quietly – no shouting, screaming or whistling at anytime (especially at railroad crossings).
- Open windows only to approved marks.
- Not throw anything out of the bus windows.
- Not stick their heads, arms, hands or legs out of the bus window.
- Assist in keeping the bus safe and clean by using the waste container for trash.
- Not tamper with the bus or any of its safety equipment.
- Use the emergency doors only in case of emergency.
- In case of emergency on the road, remain on the bus and await instructions from the bus driver.
- Be courteous to one another and to the bus driver at all times – no pushing, no hitting, no “horseplay” and not harassment or bullying.

In general, students should:

- Not tease each other – no name calling, pushing, fighting, etc.
- Not bring ice, snow or snowballs onto the bus.
- Refrain from the use of profanity in word or gesture
- Not display or bring onto the bus such items as water pistols, pocket knives, etc. – defacing of the buses in any manner will not be tolerated.
- Refrain from the use of tobacco, drugs or alcoholic beverages.
- Not eat food or drink any liquids on the bus.
- Not bring personal radios on the bus.
- Not engage in fighting or scuffling on the bus.
- Not deliberately defy or refuse to cooperate with the driver.

School Pictures: Individual student pictures will be taken. Pictures are needed for the student's cumulative file folder and other purposes. Picture packages are available from the photographer. Pictures must be paid for when ordered (the day of picture taking). If the pictures are unsatisfactory, you may ask for a full refund or a retake.

School Resource Officer (SRO): The School Resource Officer (SRO) program is a cooperative effort between Unit 7 Schools and the Champaign County Sheriffs 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.

Search and Seizure: To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource officers.

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

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

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By a certificated employee or resource officer of the same sex as the student.

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

Seizure of Property: If a search produces evidence that the student has violated or is violating 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.

Social Work Services/Counseling Services: Counseling and social work services are available for every student. Counselors and social workers meet with students individually, in small groups, and in classes about a variety of academic and personal concerns. If a student needs to talk to a counselor or social worker, the student should report to the main office to request an appointment.

Student Dress and Appearance: Students are encouraged to wear appropriate attire at school. 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 is 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.
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.
12. PE uniforms are required for participation in all 6-12 physical education classes. Please purchase the uniform during registration or from the Unity Junior High office.

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. Repeat offenders will be given before/after school detention and/or Saturday School Detentions. 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.

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

Student Records: Parents may have access to the permanent records of their children. Access to records will be given within a reasonable length of time after the request is made. Parents shall be afforded the opportunity for a hearing to challenge the contents of a student's permanent record to ensure that the information is not inaccurate or inappropriate. Copies of any part(s) of the student's records may be made at the cost specified by the school district. See additional pages containing Notification to Parents and Students of Their Rights Concerning a Student's School Records.

Surveillance Cameras: Surveillance cameras are posted in Unity Junior High School and on the school property.

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

Visitors: Parents and guardians are always welcome at school, but are required to check in at the school office to receive a visitor's pass. Students may not bring preschool or school age relatives or friends to school unless such visitors are accompanied by an adult.

STUDENT CONDUCT AND DISCIPLINE

Students who are on school premises as well as "to and from school" are subject to all rules and regulations of the school. Students who arrive at school before the beginning of the school day and/or leave the premises and violate school regulations, face disciplinary action according to the rule violated, including truancy.

School-wide Rules: In an effort to continue improving our school climate at Unity Jr. High School, the following information reflects our school-wide rules. It is expected that, in all areas of the school, including classroom and non-classroom settings, students will follow these rules. They will be taught by each teacher with respect to their classrooms, and with respect to the rest of the school (i.e. cafeteria, hallways, bus, etc).

Rules

Be respectful:
To yourself

To others

Example Expectations:

Good hygiene/health
Appropriate attire

Hands/feet/words to self
Honor differences

To property

Graffiti-, litter-, damage-free environment
Recognize individual ownership

Be responsible:

For yourself

Punctuality/attendance

For other

For Property

Kindness/helpfulness

Cellular Phones:

Cell phones are restricted to lockers during the school day from 8:15 a.m. – 3:00 p.m. Cell phones must be turned off (not on silent or vibrate). A student found in possession of a cell phone during the school day will have the device confiscated for the school day and will earn a detention. A second offense will result in a Saturday school, and the phone will be returned to the parent only. Third and subsequent offenses will result in a Saturday school and the student may lose the privilege of bringing a cell phone to school. Cell phone cameras may not be used during the school day.

Electronic Communication Equipment: Possession of radios, digital cameras, walkie-talkies, cellular phones/smart phones and other audio communication devices by students are restricted to lockers. These devices must be off (not on silent/vibrate). Willful, active, possession of these devices by students will be cause for disciplinary action. Students may use electronic devices prior to or after the school day for the purpose of communication between home and school. Teachers, with the consent of 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 their own device such as but not limited to; e-Readers, Kindles, Nooks, iTouch, iPad, or other similar devices.

Closed Campus: Campus is closed. Students are not permitted off campus once they arrive or during the school day unless permission is granted by school authorities.

Damage to School Property/Loss of School Material: 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 may be subject to:

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

Drugs/Alcohol:

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 receive the following punishment:

1st offense – 1-3-day external suspension and/or recommendation for expulsion

2nd offense – Up to a10 day external suspension and /or 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 subject to suspension and/or recommendation for expulsion. Given reasonable grounds for suspicion, school officials may search for and seize alcohol or drugs brought onto school buses or school property.

Detentions: Students are required to serve any detention assigned to them within two (2) days. These two (2) days are defined by School Board Policy as the day the detention is assigned and the following school day. This period facilitates the student's responsibility to advise parents of the requirement to serve a detention. Students must serve their detention with the teacher who assigned it. If a student is absent on the day the detention is to be served, the student must serve the detention upon returning to school. Failure to serve a detention will result in further disciplinary action.

Extracurricular Activities: All students are encouraged to participate in extracurricular activities. Students who participate are subject to the school regulations. Failure to comply with rules and regulations may result in forfeiture of the privilege to participate. Specifically:

1. Any student who is suspended from school is suspended from participation on an athletic team, club, or organization during that time.
2. Student participation in extracurricular activities is considered a privilege. This privilege may be revoked by an administrator for students who demonstrate irresponsible or inappropriate behavior any time during the school year

Fighting: Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such a manner will 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, possible expulsion.

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 will 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. Teachers 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. Student should not run or yell. Student should only stop at lockers to retrieve books and class materials. Stopping at lockers to visit with 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.

Harassment and/or Bullying: Unity Junior High School strives to maintain an educational environment in which students can attend school, ride buses, and participate in activities free from any form of harassment or bullying. Unity Junior High School’s school-wide rules for bullying include:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. When we think someone is being bullied we will tell an adult at school and an adult at home.

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student’s sex, color, 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.

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 student 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 rumor related to a person's sexual activity.

Student who complain that 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 Complain Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible when 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 Student for appropriate action.

Nondiscrimination Coordinator/Complaint Manager:

Andrew Larson, 1121 CR 800 N, Tolono, IL 217/485-6230 and Janah Sudduth, 1121 CR 800 N, Tolono, IL 217/485-3499

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

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

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 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.

Plagiarism/Cheating: 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 Junior High School. Anyone guilty of cheating in any form will receive a zero for the assignment or test and face disciplinary action.

Public Displays: Public displays and demonstrations of physical affection (kissing, hugging, and embracing) are not appropriate in school or on school property and may result in disciplinary action.

School Violence Tip Line: The Illinois State Police administer the School Violence Tip Line which provides a means for students to report threats of violence and weapons violations on school grounds. The statewide toll-free number, 1-800-477-0024, will be physically answered at the ISP Communications Center in Springfield. Calls will be answered by state police officers who will forward the information to the local sheriff's department. Emphasis will be to encourage students to speak up and tell a teacher or a counselor if they have seen a weapon or believe a violent incident is to take place. The Tip Line is an option in those cases when the caller fears reprisal or if the caller is considering acts of violence and is unwilling to sacrifice anonymity.

Social Probation (Disciplinary/Academic):

Social probation may be assigned to students for any of the following: excessive absences, excessive tardiness, failure to attend Academic Support Center, failure to serve other dispositions, academic difficulties, etc., and/or inappropriate behavior at a school or at school sponsored event. 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 at UJHS refer to failure to pass two core academic classes (social studies, science, math, and English/language arts). Student's academic progress will be monitored on a quarterly basis and evaluated throughout the year.

Smoking/Tobacco Use: Student use and/or possession of tobacco products/smoking materials are not permitted on school property or at school sponsored events. Parents will be notified of all offenses. Disciplinary action will be as follows:

- 1st offense – 1 day Saturday School Detention
- 2nd offense – 3 days Saturday School Detention or external suspension
- 3rd offense – External suspension; additional offenses receive further disciplinary actions as deemed appropriate.

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 two 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 is 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.

Students

Student Discipline

Definitions

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

Using, Possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

3. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
4. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket – and all similar – electronic paging devices.
5. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
6. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
7. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
8. Unexcused absenteeism: State law and Board Policy on truancy control will be used with chronic and habitual truants.
9. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
10. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
11. Engaging in any activity that constitutes an interference with school purposes, an educational function or any disruptive activity.

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

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

Disciplinary Measures

Disciplinary measures include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday School provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Social probation may be assigned to students for any of the following: excessive absences, excessive tardiness, failure to attend Academic Support Center, failure to serve other dispositions, academic difficulties, etc., and/or inappropriate behavior at a school or at school sponsored event. 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 at UJHS refer to failure to pass two core academic classes (social studies, science, math, and English/language arts).** Student's academic progress will be monitored on a quarterly basis and evaluated throughout the year.

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

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

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be

Used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alike” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

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 students(s).

Delegation of Authority

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

The Superintendent, Building Principal, and Assistant Building Principal, are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents and guardians as soon after the start of the school, or as soon after enrollment as is practical. The Unity Junior High School handbook reflects the current policies and procedures of the school, which may be subject to change.

Tolono Community Unit Schools District No. 7

ATHLETIC CODE

PURPOSE

The Board of Education and staff of Tolono Community Unit School District No. 7 have adopted the Athletic Code which applies to all students 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 purpose 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 which 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

1. **Athlete** - Athlete means a boy or girl enrolled in grades 6 through 12 at Tolono 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.
2. **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.
3. **Sport** - Sport means any interscholastic sport sponsored by Tolono Community Unit School District No. 7 and includes cheerleading and pom pon.

WHEN THIS ATHLETIC CODE IS IN EFFECT

The rules set forth in this Athletic Code are in affect 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 regulation.

REQUIRMENTS 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 is 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 agreed to abide by its terms and conditions.

PRACTICE SESSIONS

All practice sessions shall be appropriately planned by the coaching staff to insure 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 encourages 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, Tolono Junior High or High School eligibility rules may be more stringent than IESA or IHSA rules, in which case the Tolono Junior High or Tolono Senior High policies, rules and regulations, whichever is appropriate, shall apply. To retain athletic eligibility, an athlete must have passed twenty (20) semester hours of academic course work in the semester preceding his/her athletic eligibility and must have passed twenty (20) semester hours of academic course work in the week preceding his/her athletic eligibility.

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 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 athlete 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.

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
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 in coordination • 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 	

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 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

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

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 future 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 the 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 as 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 the 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 Athletic Director, who shall have final binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal.