

# **FUTURES UNLIMITED STUDENT HANDBOOK**

**2022-2023**



**Futures Unlimited  
3900 North Neeley Ave.  
Decatur, IL 62526  
Phone number: 217-362-3080  
Email: [Futuresunlimited@gmail.com](mailto:Futuresunlimited@gmail.com)  
Building hours: 7:30am-2:30pm  
Student Hours: 8:00am-10:40am (Morning) and 11:20am-2:00pm (Afternoon)**

## Vision Statement - Futures Unlimited

**According to Illinois School Code, “An alternative learning opportunities program shall provide a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered curriculum, social programs, and supplemental social, health, and support services to improve the educational achievement of students at risk of academic failure.” 105 ILCS 5/13B-20**  
**Alternative learning opportunities program**

## Mission Statement- Futures Unlimited

**The mission of Futures Unlimited is to serve “at-risk” students and their families by providing an opportunity for education and guidance through various school-based and community-based programs. All students have the opportunity to earn diplomas in an accelerated manner by utilizing an individualized educational plan in a personalized atmosphere; building academic and social skills needed for a successful life and becoming a productive member of the community.**

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

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

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

### **Attendance Policy (per quarter)**

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

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

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

Examples of **UNEXCUSED** absences are:

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

**Truancy** Students that are at-risk of becoming truant while attending Futures Unlimited will be offered support services including a conference with administrators and parents to discuss the reason for the absences.

**Arrival** All students that attend Futures will be required to walk through a metal detector. The student will be subject to a search if they cannot successfully pass through the metal detector.

**Late Arrivals** Students arriving past 8:05 am and 11:25 am will be counted as an automatic half day of attendance. The student will be asked to call a parent/guardian on the phone if arriving late to be able to attend classes.

## **Preparation**

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

## **Before/After School**

Students should not arrive before 7:45am (morning) and 11:05am (afternoon). **Students are not to congregate around the campus or in the surrounding area.** Students will remain inside the building all day and will not be permitted to leave the premises without parental permission before 10:40am (morning) and 2:00 pm (afternoon) unless otherwise scheduled with administration.

## **Pick up of Students**

Students may be picked up at the front door off Neeley Ave. Students will be allowed to call from the school to arrange rides only when they have been waiting more than 15 minutes for a ride. **Students that drive to school are to park in the front of the school building in the designated spots.**

## **Phone Calls**

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

## **Student Dress Code**

- **On Top:** School appropriate top of any color which does not display offensive words, symbols and/or references to drugs/alcohol, weapons, gangs, violence or sex. Brand logos are acceptable.
- **Bottom:** Ankle length plain denim jeans or plain khakis worn at the waist with a belt when necessary. Sweatpants and yoga pants/leggings can be worn as long as it fits the students appropriately (not too tight or too baggy). Students may wear shorts 1<sup>st</sup> and 4<sup>th</sup> quarters. Shorts must be appropriate length based on the individual.
- **On Feet:** Most forms of shoes are acceptable. No house slippers.
- **Unacceptable Dress:**
  - Torn or ripped clothes which reveal skin from thigh to waist.
  - Improperly fitted clothing which exposes underclothes or belly button. Pants are to be pulled up to the waist or students will be sent home to change and unexcused until they return.
  - Shorts 2<sup>nd</sup> and 3<sup>rd</sup> quarters
  - Tank tops or clothing that reveals the back or abdomen.
  - Head attire, hats, bandanas, scarves, sunglasses, hoods on sweatshirts, bonnets or any head gear that covers the entire head are not to be worn in the building.

**\*\*\*Students with dress code violations will be asked to change to be within compliance of this policy. Failure to comply may result in disciplinary action. Interpretation of dress code violations is up to building administration and is determined based on safety and appropriateness.**

### **Body Piercing**

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

### **Tattoos**

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

### **Jackets/Coats/Book Bags**

Purses and book bags are not allowed in the classroom. Clear backpacks/purses are acceptable items within the building. Jackets and coats may be accessed with teacher permission.

### **Tobacco**

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

### **Credit**

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

### **Failed Credit**

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

classes each quarter until completing graduation requirements. If a student fails a class, it must be re-taken and as a result the student's graduation is pushed back.

### **Student Schedule**

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

### **Graduation**

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

### **Plagiarism**

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

### **Drivers Education**

This program is now being offered at Futures. Not all students are qualified for this program, please see administration to discuss options.

### **School Closing**

Weather information and related school closings will be given on WAND. We will post on our Facebook page, as well. Text and phone calls will also be pushed out on the Macon-Piatt ROE 39, IL app.

### **Weapons**

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

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

### **Drugs/Narcotics**

- Non-Prescription

The possession, sharing or sale of any illegal drug, look alike or drug paraphernalia in the building, on campus, or while on school business will result in the student being

referred to the proper legal authorities and dismissal from Futures. Any teacher who suspects that a student has drugs or is selling them will immediately notify administration.

- **Prescription/Over the Counter Medication-**

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

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

### **Drug Searches**

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

### **Inability to Function in Class**

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

### **Physical Violence**

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

### **Theft**

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

### **Gang Activity**

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

### **Electronic Devices Policy**

It is the teacher's discretion to allow these items to be used in the classroom. Each teacher has a sign that states: Red (No cell phones seen or heard), Yellow (cell phone

usage with teacher permission) and Green (cell phones are allowed out and to be used).

### **Cell Phones**

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

## **BULLYING/HARRASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual



violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

## **FUTURES UNLIMITED STUDENT GUIDELINES FOR USE OF COMPUTER NETWORK:**

- **Acceptable Use**

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

- **Privileges**

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

- **Authorization for Internet Access**

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

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

- **Email**

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

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

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

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

- **Prohibited Uses**

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

**Do not use the system to:**

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

- **Vandalism**

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

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

- **Grading Scale**

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

Any percentage lower than a 60% is considered failing.

- **IOEP**

**IOEP** stands for Individual Optional Educational Plan. Each student enrolled in a Regional Safe School Program throughout the State of Illinois is required to have an IOEP.

Since each student arrives at Milligan Academy for different, this plan specifies what the program will include for individual students.

Recommended coursework for the current year is included in the IOEP. If a student has already passed a course that we are currently offering, independent study will be set up for credit and specified in the IOEP.

Specific requirements for all students are located on the flip side. These are both academic and behavioral goals that students are expected to meet while completing the program at Milligan Academy.

Goals for individual students are then included. These goals are based on the reason for referral to Milligan Academy as well as recommendations by their home schools for student needs.

Please note that to satisfactorily complete the program, a student must meet all of his goals. By satisfactorily completing the program, Milligan Academy is assuring the home school that this student will be able to return to his home school and perform well both academically and behaviorally.

If a student leaves the program without satisfactorily completing the program, Milligan Academy will not be an option for him should he once again need an alternative placement. If he left before the staff believed the student was ready, he chose not to use our services and his spot will be provided another student needing and wanting assistance.

A new IOEP will be written for each year a student attends Milligan Academy.

- **Pest Control**

To keep the school clear of pests, it may be necessary to occasionally spray for insects using federally approved pesticides. Should we have the need to do this; parents have the right to be notified 24 hours in advance of the spraying if students will be in the building during the 24 hours following the treatment. If you wish to be notified of such a spraying, you are asked to place your request in writing so that we may so notify you. Thank you.

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parents or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 202

## **FUTURES UNLIMITED ANTI-VIOLENCE PROCLAMATION**

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

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

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

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

## **SEXUAL HARASSMENT POLICY Policy No. 1.12A**

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

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

another student or by an adult shall be referred to by the Program Director or building Principal. The Regional Superintendent of Schools shall be notified in writing of the incident.

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

### **POLICIES FOR ADMISSION AND DISMISSAL**

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

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

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

### **PARENT RESPONSIBILITIES**

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

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

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



**FUTURES UNLIMITED**

**3900 Neeley Ave.**

**Decatur, IL 62526**

**Ph: 217-362-3080**

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

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

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student printed name \_\_\_\_\_