



# Unity Point School District No. 140

4033 South Illinois Avenue  
Carbondale, Illinois 62903-7609

Telephone: (618) 529-4151

Fax: (618) 529-4154

URL: [www.up140.org](http://www.up140.org)

**2023-2024**

#### Unity Point Mission Statement

*Unity Point School, our students, our families, and our wider communities embrace partnerships to build upon our strong academic standards ensuring all students are healthy, safe, supported, challenged, engaged, and protected. Through our varied backgrounds, experiences, and knowledge we inspire, create and model a welcoming and equitable environment for life-long learning.*

## TABLE OF CONTENTS

UNITY POINT SCHOOL DISTRICT #140	
Mission Statement	1
Motto	1
Vision Statement	1
UNITY POINT PERSONNEL	1
Administrative Staff	1
Teaching Staff	1
Family Circle	3
Teacher Aides	3
Office Staff	4
Custodial Staff	4
Cooks	4
Bus Drivers	5
Bus Maintenance	5
Kidz Klub	5
Athletic Director	5
2023–2024 SCHOOL CALENDAR	6
Days Not In Attendance	6
Dates of Room Parties	6
Progress Report Dates	6
Parent Teacher Conferences	6
Grading Period Closes	7
Report Cards Due	7
Number of Days in Grading Period	7
Early Dismissal/School Improvement Dates	7
UNITY POINT BOARD OF EDUCATION	8
School Operations During a Pandemic or Other Health Emergency	8
Non-Discrimination	9
Sexual Harassment	9
Uniform Grievance Procedure	10
Filing a Complaint	10
Investigation	10
Decision and Appeal	11
Complaint Manager	11
Entry Requirements	11
Safe School Zone	11
Convicted Child Sex Offender; Screening; Notifications	11

UNITY POINT FAMILY CIRCLE	13
Unity Point Pre-Kindergarten Program	13
Unity Point Birth-to-Three Program	14
SCHOOL DAY	16
Early Arrival at School	16
Announcements	16
After School	16
School Drop-off and Dismissal	17
Kidz Klub Program	17
SCHEDULES	18
Schedule	18
Lunch Schedule	18
Junior High Schedule (Regular)	18
5 <sup>th</sup> & 6 <sup>th</sup> Grade Schedule (Regular)	19
Early Dismissal	19
Alertnow	19
Closings, Cancellations, and Delayed Schedule	19-20
OF SPECIAL INTEREST TO STUDENTS	20
New Students	20
Student Services	20
Child Study Team	20
Social Worker	20
Check-In Check-Out Program (CiCo)	21
Response to Intervention (RtI)	21
21	
OF SPECIAL INTEREST TO PARENTS	22
Parent/Teacher Conferences	22
Teacher Qualification	22
Contacting Teachers at School	22
Parent Visitation to School	22
School Visitation Rights	23
District Line of Communication	23
Parent Rights Regarding Education of Children with Disabilities	23
Complaint Policy	23
Student Privacy Updates	24-27
School Student Records Notification Statement	27

FEES	28
Book Rental	
28-29	
Waiver of School Fees	
28-29	
MEAL PROGRAM	29
Breakfast Program	30
Lunch Program	30
Free or Reduced Breakfast/Lunch Program	30
Breakfast/Lunch Payments	30
Child Nutrition Programs	30
Food Allergies	31
Noon Recess	31
ATTENDANCE	32
Definitions	32
Truancy	32
Absences	33
Make-up Work	34
Tardy to School	34
Junior High Passing from Class to Class	34
Pre-arranged Absences	
35-36	
Home and Hospital Instruction	
35-36	
Pre-arranged Absence Form	
35-36	
Closed Campus and Sign Outs	37
ACADEMIC STANDARDS	38
Report Cards	38
Progress Reports	38
Grading	39
Retention	39
Homework	39
Academic Achievement in Grades 7 and 8	39
Honor Roll	39
National Junior Beta Club	39
Physical Education	40
Health Education	41

Title I Reading	41
English Language Learners	41
Standardized Testing	41
LIBRARY/MEDIA CENTER	42
DISTRICT COMPUTER SYSTEM USE AND INTERNET SAFETY POLICY	43
Introduction	43
Access to Inappropriate Material or Network Usage	43
Supervision and Monitoring	43
Guidelines for Acceptable Use Of District Computer System	43
Guidelines for Acceptable Use Of District Computer System By Students	44
Acceptable Use	44
Privileges	44
Prohibited Use	45
Web Sites	45
Annual Notice to Parents about Educational Technology	46
Disclaimer	47
Security and User Reporting Duties	47
Vandalism	47
Consequences For Violation	47
Authorization for Access to District Computer System by Students	48
TRANSPORTATION	49
Bus Transportation Safety Procedure	49
Bus Rules: Responsibility of Students and Parents	49
Disruptive Behavior	49
Riding a Different Bus	51
Transportation Provided by Parents or Friends	51
Emergency School Closing	51
Snow Routes	51
Bicycles and Walking to School	52
EXTRACURRICULAR AND ATHLETIC ACTIVITIES CODE OF CONDUCT	53
Athletics	53
Requirements for Participation in Athletic Activities	53
Academic Eligibility	53
Absence from School on Day of Extracurricular or Athletic Activity	54
Travel	54
Code of Conduct	54

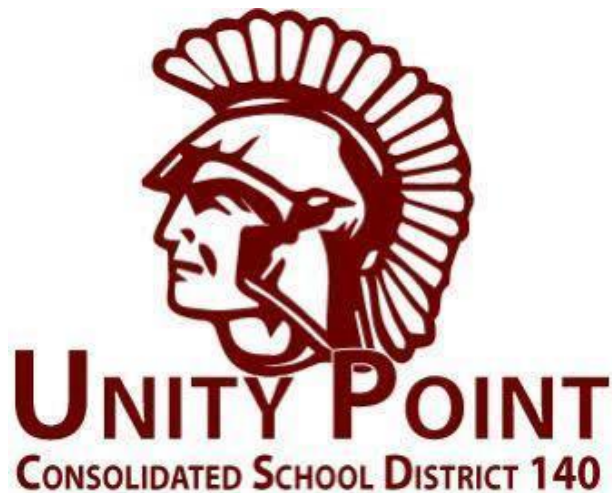
Due Process Procedures	
55	
Modifications of Athletic or Team Uniforms	
56	
General Rules	56
Transportation to Out-of-Town Activities	57
Fan Bus Rules	57
Student Council	57
Cadet Band	57
Concert Band Purpose	58
Beginning Choir (5 <sup>th</sup> – 6 <sup>th</sup> Grade)	58
Concert Choir (7 <sup>th</sup> – 8 <sup>th</sup> Grade) Purpose	58
Requirements for all Bands and Choirs	58
Grading for Bands and Choirs	58
Band Instruments	59
Withdrawing from Bands and Choirs	
59	
<b>CODE OF CONDUCT</b>	<b>60</b>
Philosophy	60
Positive Behavior Intervention and Supports (PBIS)	61
Positive Behavior Intervention Support Matrix – Trojan Traits	
62-63	
<b>SCHOOL RULES</b>	<b>64</b>
Cafeteria	64
Playground Rules	64
General Building Rules	64
Extracurricular Activities and Class Field Trips	65
Public Display of Affection	66
Locker Rules	66
School Dress Code and Student Appearance	66
After-School Supervision	67
General Classroom Standards	67
<b>CONSEQUENCES</b>	<b>69</b>
Classroom Discipline	69
Prohibited Student Conduct	69
When and Where Conduct Rules Apply	70
Disciplinary Measures	70
Discipline of Students with Disabilities	
71	

Disciplinary Notices	71
Due Process	72
Severe Clause	72
Time-Out	72
Out-of-School Suspension	72
After-School Detention	73
Suspension/Expulsion/Bus Suspension	73
Suspension Procedures	74
Short Term Out-of-School Suspensions (1-3 days) Reporting Form	75
Expulsion Procedures	76
Re-Engagement of Returning Students	76
General Procedures for Suspension Review/Expulsion Hearings	76
District Disciplinary Policy Procedure for Special Education Eligible Students	77
Search	77
Search of School Property and Equipment as well as Personal Effects Left There by Students	77
Search of Students	78
Seizure of Property	78
Questioning of Students Suspected of Committing Criminal Activity	78
Firearms, Dangerous Weapons or Look-Alike Weapons, Knives, Brass Knuckles &	
Other Objects Used or Attempted to be Used to Cause Harm	78
Disciplinary Measures	79
Corporal Punishment	80
Gang & Gang Activity	80
Prevention of and Response to Bullying, Intimidation, and Harassment	80
Bullying	80
Bullying Defined	81
Bullying Procedures for Notifying Parents/Guardian	82
Bullying Early Intervention	82
Disciplinary Action for Bullying	83
Unsafe School Choice Option	83
Bullying Behavior	84
ELECTRONIC DEVICES	85
Student Use of Electronic Devices	85
Access to Student Social Networking Passwords & Websites	85
HEALTH	86
Covid	86
Immunization, Health, Eye & Dental Examination-What Does the Law Require?	86
Required Health Examinations and Immunizations	87
Vision Requirement	87
Dental Requirement	87

Vision & Hearing Screenings	87
Physical Examination	88
Illness	88
Student Athlete Concussion and Head Injuries	88
Administration of Medication	89
Designated Caregiver Administration of Medical Cannabis	89
Student Medical Authorization Form Description	89
Self-Administration of Medication	89
Undesignated Medications	90
Emergency Aid to Students	90
Prevention of Anaphylaxis	
90	
Student Medical Authorization Form Parent(s)/Guardian(s)	91
Accidents/Illness or Injury at School	92
Accident Insurance	92
Care of Students with Diabetes	92
Treatment of Head Lice	92
Communicable Disease	93
Asbestos Notification	93
Pest Control Pesticide Notification	93
Wellness Policy and Wellness Committee	93
School Snack Policy	94
PARENT TEACHER ORGANIZATION	95
OTHER	96
School Safety	96
Visitors	97
Assemblies	98
Release Time for Religious Instruction & Observance	98
Care of School Property	98
Lost and Found	98
Sending Flowers to Students	98
Telephones/Cell Phones	98
Selling Items at School	99
Posters and Bulletin Boards	99
Yearbook	99
Student Pictures	99
Animals and Pets	99
Fire, Tornado, and Earthquake Drill Procedure	99
Withdrawing from School	99
School Visitation Rights Act Information	100



Homeless Child’s Right to Education	100
Party Invitations	100
Accommodations for Persons with Disabilities	100
Environmental Activities	100
DARE (Drug Abuse Resistance Education)	100
Gang Resistance Education and Alcohol Consumption Awareness	100
Green Schools Initiative	101
Notifications	101
Abused and Neglected Child Reporting	101
Advertising and Distributing Materials in Schools	101
Community Use of School Facilities	101
Offender Notification	101
Smoke-Free/Tobacco-Free Schools	102
Jackson County & Local Agency Resources	103



This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website [www.up140.org](http://www.up140.org) or at the Board office, located at 4033 S. Illinois Ave., Carbondale, IL 62903.

The School Board governs the school district, and is elected by the community. Current School Board members are listed later in this handbook.

The School Board hired the following administrative staff to operate the school:

Dr. Lori James-Gross, Superintendent

Mrs. Leslie Varble, Principal for Instruction  
Ms. Mary Beth Goff, Dean of Students

The school is located and may be contacted at:  
4033 S. Illinois Ave.  
Carbondale, IL 62903  
618-529-4151

### Unity Point Mission Statement

*Unity Point School, our students, our families, and our wider communities embrace partnerships to build upon our strong academic standards ensuring all students are healthy, safe, supported, challenged, engaged, and protected. Through our varied backgrounds, experiences, and knowledge we inspire, create and model a welcoming and equitable environment for life-long learning.*

### MOTTO

Unity Point School...“Empowering Today’s Learners as Tomorrow’s Leaders”

### VISION STATEMENT

In an effort to fulfill our mission, the Unity Point learning community recognizes and therefore treats individuals as unique and capable of reaching their fullest potential. Therefore...

- Students will demonstrate a responsibility to their individual learning, readiness for challenging work, and a respect for one another.
- Faculty/Staff will be advocates for all students by providing a learning environment that will offer emotional and social opportunities.
- Community and families will support collaborative partnerships that focus on education as a priority.

## UNITY POINT PERSONNEL

### ADMINISTRATIVE STAFF

Lori James-Gross  
Leslie Varble  
Mary Beth Goff

Superintendent  
Principal for Instruction  
Dean of Students

### TEACHING STAFF

Lynnette Beaupre  
Kindergarten  
Amy Bergman  
Kindergarten

Dulce Garcia Kindergarten Patricia Moore	Kindergarten
Jesica Aldridge Grade Madilyn Severs Grade	1st 1st
Penny Burnside Teresa Snyder	1 <sup>st</sup> /2 <sup>nd</sup> Multi-Age 1 <sup>st</sup> /2 <sup>nd</sup> Multi-Age
Rebecca Borowitz Jennifer Musoiu	2nd Grade 2nd Grade
Peggy Ebbs Stephanie Jordan	3rd Grade 3rd Grade
Jennifer Meredith Lisa Sisk Melanie Spears	4th Grade 4th Grade 4th Grade
Maria Deaton Salina Holloway Derek Williams	5th Grade 5th Grade 5th Grade
Kerry Glenn Amanda Hilt Chris Midden	6th Grade 6th Grade 6th Grade
Jennifer Hargrave Literature	7th & 8th
Michelle Johnson Language Arts	7th & 8th English
Jeffrey Mason Studies	7th & 8th Social
Christa Lingle Math	7th & 8th
Melissa Camasta Science	7th & 8th

Ronald Rogers	7th & 8th
P.E./Health	
Mary Terpinitz	7th
& 8 <sup>th</sup>	
Marta Gonzales	Social
Worker	
Sumitha McCauley	Social
Worker	
Amy Harris	K-4 Music
Luke Fleisher	5-8
Music	
Kerri Quarta	K-8
Computers	
Lisa Janssen	
Art	
Jill Misner	K-4 Physical
Education/Health	
Tabitha Nolen	Librarian/Media Center
Specialist	
Evelyn Barrientos-Perkins	Bilingual
Education	
Nicole Cornelison	Bilingual
Education	
Hanem Shehab	½ Bilingual
Education	
Brynn Freed	Reading
Specialist	
Julie Van Winkle	Reading
Specialist Hunter Denny	
Reading/Math Interventionist	
James Lockhart	
Resource	
Jennifer Payne	
Resource	
Lynette Winters	
Resource	
Mary Terpinitz	Resource
Caitlyn Patalas	Speech
	Speech

Molly Lauterbach  
Speech

UNITY POINT FAMILY CIRCLE PROGRAMS

Dr. Lori James-Gross Circle Director	Family
Michelle Pritchard Coordinator	Family Circle
Madison Allardyce Speech	
Amanda Carsrud Teacher	
TBD	Teacher
Margaret Stafford Teacher	
Sara Sellers Teacher	
Dianna Hagler Classroom Aide	
Cindy Reed Classroom Aide	
Natasha Riddle Classroom Aide	
Nikki Taylor Classroom Aide	
Jennifer Steeb Secretary	Pre-K
Jennifer Sykes Support	Pre-K Family
Hanem Shehab Bilingual	Birth to Three Arabic
Becky Hooker Clerical Aide	Birth to Three
Kim Davidson Educator	Birth to Three Parent
Stevie Mathis Educator	Birth to Three Parent
Tiffany Ancel-Rowan Parent Educator	Birth to Three
TBD	Birth to Three Parent Educator

Eden Gomez  
Floater/Support

TEACHER AIDES

Lisa Biggers Teacher Aide	
Christine Berger Aide	EOC
Winona Bilderback Teacher Aide	
Grace Brewer Teacher Aide	½ Bilingual
Montana Duty Aide	Teacher
A.J. Fear Aide	EOC
Crystal Phillips Teacher Aide	½
Kale Cornelison Aide	EOC
Meryn Gross Teacher Aide	
Kelsey Hagler Aide	EOC
Rebecca Rosenthal EOC Aide	
Kathryn Rhoads Aide	Teacher

OFFICE STAFF

Michelle Brown	Accountant
Heidi Castlebery	Assistant to the Dean of Students & Principal for Instruction
Tammy Donoho	Secretary
Stephanie Garvey	Receptionist/Secretary
Greg Kaufmann	Technical Support Specialist
Laura Silva	Administrative Assistant to the Superintendent

CUSTODIAL STAFF

Jerry Cochran	Custodian
Kenneth Cowan	Custodian
Earl Freund	Custodian
Paul Hagler	Custodian
Angela Ledbetter	Custodian
TBD	Custodian
Michael Baggott	Custodian
TBD	Custodian

COOKS

Ulrike Tragoudas	Director of Food Service
Cheri Burrow	Cook
Becky Golden	Cook
Cynthia Massey	Cook
Jewel Cross	
Cook	
Danny Ray Burrow	
Dishwasher	

BUS DRIVERS

Jerry Cochran	Bus
Driver	
Kenneth Cowan	Bus
Driver	
Earl Freund	Bus
Driver	
Kip Hagler	Bus
Driver	
Paul Hagler	Bus
Driver	
Angela Ledbetter	Bus
Driver	
Chris Midden	Bus
Driver	
Suzanne Phillips	Bus
Driver TBD	Bus Driver
Roberta Beasley	Bus
Driver	



Jamie Golden  
Bus Aide  
Kane Bryson  
Aide

Bus

BUS MAINTENANCE

Paul Prendergast  
Maintenance

Bus

KIDZ KLUB

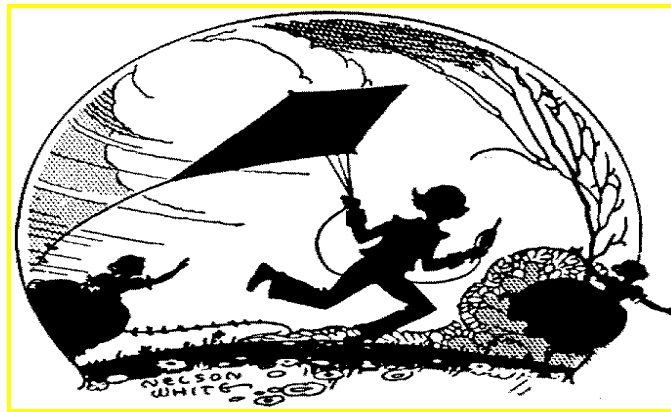
Crystal Phillips

Kidz Klub Director

ATHLETIC DIRECTOR

Lafiet McDade

Athletic Director



2023-2024 SCHOOL CALENDAR

August 9-10, 2023	NO SCHOOL – Teacher In-Service
August 11, 2023	11:30 A.M. EARLY DISMISSAL – Teacher In-Service
August 14, 2023	First Full Day – School Begins
August 21, 2023	Pre-K classes begin

DAYS NOT IN ATTENDANCE

Sept. 4, 2023		
Labor Day		
Oct. 6, 2023		ROE County Institute
Oct.	9,	2023
Columbus Day		
Nov. 20-24, 2023		Thanksgiving Break
Dec. 21, 2023 – Jan. 3, 2024		Winter Break
Jan. 15, 2024		M. L. King’s Birthday
Feb. 19, 2024		Presidents’ Day
Mar. 11-15, 2024		Spring Break
Mar. 29, 2024		No School
Apr. 1, 2024		No
School		
Apr. 8, 2024		Solar
Eclipse Day		
May 27, 2024		Memorial Day
TBD		Teachers’ Workshop/No School

DATES OF ROOM PARTIES

October 31, 2023	Halloween
December 20, 2023	Christmas
February 14, 2023	Valentine’s Day
TBD	End of School

PROGRESS REPORT DATES

September 8, 2023  
 November 3, 2023  
 January 26, 2024  
 April 19, 2024

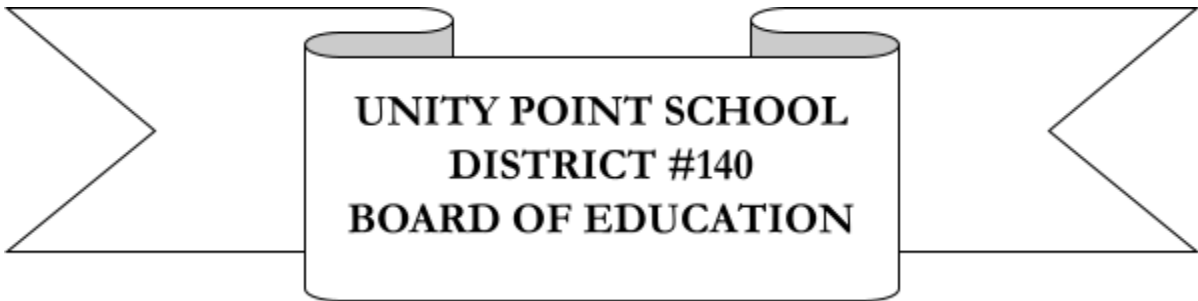
PARENT TEACHER CONFERENCES

September 14, 2023  
 November 9, 2023  
 February 1, 2024  
 April 4, 2024

<u>GRADING PERIOD</u>	<u>GRADING PERIOD CLOSES</u>	<u>REPORT CARDS DUE</u>	<u>NO. DAYS</u>
<u>1</u>	October 13, 2023	October 20, 2023	43
<u>2</u>	December 20, 2023	January 5, 2024	41
<u>3</u>	March 8, 2024	March 22, 2024	45
<u>4</u>	<u>TBD</u>	<u>TBD</u>	50
		TOTAL DAYS	179

EARLY DISMISSAL / SCHOOL IMPROVEMENT DATES

August 11, 2023 - 11:30 a.m.  
September 1, 2023 - 11:30 a.m.  
September 15, 2023 - 11:30 a.m.  
October 31, 2023 - 11:30 a.m.  
November 10, 2023 - 11:30 a.m.  
January 4, 2024 - 11:30 a.m.  
February 14, 2024 - 11:30 a.m.  
March 8, 2024 - 11:30 a.m.  
April 26, 2024 - 11:30 a.m.



Amanda Pangrazio..... President  
 Robin Warne .....Vice-President  
 Sylvia Thoms..... Secretary  
 Michelle Brown..... Treasurer  
 Morteza Daneshdoost..... Member  
 Lisa DiBiase..... Member  
 Elizabeth Mackenbach .....Member  
 Courtney O'Dell.....Member

The Unity Point Board of Education meets typically on the third Thursday of each month at 6:00 p.m. in the library. The tentative schedule for the **2023-2024** school year is:

Thursday, September 21, 2023	Thursday, March 7, 2024 *
Thursday, October 19, 2023	Thursday, March 21, 2024
<b>Tuesday</b> , November 14, 2023	Thursday, April 18, 2024
Thursday, December 14, 2023	Thursday, May 16, 2024
Thursday, January 18, 2024	Thursday, June 20, 2024
Thursday, February 15, 2024	Thursday, July 18, 2024

**SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY (4:180)**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child’s school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public’s health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

#### NON-DISCRIMINATION (7.10)

Notice is hereby given that Unity Point Community Consolidated School District No. 140, Jackson County, Illinois does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, its programs and activities. Any person having inquiries concerning Unity Point Community Consolidated School District No. 140's compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact Mary Beth Goff, Dean of Students, 4033 South Illinois Avenue, Carbondale, IL, 62903 (618)529-4151, who has been designated by Unity Point Community Consolidated School District No. 140 to coordinate the District's efforts to comply with the regulations implementing the Americans with Disabilities Act, Title IX, and Section 504 of the Rehabilitation Act.

#### SEXUAL HARASSMENT (7:20)

It is the policy of this District to provide students and employees an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state or federal law. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Persons who believe they are victims of or who have been witness to sexual harassment should report the matter to the Complaint Manager, Mary Beth Goff, Dean of Students. Good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in sexual harassment or in making a knowingly false accusation will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with District policy.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purpose of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

An allegation of sexual harassment by one student to another student or an employee to a student shall be handled according to the Uniform Grievance Procedure.

### UNIFORM GRIEVANCE PROCEDURE (2.260)

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the American with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

## 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

## 3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision that shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision that shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

## 4. Complaint Manager

Mary Beth Goff, Dean of Students  
Unity Point School  
Carbondale, Illinois 62903  
(618) 529-4151 ext. 106  
mgoff@up140.org

## ENTRY REQUIREMENTS (7.30)

Children entering kindergarten must be five (5) years of age on or before September 1, 2023 which must be validated by birth certificate, baptismal record, or passport. Kindergarten classes will be held at Unity Point School and will be a full-day program.

#### SAFE SCHOOL ZONE (4.170)

The Unity Point School, including the school and its grounds and all public ways within 1,000 feet of school property, is considered a “Safe School Zone.” This also includes school buses. A crime committed within the Safe School Zone increases penalties to those convicted within these boundaries, including but not limited to: drug enforcement, possession of weapons, assault and battery, damage to property, and gang-related offenses. Signs are posted on all roads leading to the school designating Unity Point as a “SAFE SCHOOL ZONE”.

#### CONVICTED CHILD SEX OFFENDER; SCREENING; NOTIFICATIONS (4:175)

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Administrators shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Administrators determines advisable. Please visit the Unity Point School website [www.up140.org](http://www.up140.org) for more information.

#### FAITH’S LAW NOTIFICATION: Updated May 2023

##### Employee Conduct Standards

###### General Personnel

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District’s website, if any.

###### Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a



safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies

2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee

5:120

5:120

1 of 4

conduct standard or engages in any of the following:

a. Violates expectations and guidelines for employee-student boundaries.

b. Sexually harasses a student.

c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).

d. Engages in grooming as defined in 720 ILCS 5/11-25.

e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

i. A sexual or romantic invitation.

ii. Dating or soliciting a date.

iii. Engaging in sexualized or romantic dialog.

iv. Making sexually suggestive comments that are directed toward or with a student.

v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

vi. A sexual, indecent, romantic, or erotic contact with the student.



# Unity Point Preschool for All Program Information

## UNITY POINT PREKINDERGARTEN PROGRAM (7.30)

The intention of the Preschool for All Grant is to ensure that all Illinois children develop a strong foundation for learning by providing a high-quality educational program for children who may not otherwise have access to a preschool program. The Pre-K program focuses on providing high-quality educational programs for children who are determined to be at risk of academic failure. It also provides funding for programs serving families of low to moderate income whose children are not considered to be at risk academically but have limited access to a high-quality preschool program. Per grant requirements, priority will be given to families who are most at-risk of academic failure based on eligibility priority populations determined by the state. Highest priority is given to such risk factors of high levels of poverty, children experiencing homelessness, youth in care, children with developmental delays, and for children entering kindergarten in the Fall.

The Unity Point Pre-k program provides a classroom schedule with four full-day classrooms in session from 8:30 a.m.-2:30 p.m., Monday through Friday.

Early morning care beginning at 7:00 a.m. and after school care from 2:30 p.m.-5:30 p.m. is available through the Kidz Klub program at an additional fee. Free breakfast, lunch and snack is offered to all children in the program.

Parents will be expected to receive one home visit before school begins. At this home visit, teachers will discuss your child's needs, read books together and answer any questions you might have concerning our program. Parents are also expected to participate in parent teacher conferences twice during the school year.

The district does not provide transportation for Pre-k students, therefore it is the parents' responsibility to provide transportation to and from Unity Point School. Parents are encouraged to become involved in the program, as classroom volunteers, attending school activities and joining us on monthly field trips.

To be eligible for the program, children must be 3 to 5 years old and live in the Unity Point School District. (Proof of residency required) If you are interested in enrolling your child, you must call the Family Center to schedule an appointment for a developmental screening. Results of the screenings will be tabulated and parents will be telephoned if their child has been found eligible for the program. If your child was not placed initially in the program, we will include you on our waiting list.

All children enrolled in the program will be required to have proof of income a copy of their birth certificate, immunization record, and a physical that has been completed within the past year before they can begin the program. A doctor's appointment card will be accepted if the physical cannot be completed prior to attending class. Family income will be calculated using any one of the following forms for evidence: pay stubs (two most recent, consecutive), proof of WIC benefit, proof of SNAP, TANF, SSI, CCAP, tax return (most recent), wages and tax statement (most recent W-2), verification/letter from employer, proof of

Medicaid (a medical card with the child's name does not prove income eligibility), or a signed written statement from the family that there is no income.

A hearing, vision, and dental screening will be available during regular Pre-Kindergarten screening days.

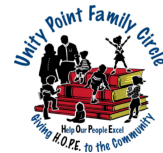
### Parent as Teachers Affiliate

Parents as Teacher Parent Educators are available to provide parenting information and community resources to all families in the Birth to Three and Pre-K program. The goal of the program is to help parents give their child the best possible start. Parents as Teachers, partner with parents to help each child reach their potential for learning. Through personal home visits our parent educator's assist families in identifying goals based on the needs of the family. Activities are designed to provide parenting tips on child development needs, such as potty training, bedtime routines, child guidance, discipline, and nutrition. Parents are encouraged to connect with other community resources that can provide additional support. Monthly parenting workshops are scheduled throughout the school year to meet the needs of the families.

**For more information, contact Michelle Pritchard, Family Circle Coordinator, at (618) 529-4151 ext. 212.**



## Birth-to-Three Program



### Birth-to-Three Program (7.30)

We are a prevention initiative program which focuses on families who are pregnant or have children ages birth to 3. A Parents As Teachers Parent Educator is available to support families during the first three years of their child's life. The Parent Educator will do weekly home visits as well as help connect families to community resources that fit the individual needs of the family. We serve families in the Unity Point School District.

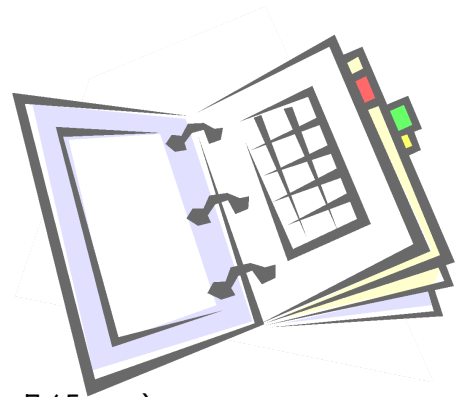
### ***Why Should YOU join?***

1. **Screenings** – Regular developmental screening is completed to provide you with information about your child's growth and development. The Birth-to-Three Parent Educator also provides health, hearing and vision screenings every six months.
2. **Group Connections** – Group Connections are offered monthly. Families will have the opportunity to interact with their children during social activities, field trips, and other community events. Families can form relationships with other families with infants and toddlers.

3. **Parenting Support** – Parents of infants and toddlers face many of the same challenges and appreciate support and encouragement of others that have met those challenges successfully. Monthly parenting workshops offer families an opportunity to discuss a variety of parenting information.
4. **Weekly Home Visits** – Home visits will focus on these three areas: Child Development/Parent-Child Interaction, Parenting Behaviors, and Family Well-Being.
5. **Goal Setting** – During the home visits, your Parent Educator will assist you with setting goals for you, your child and your family.
6. **Connections to Resources** – Your Parent Educator will assist you in finding services in the area that will help with achieving your goals.
7. **Help Transition Your Child to a Three-to-Five Program**– When your child turns 30 months, your Parent Educator will work with you to explore Preschool options, including the Unity Point Pre-Kindergarten program.
8. **Lending Library** – Children’s books, toys, parenting books and videos may be checked out for your use at home. These items can be found in the Family Center.

**For more information about our Birth-to-Three Program please call: (618) 529-4151, ext. 201.**

<b>Jennifer Sykes</b> Ancel-Rowan	<b>Kim Davidson</b>	<b>TBD</b>	<b>Tiffany</b>
<a href="mailto:jsykes@up140.org">jsykes@up140.org</a>	<a href="mailto:kdavidsn@up140.org">kdavidsn@up140.org</a>	<a href="mailto:trowan@up140.org">trowan@up140.org</a>	



### EARLY ARRIVAL AT SCHOOL (6.20)

Supervision begins with the arrival of the first bus (approx. 7:45 a.m.).

Classroom and playground supervision begins at 8:10 a.m.

Classes begin 8:15 a.m. for grades 5 - 8 and 8:30 a.m. for K - 4 grades.

The school is not responsible for accidents that occur on the school grounds prior to the time at which supervision will begin.

NO STUDENT WILL BE PERMITTED TO ARRIVE PRIOR TO 7:45 A.M. unless they ride a bus or are requested by a teacher. Special circumstances requiring arrival prior to 7:45 a.m. will need pre-approval of the administration.

SINCE THE KIDZ KLUB PROGRAM IS IN OPERATION,???? PRIOR ARRIVALS THE KIDZ KLUB PROGRAM WHERE THERE IS PROPER SUPERVISION. **WE WILL ENFORCE THIS RULE!**

The use of classrooms and the library prior to the beginning of school is contingent upon prior arrangement and presence of a specific teacher.

Early-arriving students are not allowed to go to lockers or rooms before school.

All students who arrive at school prior to 8:15 a.m. are to go to the appropriate grade level entrance to await the 8:10 a.m. bell. At 8:10 a.m. all K - 4 teachers will be in their classrooms, and supervision will be in effect on designated playgrounds. Instruction will start at 8:15 a.m. for grades 5 - 8.

### ANNOUNCEMENTS (6.20)

Trojan Tribe makes announcements daily to students via classroom promethean boards. They will announce upcoming events, menus, and more.

Most other announcements will be made over the intercommunication system. All announcements will be made at a time when they least interfere with regular class work, unless they are of emergency nature.

### AFTER SCHOOL (6.20)

Students who ride second bus runs will await the return of the buses on designated playgrounds or in specified classrooms under the supervision of assigned supervisors. The bell will signal the return of the specific buses. Teachers will inform their students of the bell signals indicating the return arrival of each bus, at which time the students will proceed in an

orderly fashion to board the bus. Once exiting the school for a late bus, students must secure permission to re-enter the school. Students may be required to sign a form upon re-entry and exit or submit to being provided an escort for supervision. Students enrolled in the Kidz Klub program will proceed directly to assigned rooms when the bell signals the end of school.

### SCHOOL DROP-OFF AND DISMISSAL (6.20)

For reasons of safety, the first bus run students will be dismissed at 3:10 p.m. Students who are parent pick up will dismiss as follows: Kindergarten will be dismissed at 3:00 p.m., students in grades 1 – 4 will be dismissed at 3:05 p.m., and students in grades 5 – 8 will be dismissed at 3:15 p.m.

Cars **are not allowed** to park in the circle area off of Southern Illinois Avenue. If you need to park, please use the designated area of parking. Please do **not** park in the drop-off area off of Boskydell Road.

For drop off and pick up, parents are asked to continue to use the entrance off of Boskydell Road. Drop off and pick up of grades K – 4 will be at the south door near the playground. Drop off and pick up for grades 5 – 8 will be done at the Ludwick Gymnasium doors.

Congestion at this time should be minimal but use caution once you've entered the school parking lot.

Buses will use the circle drive area off South Illinois Avenue. Parents should remember that they are not to park in the circle drive.



### KIDZ KLUB PROGRAM (4.150)

The Kidz Klub program is for Unity Point students in grades Pre-Kindergarten through grade eight. The program runs on days when school is in session, including early dismissal days. The times for the program are 7:00 – 8:30 a.m. and 2:30 – 5:30 p.m. Costs are as follows:

#### SAME RATES AS 22-23

- \$11.00 – Afternoon fee for students not eligible for free or reduced-price lunches (\$17.00 on days of 11:30 a.m. early dismissal)
- \$9.00 – Afternoon fee for students eligible for free or reduced-price lunches (\$10.50 on days of 11:30 a.m. early dismissal)
- \$4.00 – Morning fee for students not eligible for free or reduced-price lunches
- \$3.25 – Morning fee for students eligible for free or reduced-price lunches (A snack is provided in the afternoon as part of the fee.)

The program maintains a 15:1 student-adult caregiver ratio. Activities include free time, structured recreation, tutorial assistance, arts, crafts, and other structured activities. The number of spaces is limited and will be determined on a first-come basis. A waiting list will be established. Students may be removed from the program if payment is not kept current or for behavioral concerns.

Eligibility forms and Kidz Klub handbooks are available in the school office.





SCHEDULE (6.20)

7:45 a.m.	Breakfast begins students may enter school
8:15 a.m.	K-4 Teachers report to rooms
8:15 a.m.	Grades 5 - 8 classes begin
8:30 a.m.	Morning session begins for K - 4
11:00-1:00 p.m.	Lunch periods (see below)
3:15 p.m.	End of school day - all students (regular dismissal)

LUNCH SCHEDULE

<u>Grades</u>	<u>Start of Lunch Period</u>	<u>End</u>
<u>Pre-K</u>	<u>11:00</u>	<u>11:30</u>
<u>Choices / CDC</u>	<u>11:00</u>	<u>11:25</u>
<u>K</u>	<u>11:15</u>	<u>11:45</u>
<u>1</u>	<u>11:25</u>	<u>11:50</u>
<u>5/6</u>	<u>11:30</u>	<u>11:55</u>
<u>2 and Multi-Age</u>	<u>11:45</u>	<u>12:10</u>
<u>3</u>	<u>12:05</u>	<u>12:30</u>
<u>4</u>	<u>12:15</u>	<u>12:40</u>
<u>7/8</u>	<u>12:25</u>	<u>12:50</u>

JUNIOR HIGH SCHEDULE (REGULAR)

Attendance/Lunch Count/Advisory		8:10 a.m.		8:33 a.m.
	Period 2	8:36 a.m.	-	9:19 a.m.

	3	9:22 a.m.	-	10:05 a.m.
	4	10:08 a.m.	-	10:51 a.m.
ELP	5	10:55 a.m.	-	11:25 a.m.
Exploratory	6	11:30 a.m.	-	12:00 p.m.
Recess / Lunch		12:00 p.m.	-	12:50 p.m.
	7	12:53 p.m.	-	1:36 p.m.
	8	1:39 p.m.	-	2:22 p.m.
	9	2:25 p.m.	-	3:08 p.m.

5<sup>th</sup> & 6<sup>th</sup> GRADE SCHEDULE (REGULAR)

Attendance/Lunch Count/Advisory		8:10 a.m.	-	8:33 a.m.
Period	2	8:36 a.m.	-	9:19 a.m.
	3	9:22 a.m.	-	10.05 a.m.
	4	10:08 a.m.	-	10:51 a.m.
Exploratory	5	10:55 a.m.	-	11:30 a.m.
Lunch / Recess		11:35 a.m.	-	12:25 p.m.
ELP	6	12:25 p.m.	-	12:50 p.m.
	7	12:53 p.m.	-	1:36 p.m.
	8	1:39 p.m.	-	2:22 p.m.
	9	2:25 p.m.	-	3:08 p.m.

EARLY DISMISSAL (6.20)

Early dismissals throughout the school year are indicated on page 6. If necessary, please make prior arrangements for the supervision of your child on early dismissal days. From time to time, changes may occur. Please read the weekly bulletin, which may be found on our website, for additional information on early dismissal.

## ALERTNOW (8.10)

Unity Point School implemented the ALERTNOW Rapid Notification Service in February, 2008, for contacting parents/guardians of students instantly, both in everyday needs and in an emergency.

At the beginning of the school year, parents/guardians will be asked to provide contact information in the event of an emergency. This information is used to notify parents/guardians of an emergency dismissal, cancellation of school due to inclement weather and can also be used to notify parents and/or guardians of upcoming events.

## CLOSINGS, CANCELLATIONS, AND DELAYED SCHEDULE (Opening only - one hour late) (8.10)

The Superintendent makes the decision to close schools in the event of severe weather or other emergencies that threaten the safety of students, staff members or school property. Information about school closings will be announced immediately after a decision is made. The best ways to find out if schools will be in session are to:

- Wait for a phone call from ALERTNOW Rapid Notification Service
- Watch/listen to Carbondale area news media (See list below)
- Please **DO NOT** call the school to inquire about possible closings

A number of factors are studied when considering whether or not to cancel school. Weather conditions may vary in different conditions around the district. Ultimately, the decision as to whether a student is kept home during inclement weather is the parent/guardian's.

On certain mornings it may be necessary to delay the starting of school by one hour (9:30/9:15 5-8 a.m. instead of 8:30/8:15 5-8 a.m.) if we are to have school on that particular day. Quite often, road conditions are hazardous for a short time in the early morning, yet just a brief time later road and weather conditions have improved sufficiently to permit improved traffic flow and the running of buses.

In such instances, school can be held, and we can avert using much-needed snow and/or spring vacation days.

On this delayed schedule, school will be dismissed at 3:15 p.m. unless weather conditions dictate otherwise. Notification of use of this delayed schedule will be given over the ALERTNOW Rapid Notification Service and the following television or radio stations: Television - KFVS - Channel 12, WSIL - Channel 3 or WPSD - Channel 6, or Radio Stations - WCIL, WINI, WSIU, WDDD, WTAO, WOOZ, or K103.

Please pay particular attention to announcements made over the television/radio station(s) concerning inclement weather procedures. Information will be given and will concern one or a combination of the following:

- no school
- school open - operating on a delayed schedule (9:30 a.m. / 9:15 a.m. Jr. High starting time instead of 8:30 a.m. / 8:15 a.m. 5-8
- school open - buses will run - snow routes
- early dismissal (time will be given) - regular routes or snow routes

## OF SPECIAL INTEREST

### TO STUDENTS



#### NEW STUDENTS (7.30)

Every Unity Point School student is requested to assist new pupils in becoming acquainted. Students should establish a friendly and pleasant relationship with all newcomers. Our reputation for friendliness will grow if we greet new students in a warm and friendly manner.

#### STUDENT SERVICES (6.180)

Unity Point offers Special Education Resource Instruction, Speech Therapy, School Work Social Services, and Supplemental (Title I) Reading Instruction to students at all grade levels that are eligible for these services. Referrals may be made any time the need arises during the school year through the Child Study Team process. Hearing and vision screenings are conducted on site for all children; an evaluation may be requested by a parent at any time.

Any of these services may be requested by contacting the classroom teacher, student services teacher, or Mary Beth Goff, Dean of Students, if you feel there is a need.

#### CHILD STUDY TEAM (6.180)

Child Study Teams are utilized to assist students when they have unique academic, social, and/or health needs and when attempted classroom interventions have not been successful. This team is comprised of the student's teachers, administrator, parent/guardian, other service providers, and the student, when appropriate. Referral decisions for special education or Section 504 services are made through the Child Study Team process.

#### SOCIAL WORKER (6.270)

The Unity Point School Social Workers consult with school staff and families to gather information regarding the student's overall social, emotional, behavioral, and adaptive functioning in school, at home, and within the community. Through assessment, counseling, consultation, and coordination of services, the school social workers provide a variety of services to students, parents, school, and the community. For additional information regarding referral and services, contact Marta Gonzales, at 618-529-4151 ext. 126.

#### CHECK-IN/CHECK-OUT PROGRAM (CiCo) (6.110)

The Check-In/Check-Out program is a secondary intervention system of support with Positive Behavior Intervention Supports (PBIS). CiCo is designed to further meet student's needs that are not benefiting from the universal level of PBIS. The purpose of CiCo is to provide students with support in the morning (check-in) and at the end of the day (check-out).

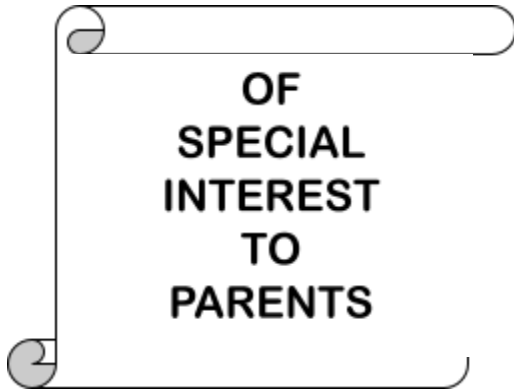
In the morning students will go to the school social workers' offices and receive their daily progress sheet; all students receive the same sheet. The daily progress sheet will assist the student in meeting school wide expectations and their goals: We are respectful, responsible, and ready. Check in is a 1 – 2 minute positive interaction reviewing their daily goals. Students will take their daily progress sheet to class and their teacher will rate each goal. Students will check out at the end of the day with a school social worker and review their progress. Students will receive a copy of their sheet to take home and have a parent or caregiver sign off on it and return it to school the following day. Home and school participation in this program is a vital part to the success students will have.

Students may be referred to the program through teacher or parent referrals as well as criteria that automatically enters them into the program. This criterion includes; office discipline referrals of 3 or more, failing 3 or more subjects, or when tardies become of concern. Each student's parents will be notified by phone or letter stating their child is entering the CiCo program. If a teacher or parent wants to refer a student to CiCo, please contact the school social worker. Reasons for referral may include but are not limited to; changes in school/home environment and changes in behavior.

The daily progress reports will be entered into a database system so their successes can be monitored. Students are defined as responding to this secondary intervention if they are meeting their goal of 70%. When students meet 80% of their goal for 4 weeks, they may exit the program unless school and home feel it is necessary for that student to remain in the program. If the student does not respond to this intervention, the child study team will meet to develop a more individualized plan for that student.

#### RESPONSE TO INTERVENTION (RTI) (6.110)

Response to Intervention (RTI) is a federally mandated approach to help identify students with academic and/or social/emotional needs. All students' progress is assessed at least 3 times a year. Students who are struggling on these assessments are closely monitored at each stage of intervention to determine further research – based instruction/intervention in general education, special education, or both. For more information please access the U.P. MTSS Handbook on our website.



### PARENT/TEACHER CONFERENCES (6.20)

In an effort to assist parents who work, Parent/Teacher Conferences will be held mid-quarter of each grading period on the Thursday following Progress Report distribution. The conferences will be from 2:00 p.m. to 8:00 p.m. on the following dates: September , 2023, November , 2023, February , 2024 and April , 2024.

If a parent wishes to attend a conference anytime during the school year, it is requested you contact the teacher so that a mutually suitable time can be set. This conference will likely be before 8:15 a.m. or after 3:15 p.m., Monday through Friday.

### TEACHER QUALIFICATION (12.10)

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification; and
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### CONTACTING TEACHERS AT SCHOOL (8.95)

Anyone wishing to meet with a teacher or other staff member must contact that person by phone or email to make an appointment at least 24 hours in advance of the visit. It is evident that teachers cannot leave their classroom during class period to answer the telephone or for personal conferences. If parents would like to speak with a teacher, the office will notify the teacher to make the arrangements or messages may be left on the teacher's voice mail. Parents should not go directly to the classroom for conferences at any time unless first checking in with the office. Arrangements can be made for the parent to call the teacher during his/her planning period, by arranging for the parent to see the teacher during his/her planning period or after school, or by having the teacher return the parent's call as soon as he/she is able to do so. In addition, parents may leave a voicemail for an individual teacher or access them via email. The number and duration of conferences or meetings with staff members will be determined by the district and building administrators.

### PARENT VISITATION TO SCHOOL (8.95)

In accordance with District policy, all visitors must report to the office and obtain permission to remain on school property. All visitors must sign a log and wear a visitor's badge.

Parents are invited to visit their child's class. We require you to contact your child's teacher to make arrangements in advance of the visit. We ask that this contact be made in order that your visit is typical of the daily routine and that the class is not disrupted due to more than one visitor at a time. Your assistance is appreciated.

Prior arrangements are not necessary for school sponsored special activities such as class parties.

#### SCHOOL VISITATION RIGHTS (12.70)

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

#### DISTRICT LINE OF COMMUNICATION (3.30/8.95)

Unity Point District #140 values open and direct communication with parents. Parents are encouraged to address their questions or concerns to the person or office most directly involved with the matter's resolution. When a subsequent conversation is deemed necessary, the customary "chain of command" should be followed. For example, if a specific concern arises within the classroom, it should first be discussed with the teacher. If the outcome of that discussion is not satisfactory, it should be brought to the attention of the Dean of Students. After speaking with the teacher and Dean of Students, if a parent believes that the problem cannot be resolved, the Superintendent may be contacted. The following steps should be followed: 1) student and teacher; 2) student, parent, teacher; 3) student, parent, teacher, Dean of Students; 4) student, parent, teacher, Dean of Students, Superintendent.

#### PARENT RIGHTS REGARDING EDUCATION OF CHILDREN WITH DISABILITIES (6.120)

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

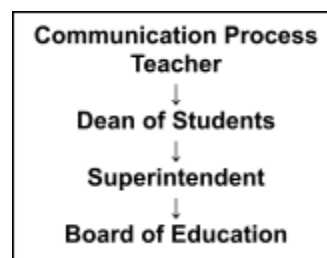
For students eligible for services under the Individuals with Disabilities Act (IDEA), the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education Rules*.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For more information regarding Section 504 or IDEA or to obtain a copy of the Student and Parent Procedural Safeguards, contact Mary Beth Goff, Dean of Students.

### COMPLAINT POLICY (3.30)

Concerns or complaints by a parent of a student directed toward an employee shall be referred to the employee. If the parent is not satisfied with the results of the initial conference which sought a resolution of the problem, the following sequence of conferences may be followed: 1) parent - employee - Dean of Students; 2) parent - employee - Dean of Students - Superintendent (or Superintendent's designee); and 3) parent - employee - board.



### STUDENT PRIVACY (12.105)

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT (11.20)

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. Tammy Donoho, is the official records custodian of Unity Point School. The following information pertains to the rights and obligations of parents, students, and the school under the Family Educational Rights and Privacy Act (FERPA). They are:

1. The right to inspect and copy the student's education records within 10 days of the day the District receives a request for access.



The degree of access a student has to his or her record depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the Records Custodian, Administration, or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy,

and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. 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:

U. S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, D. C. 20202-8520

## **STUDENT PRIVACY PROTECTION**

**(Updated: June 2022)**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

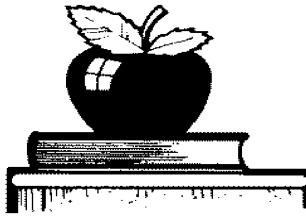
Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.





## **FEES\***

Book Rental (K-8)	\$30.00
Breakfast (Type A)	\$1.75
Lunch (Type A)	\$2.75
Extra Milk or Milk purchased with a sack lunch	.35¢

Gerber Life Insurance Co.

Accident Insurance at School (K-8)	Provided at No Cost
Accident Insurance - 24 Hour (K-8)	\$73.00 up to \$181.00
Accident Dental Available	Yes

**\*Subject to change**

### **BOOK RENTAL (4.150)**

Unity Point provides the opportunity for parents to rent student textbooks at approximately one-third their list price.

There is definite responsibility placed on all pupils and parents who participate in this plan. It is this: THE PUPIL IS RESPONSIBLE FOR THE PROPER CARE OF RENTAL BOOKS. Failure to take proper care of the rental books will result in the pupils having to pay the entire replacement cost of the book. It is most important to put names in books in ink immediately. These books must be used again and again by pupils to follow. Please help to see that the books are not abused or spoiled by careless handling.

### **FEES, FINES, & CHARGES; WAIVER OF STUDENT FEES (3.1)**

(Updated: June 2022)

Fines, fees, and Charges; Waiver of student fees.

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers must be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent children); or
3. The student's parent is a veteran or active-duty military personnel with an income at or below 200% of the federal poverty line.

The building principal will give additional consideration when one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent or guardian promptly as to whether the fee waiver has been granted or denied. questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the building principal.

Pursuant to the Hunger Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

School Fees Include:

- 1) Book fees
- 2) Charges for educational trips made during the school day as a required class activity

School Fees Do Not Include:

- 1) Library fines
- 2) Loss or destruction of school property
- 3) Travel taken by eighth grade - class trips or non-required trips after school hours
- 4) Charges for admission to school dances, athletic events, carnivals, or other social events

Applications for waivers may be obtained when a student registers for school. A decision will be made within thirty (30) calendar days and the parents notified by mail of the determination; any denial will state the reasons and inform the parents of their right of appeal, including timelines. Parents may appeal the initial decision in writing to the Superintendent within fourteen (14) days of the original denial and have the right to meet with the person who will decide the appeal.

# MEAL PROGRAM



## BREAKFAST PROGRAM (4.120)

The Unity Point School breakfast program meets the same high standards as our lunch program and is approved by the State of Illinois and the USDA. We highly encourage students to take advantage of the school breakfast program as many studies have shown that eating breakfast helps students perform better in school and have less behavioral problems.

Breakfast will be served daily in the cafeteria from 7:45 -8:20 a.m. Breakfast costs are \$1.75 each for regular priced breakfast and 30 cents each for reduced price breakfast.

## LUNCH PROGRAM (4.120)

Hot lunches and salad bar (grades 4 – 8) are served daily in the cafeteria area. Meals are planned to meet the nutritional standards established by the State of Illinois and the United States Department of Agriculture.

Students may receive a school lunch or bring a sack lunch from home. Each school lunch includes one carton of milk. Additional cartons of milk or milk for sack lunches can be purchased for .35 cents in the cafeteria. All lunches, whether purchased at school or brought from home, are to be eaten in the cafeteria..

Lunch costs are \$2.75 for each regular priced lunch and 40 cents for reduced price lunch.

Parents, grandparents, and siblings are invited to join their student(s) for breakfast for a cost of \$2.00 and/or lunch for a cost of \$3.50/day. Stop in the office and sign up on the day you want to join your child for lunch.

## FREE OR REDUCED BREAKFAST/LUNCH PROGRAM (4.130)

The Illinois State Free or Reduced Breakfast/Lunch Programs provide that all children from families whose gross income falls below established economic guidelines are entitled to a free or reduced price breakfast/lunch.

Information and forms will be provided at registration. Families are strongly encouraged to complete the application for the free and reduced meals at the beginning of the school year and at any time their financial or family situation has changed. Completed applications should be returned to the school immediately. Within ten (10) days of receiving the application, the school will notify the applicant as to whether or not the application is approved.

## BREAKFAST/LUNCH PAYMENTS

Parents/Guardians are encouraged to pay for all student meal services in advance. Payments can be made by check or cash in the main office or online at [myschoolbucks.com](http://myschoolbucks.com). Breakfast/Lunch accounts should be paid up-to-date at all times. For balance information call the Main Office at (618) 529-4151.



Parents/guardians with unpaid meal charges of \$30.00 or more will be required to fill out the Free and Reduced Lunch Application form or pay the balance in full immediately.

In addition, the school will inform parents/guardians weekly about negative lunch account balances via letter, sent home with students, and through the Alertnow System.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

#### CHILD NUTRITION PROGRAMS (4.120)

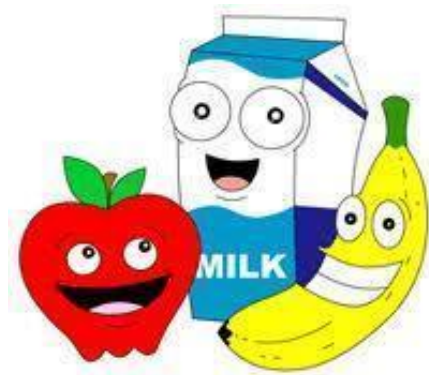
Unity Point District #140 operates its own food service to provide a complete, nutritious breakfast and lunch program. Each student is eligible to receive both meals at full price, reduced price, or free of charge based on the National School Lunch and Breakfast Program funded by the Federal Government. **Menus are published on the district website.**

#### FOOD ALLERGIES (7.285)

Unity Point District #140 recognizes that exposure to allergens could trigger a life-threatening food-allergic reaction among some students and staff members. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a combined plan of support involving the student, the student's family, and Unity Point personnel will be created in order to prevent exposure to know allergens, provide accommodations, and implement proper treatment for allergic reactions.

#### NOON RECESS

Before eating lunch, most students will go to the playground area to which he/she is assigned. Unless there is precipitation or the weather is very cold, a student will normally report to the playground area. While on the playground, a student will adhere to all playground rules. Students may be required or requested to use this time for completion of work or for disciplinary reasons.



# ATTENDANCE

## ATTENDANCE (7.70)

Illinois State Law requires all school age children to be in attendance in the school district in which he/she resides during school hours. Yearly revenues for education are based upon an average daily attendance record for the entire school year. Regular student attendance is directly related to student academic success; therefore, student participation and attendance may be considered when determining eligibility for promotion to the next grade level. Parents/Guardians are legally responsible for their child's attendance during the entire time school is in session. The school may require documentation explaining the reason for a student's absence.

## DEFINITIONS

### **Excused Absences/Tardies/Early Departures** (Appropriate documentation is required)

- Illness/Hospitalization (including up to 5 days per school year for mental or behavioral health of student)
- Pre-arranged doctor or dental appointment
- Death in the family
- Family emergency
- Situations beyond the control of the parent/student
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
- Required court appearance

- Observation of a bona fide religious holiday
- Attend a civic
- Attending a military honors funeral to sound TAPS
- Attend a civic event
- Pre-arranged absences (see page 37)
- Any other reason as approved by the Administration
- Excusal up to five (5) days when student's parent is active military and has been called to duty, returns to duty or is on leave. The Board of Education, in its discretion, may excuse a student for additional days related to such leave or deployment.

### **Unexcused Absences/Tardies/Early Departures**

- Not having received an absence call from the parent/guardian
- Car trouble
- Oversleeping or missing the bus
- Personal business
- Suspensions
- Truancy from school or class

### **TRUANCY/TRUANT'S ALTERNATIVE AND OPTIONAL EDUCATION PROGRAM (TAOEP) (7.70)**

A student who is absent from school without parental approval or knowledge shall be deemed truant. A chronic or habitual truant, as defined by the Illinois School Code, is "a child subject to compulsory school attendance who is absent without valid cause from attendance for 10 percent or more of the previous 180 regular attendance days." Chronic truancy will be referred to the Jackson County Truancy Officer. If chronic truancy persists students will be referred to the Jackson County Truancy Alternative Program. The Truancy Alternative Program may then refer the case to the State's Attorney for possible legal action and reporting to officials under the Juvenile Court Act. Truancy can be considered and referrals will be made to the Truant's Alternative and Optional Education Program (TAOEP) through the Regional Office of Education for the following:

- Students who are absent "without valid cause" (unexcused) for 10% or more of attendance days
- Students who have 5 *unexcused* absences within the school year
- Students who have 5 or more *unexcused* tardies or early departures in one quarter
- Failure to sign in or sign out at the main office door when returning to or leaving school
- Skipping school
- Persistent morning tardies
- Persistent early departures

A parent or guardian who knowingly and permits a child to be truant is in violation of state law.

### **Diagnostic Procedures for Identifying Student Absences and Support services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and to promote success. This review must include analysis of chronic absence data from attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support for students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family engagement Framework to support and engage students and their families to encourage heightened school engagement and improve daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with or without valid cause, and out-of-school suspensions.

The School and district use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically students include: Child Study Team Meetings, parent conferences, student counseling, family counseling, and information about existing community services.

Cross-reference:

PRESS 7:70, Attendance and Truancy

## ABSENCES (2.20; 7.70)

### **Phone Call**

A phone call (618-529-4151) from the parent/guardian is required for each absence before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Absence Procedure:**

- 3 consecutive days absent will require a note from the physician.
- Once a student has been absent 12 school days within the school year:
  - A Child Study Team (CST) meeting will be scheduled to address the potential truancy from school.
  - A note from the physician may be required for each additional absence as determined by the Child Study Team.
  - A referral may be sent to the Regional Office of Education's TAOEP once the student has missed 10% of the total days of attendance as determined by the Child Study Team.
- Once a student has 4 unexcused absences within the school year:
  - A Child Study Team (CST) meeting will be scheduled.

- o A note from the physician may be required for each additional absence as determined by the Child Study Team.
- o A referral will be sent to the Regional Office of Education's TAOEP at the next unexcused absence.

#### Make-Up Work (7.70)

Students with *excused* absences and tardies will be expected to make up all work missed within a reasonable time frame. Students are given at least the same time frame they were absent and will receive a grade for all work completed in that time frame.

It is the responsibility of the parent and/or student to acquire all make-up work. Parents may request homework by calling the school before 10:00 a.m. when reporting the student's absence.

Students with *unexcused* absences should make up all work missed; however, the student may not receive full credit or any credit for the work missed as a result of the unexcused absence.

#### Tardy To School (7.70)

Students are tardy when they arrive in their classroom after the morning tardy bell has rung and roll has been taken.

Pre-K-4<sup>th</sup>- tardy bell rings at 8:30

5<sup>th</sup> and 8<sup>th</sup>- tardy bell rings at 8:15

A parent must come into the main office entrance to sign in the student. The following procedure will be followed for *unexcused* tardies for each quarter:

1<sup>st</sup> Tardy: Written warning

2<sup>nd</sup> Tardy: Noon detention

3<sup>rd</sup> Tardy: After school detention with a Parent/Administrator Conference looking for solutions to this problem

4<sup>th</sup> Tardy: After school detention

A Child Study Team meeting will be scheduled to address truancy from school.

5<sup>th</sup> Tardy: After school detention and referral to the Regional Office of Education TAOEP

#### Junior High Passing from Class to Class (7.70)

Junior high students at Unity Point are given an appropriate amount of time to move between the classes (3 minutes). Not arriving in class on time is therefore considered a form of tardiness. Those students who know they are going to be tardy are required to bring a note from their previous teacher stating the reason or ask permission of the teacher in the classroom to where they are going. Unexcused tardiness to the classroom will be dealt with in the following manner: 1) Verbal warning 2) Disciplinary Referral

#### Pre-Arranged Absences (7.70)

A pre-arranged absence may be granted where the student has an authorized reason for not attending school, i.e. family trips. The following procedure must be followed for an excused, pre-arranged absence of 3 or more consecutive days:

1. A completed request for absence form must be submitted in writing to the office at least 5 days prior to the absence. The forms may be obtained in the main office.
2. The form must be submitted to each of the student's teachers. The teacher will give the student the assignments that will be missed.
3. The form must be signed by the following:
  - The parent/guardian stating the purpose for the absence.
  - The teachers verifying the student is passing all academic subjects.
  - The dean of students verifying the student has not been absent more than 10% of current accumulated school days.
4. Parents are responsible for making sure all assignments are completed upon arrival back to school.

### Home and Hospital Instruction (6:150)

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate education services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instruction or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physical indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instructions, contact Mary Beth Goff, Dean of Students, at 618-529-4151.

**Unity Point School**  
**Pre-Arranged Absence Form (3 or more days)**

The following procedure must be followed if a student knows in advance they are going to be absent 3 or more consecutive days:

1. This form must be submitted to the main office at least *5 days prior* to the absence.
2. The student must be passing all academic areas.
3. The student must not have been absent more than 10% of the current accumulated school days.
4. The form must be submitted to each of the student's academic teachers.  
Assignments will be given to the student for the days the student will be absent.
5. The form must be signed by teachers and the parent/guardian and returned to the office for approval by the dean of students.
6. Parents are responsible to see that all assigned work is completed.

*Student's Name* \_\_\_\_\_

*Homeroom* \_\_\_\_\_ *Today's Date* \_\_\_\_\_

*Reason for Absence* \_\_\_\_\_

*Dates of Requested Absence* \_\_\_\_\_

*Parent/Guardian Signature* \_\_\_\_\_

*Teachers' Signature(s)*     1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

*Administrative Signature* \_\_\_\_\_

### CLOSED CAMPUS AND SIGN OUTS

Unity Point School has a closed campus. Students are not allowed to leave the campus after arrival in the morning until school dismisses at 3:15 p.m. The only exception to this rule is if the parent/guardian comes to the office to identify him or herself and requires that the student be excused.



# **ACADEMICS**

## REPORT CARDS (6.280)

Grade cards are issued four times per year at nine-week intervals. Supplementary reports of progress may also be sent to parents. Either of these reports should be signed at once by the parents and returned to the teacher. Report cards should be returned, signed by the parent, to the teacher within ten (10) days after issuance. Should it be determined that a report card has been lost, there will be a fee charged to have a duplicate report card issued (fifty cents).

## PROGRESS REPORTS (6.280)

Once in each nine-week quarter teachers will send parents a report of their child's progress. Parents may contact the teacher if there are any questions or concerns. Individualized progress reports may be secured throughout the school year from the administration.

September 8, 2023  
November 3, 2023  
January 26, 2024  
April 19, 2024

## GRADING

Kindergarten – 2 / Multi-age: Standards-based report cards with the following being the method of “scoring”:

### **STAGES OF LEARNING**

3 = Meets Standard

2 = Approaching Standard

1 = Needs Support

Grades 3-8	Grades 7-8 Honor Roll Computing		
100-120- A+	4 pts.	Language	3 pts.
93-99 A	4 pts.	Math	3 pts.
86-92- B	3 pts.	Science	3 pts.
76-85- C	2 pts.	Social Studies	3 pts.
70-75- D	1 pt.	Reading	3 pts.

Below 70	F	0	P.E	1 pt.
		0	Exploratory	1 pt.

\*Divide total number of grade points by the number of subject area points for grade point average.

### RETENTION (6.280)

K-6: The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Standardized Assessments, 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.

Seventh and eighth grade pupils who are failing in two or more core subjects (reading, language, social studies, arithmetic, and science) may be required to repeat the entire grade. Eighth grade students must pass state and federal constitution tests and give evidence of a comprehensive knowledge of United States History.

### HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student's grade level and teacher. Students who are absent from school for a valid reason (an excused absence) may make up missed homework within a reasonable time-frame.

### ACADEMIC ACHIEVEMENT IN GRADES 7 AND 8 (6.330)

An Honor Roll will be prepared each quarter for students in grades 7 and 8. Students making this list will receive a certificate from the school suitable for display. They will also have their names displayed in a visible area of the school, the lunch menu, and shared with the local newspaper.

Trophies and plaques will be used to honor students receiving honors four quarters in a school year in grades 7 and 8.

A trophy area shall be made available for academic awards (separate from athletics). Academic awards won for the school by students shall be displayed in this case. If possible, pictures of the students that were involved will also be put on display.

An Honors Program shall be held at the end of each school year to recognize outstanding academic achievement of students in grades 7 and 8. Achievement will be assessed through an effective cutoff date (TBA) rather than the last day of classes.

#### HONOR ROLL (6.330)

The honor roll will be published at the end of the nine-week grading period. In order to be eligible for the honor roll, a student must earn a grade point average of 3.2 or above with no grade below “C” and no incompletes. Music and art grades, as well as physical education, health, and all subject grades, will count toward the honor roll computation and rank in class.

#### NATIONAL JUNIOR BETA CLUB (6.330)

The National Junior Beta Club is a non-secret nonprofit leadership service club for members of the seventh and eighth grade classes. Its purpose is to encourage effort, to reward merit, and to promote those qualities of good character that make for good citizenship in the school and community.

Membership is limited to seventh and eighth grade students who exhibit outstanding academic achievement (3.5 grade average), leadership skills, exemplary behavior, and commendable attitude and shall have been nominated by the junior high faculty.

Students will retain their membership while in junior high as long as their academic achievement (3.5 grade average) and total behavior are within the requirements for membership. If membership requirements are not maintained, a member is put on probation for one quarter and if membership requirements are not met that quarter, the student will be dropped from Beta Club.

#### PHYSICAL EDUCATION (2.80 & 7.260)

All students are expected to wear tie-up or Velcro tennis shoes or pre-approved shoes for all physical education classes. Without the proper footwear, the student will not only be at a disadvantage, but could be injured.

If a student has an impairment serious enough to be excused from participation in physical education, he/she should bring a note from a doctor. If there is some reason for a student to be excused from physical education for just one day, he/she should bring a note from his/her parents. Otherwise, the instructors will expect the student to participate in class activities.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30<sup>1</sup>.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's individualized Education Program.

Students who have been excused from physical education shall return to the course as soon as practical.

#### HEALTH EDUCATION (6.50)

Health classes (grades 5-8) will include anti-drug and alcohol abuse and growth and motor development. Classes in sex education are taught in 8<sup>th</sup> grade. Student safety education is taught in grades Pre-k through 8<sup>th</sup>.

Students will not be required to take or participate in any class or course in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instruction materials to be used in any district sex education class or course.

#### TITLE I READING (6.170)

Our school-wide Title I Reading Program is aimed to serve the children with the greatest needs and potential. The Title I objective is for a student to achieve a greater than normal gain in reading skills from fall to spring. Instruction will be either push-in or pull-out involvement or a combination of both. Push-in involves the Title I teacher team teaching in the regular classroom. Instruction shall involve all students. To obtain a copy of the District-wide Title I plan, school-wide title plan, or Parent Involvement Policy, contact Administration.

### ENGLISH LANGUAGE LEARNERS (12.60)

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parent/guardians of English Learners will be informed how they can:

1. Be involved in the education of their children, and
2. Be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.
3. Participate and serve on the District's Bilingual Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Evelyn Barrientos - Perkins at Unity Point School – 618-529-4151 extension 146.

### STANDARDIZED TESTING (6.340)

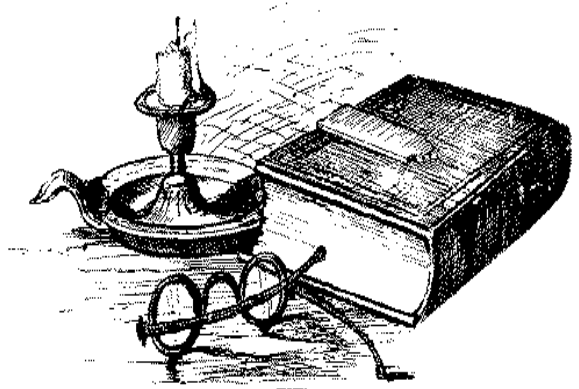
Students and parents/guardians should be aware that students in grades 3 – 8 will take standardized tests on PARCC. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

A parent/Guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### Library Media Center (6.230)

Students and teachers are welcome to use the library media center to find books for leisure reading, books, and other resources for class assignments and projects, or to use computer resources. Most materials that students or teachers need that are not available at Unity Point can be borrowed through interlibrary loan from other libraries. Not only do we have roughly 14,000 books, but we have Story Kits, books with cassette



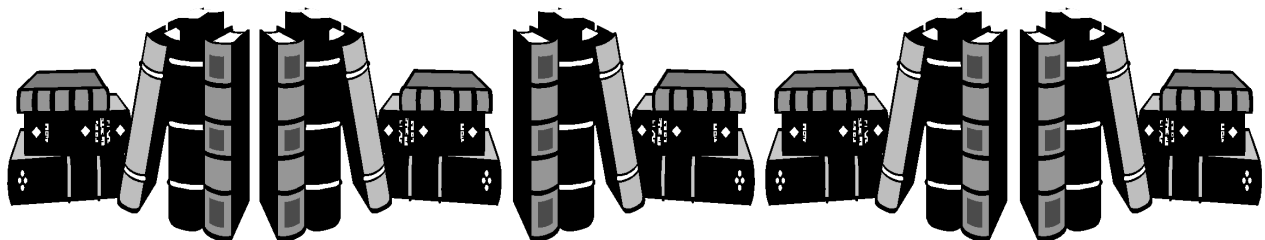
tapes, books with CDs, DVDs, multi-language books, and computers.

The Library Media Center will be open to students from 8:15 a.m. to 3:30 p.m. and to parents and community members from 3:00 – 3:30 p.m. each day.

Hundreds of students and teachers share the library media center, so a few rules are necessary:

1. The most important thing to remember about coming to the library media center is that you need to **come with a purpose** in mind, and with a pass.
2. **Students are very welcome** in the library media center, but food, drinks, gum, and candy are not.
3. Any books or other materials that leave the library media center need to be checked out first.
4. Be considerate of others by speaking softly.
5. Books are checked out to kindergarteners for a 1-week period and to all other students for a 2-week period. A book may be renewed unless it is a current Rebecca Caudill, Bluestem, or Monarch book, someone else has placed it on hold, or it's already two weeks or more overdue.
6. Students may not check out additional items when they have an item that is overdue. Return books on time so that others may enjoy them.
7. All students are accountable for their library materials. Not returning library materials will have consequences which may include loss of recess or detention.
8. If library materials are lost or damaged, the student will be expected to pay for replacement. If a book is found during the same school year in which it has been paid for, a refund will be issued.
9. If you can't find what you need, ask Mrs. Nolen, Media Specialist, for help!

Parents, if you have any questions about the library, feel free to call Tabitha Nolen at 529-4151, extension 109, or email her at [tnolen@up140.org](mailto:tnolen@up140.org).



### Introduction (6.235)

The Board of Education of Unity Point Community Consolidated School District No. 140 hereby determines that it is in the best interests of the District, its personnel and its students, and members of the community to promote use of and familiarity with the District Computer System and with the services which are available through that System to support

learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Computer System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Computer System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District websites, and District on-line services and bulletin board systems. "Use" of the District Computer System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

The District Computer System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Computer System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Computer System. The District also has the right to and does monitor use of its Computer System. Except as provided by Federal, and state statutes protecting the confidentiality of students' education records, no user of the District Computer System has an expectation of privacy in connection with such use.

#### Access to Inappropriate Material or Network Usage (6.235)

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene, or indecent. The use of elements of the District Computer System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

With respect to any of its computers with Internet access, the District will use technology protection measures (or "Internet filters") to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

#### Supervision and Monitoring (6.235)

It shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives for bona fide research or other lawful purpose.

#### Guidelines for Acceptable Use of District Computer System (6.235)

The Board of Education further recognizes that the effective operation of the District Computer System depends upon the existence and enforcement of guidelines for the efficient, ethical, and legal use of its resources. The Administration is authorized to and shall

adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System.

The guidelines shall, among other points, address compliance with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] to include:

- Access by minors to inappropriate matter on the Internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

Such guidelines shall be distributed to District employees and students [and other members of the District 140 community] who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

The Board of Education of Unity Point Community Consolidated School District No. 140 adopted this Internet Safety Policy at a public meeting, following normal public notice, on April 11, 2007.

#### Guidelines for Acceptable Use of District Computer System by Students (6.235)

##### **A. Acceptable Use.**

All users of the District Computer System ("System") must comply with the District's Acceptable Use Guidelines, as amended from time to time.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District website, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to determine access or use of the System by students and does monitor use, including students' access to the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

To the extent practical, steps shall be taken to promote the safety and security of users of the System when using electronic mail, chat rooms, instant messaging, and



other forms of direct electronic communications. Student access to aforementioned systems is limited.

**B. Privileges.**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

**C. Prohibited Use.**

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section H of these Guidelines and the District's Student Discipline Code and rules. The System shall **not** be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, plagiarism; improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Disable or otherwise modify any technology protection measures. Such action shall be the responsibility of the Technology Director or designated representatives for "bona fide research or other lawful purpose".
5. Transfer any software to or from the System without authorization from the System Administrator.
6. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
7. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
8. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
9. Disrupt or interfere with the System.
10. Gain unauthorized access to or vandalize the data or files of another user.

11. Gain unauthorized access to or vandalize the System or the computer system of any other individual or organization.
12. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
13. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
16. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
17. Conceal or misrepresent the user's identity while using the System.
18. Post material on the District's web site without the authorization of the appropriate District administrator.

#### **D. Web sites.**

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines.

The District may discipline a student whose personal website causes, or can reasonably be expected to cause, a substantial disruption of the school environment without regard to whether the web site was created using the System.

#### **E. Annual Notice Parents about Educational Technology. (7.40)**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under

SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

**F. Disclaimer.**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**G. Security and User Reporting Duties.**

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their login IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator, or other staff member.

**H. Vandalism.**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section H of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

**I. Consequences for Violations.**

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building dean of students to review the limitation. The decision of the building dean of students shall be final.



**AUTHORIZATION FOR DISTRICT COMPUTER**

(6.235)

**ACCESS TO SYSTEM BY STUDENTS**

By signing this Authorization, I acknowledge that I have received a copy of the “Guidelines for Acceptable Use of District Computer System by Students” dated April 11, 2007, and that I have read, understand, and agree to follow the Guidelines.

I acknowledge that access to the District Computer System is provided as a privilege by the District and that inappropriate use may result in discipline.

**I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT COMPUTER SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

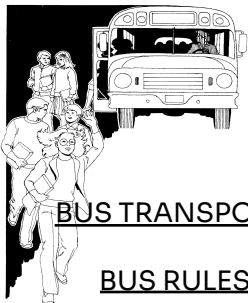
*The “District Computer System Use and Internet Safety Policy” and “Guidelines for Acceptable Use of District Computer System by Students” must be read and this Authorization for Access must be signed by each student (and if under age 18 by his/her parent/guardian) as a condition of using the District Computer System.*

### **STUDENT CREDENTIALS**

I grant Unity Point School permission to create login credentials for electronic resources that will be used in the educational setting. Each electronic resource has been vetted and selected to help increase student achievement. A list of websites, terms of service, and specific student data that will be used to create each account can be located at <http://bit.ly/kidsTech>.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **TRANSPORTATION**

BUS TRANSPORTATION SAFETY PROCEDURE (A.M. Pickup & P.M. Home Delivery) (7.220)

BUS RULES: Responsibility of Students and Parents: (7.220)

Transporting students to and from school is a serious responsibility. The safety of our students is the reason for listing the rules and regulations so both parents and students know what is expected of them. The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Administration.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by Administration.

#### DISRUPTIVE BEHAVIOR:

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Our buses are equipped with a two-way radio communication system and emergency phone. This system will permit the drivers to be in immediate contact with school personnel at all times. Problems with individual students should be reduced to a minimum. The driver can pick up the radio receiver and call school personnel, and they can notify the parents about the problems immediately.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- Never run back to the bus, even if you dropped or forgot something.
- Students shall display appropriate behavior at the bus stop for the safety of all.

- Stay off the roads at all times while waiting for the bus.
- Do not move toward the bus at the school loading zones until the bus has been brought to a complete stop. Never push a fellow student.
- Keep hands and heads inside the bus at all times after entering and until leaving the bus.
- Except in emergency, do not lower windows below the stop line painted on the body pillar.
- Assist in keeping the bus safe and sanitary at all times.
- No reptiles, animals, firearms, water pistols, yo-yos, etc., are permitted on the bus at any time.
- Illinois state law prohibits smoking or striking matches on the school bus by students or adults.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Help look after the safety and comfort of smaller children.
- Throwing articles of any kind is not permitted.
- Do not throw anything out the bus windows.
- Do not leave your seat while the bus is in motion.
- Be absolutely quiet when approaching a railroad crossing stop.
- In case of emergency, remain in the bus until instructions are given by the bus driver.
- At a discharge point where it is necessary to cross the highway, wait on the right shoulder of the highway for traffic to stop from both directions before crossing the highway and then not until a signal is given by the bus driver to cross.
- The bus driver may assign seats to riders if disciplinary problems arise.
- Do not ask the bus driver to stop at places other than the regular bus stop; the driver is not permitted to do this except by proper authorization from a school official.
- Bus riders are not allowed to take friends home with them on the school bus.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
- Students must ride the bus to which they are assigned.
- The above information is intended as a guideline and may include additional violations not listed.

For questions regarding school transportation issues, contact: **Mary Beth Goff, Dean of Students – Unity Point School #140.**

Violation of bus rules will result in the following disciplinary procedures:

1. **First Violation of Rules:** Student's name will be written down on the bus driver's checklist. Student will be informed of written warning by the Dean of Students and reminded that the next violation will result in a consequence. It will be documented including date and time, submitted to Dean of Students, and parents will be notified.
2. **Second Violation of Rules:** Student's name will be written down on the bus driver's checklist. Student will be informed by the Dean of Students that they will receive consequences that may include a noon detention. The violation will be documented with date and time and parents will be notified.
3. **Third Violation of Rules:** Student's name will be written down on the bus driver's checklist. Student will be addressed by the Dean of Students or Administration immediately. Administration will decide next consequence which could be an after school detention or possible suspension from the bus. The violation will be documented with date and time, parents will be notified, and a Child Study Team will be scheduled.

4. **Fourth Violation of Rules:** Student will be addressed by the Administration and receive a bus suspension. Violation will be documented with date and time and parents will be notified. **\*See Severe Clause on page 52.**

#### RIDING A DIFFERENT BUS (4.110)

Students must ride their assigned bus to school for the morning transport.

Parents should make arrangements for transportation home (proper bus) prior to the student arriving at school in the morning. Students cannot ride a different bus home without a parent note. Only in an emergency should a parent call school to change their child's bus for transportation home.

#### TRANSPORTATION PROVIDED BY PARENTS OR FRIENDS

Students transported by automobiles are to load and unload at the entrance off of Boskydell Road. Never ride with casual acquaintances or friends unless you have your parent's permission.

#### EMERGENCY SCHOOL CLOSING (4.170)

At times during the school year, it may become necessary to dismiss school early without prior notification to parents in certain emergency situations (inclement weather, natural disaster, heating/plumbing problems, etc.). Therefore, please instruct your children of the following in order that they will know the proper procedure to follow in instances noted above:

1. Is a parent or adult home at all times?
2. If a parent or other adult is not at home, is there a neighbor close by where the child may go until his/her parents return home?

The ALERTNOW notification system will be used to notify parents/guardians of an emergency school closing. An attempt to notify the parents/guardians using the contact numbers provided for the ALERTNOW system will be made.

In such a situation as above, and before students are allowed to board buses to be transported home, all teachers will brief their students on the procedures outlined. If any student is uncertain as to what to do, he/she will contact parents by phone.

In the event that bad weather or other conditions might cause the temporary closing of school in District #140, we will utilize the ALERTNOW Notification system and we ask that parents tune into one of the following television or radio stations: Television - KFVS - Channel 12, WSIL - Channel 3 or WPSD - Channel 6, or Radio Stations - WCIL, WINI, WSIU, WDDD, WTAO, WOOZ, or K103.

Also, in order to prevent tying up communication facilities or congesting traffic, parents are asked **not** to call the school or pick up children in cars.

#### SNOW ROUTES (4.170)



School buses will run on the main access roads only and will not travel on side roads. This busing schedule will be in effect when heavy snow and ice cause hazardous conditions on the side roads, yet the main roads are relatively clear, enabling the buses to run and school to be in session.

Notification will be given to the initiation of these snow routes. In instances where school has been closed because of inclement weather and is reopening with these snow routes in effect, information will be given over one of the following television or radio stations: Television - KFVS - Channel 12, WSIL - Channel 3 or WPSD - Channel 6, or Radio Stations - WCIL, WINI, WSIU, WDDD, WTAO, WOOZ, or K103. Otherwise; the school will inform students and parents of use of these snow routes.

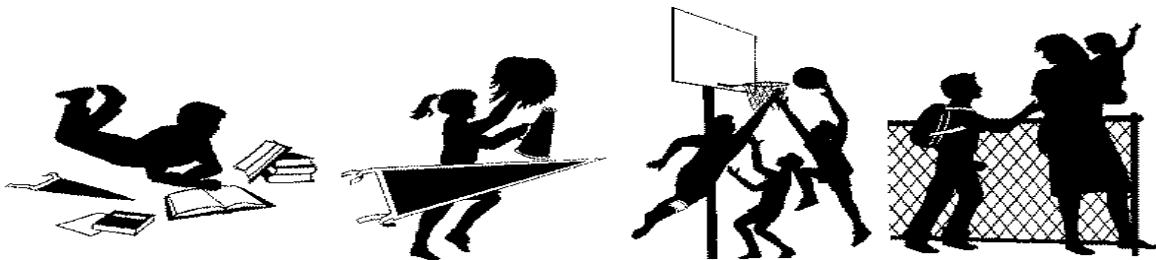
The buses will stop at the junctions of the below-mentioned routes and main access roads. Pick-up times at these locations will be near the normal time but may vary on the early side in that the total run will be shortened. The side roads which are not to be run are so designated because of the presence of steep grades and dangerous curves. The main access roads are the roads the buses will normally run during hazardous weather conditions.

<u>SIDE ROAD</u>	<u>PICK UP</u>
1. Greenridge Road	Junction with Union Hill Road
2. North Poplar Camp Rd.	Junction with Cedar Creek Road
3. Midland Hills Road	Junction with Highway 51
4. Water Plant Road	Junction with Pleasant Hill Road
5. Makanda Road entrance)	Junction with Stonecreek (south entrance)

The side roads which are not to be run are so designated because of the presence of steep grades and dangerous curves. The main access roads are the roads the buses will normally run during hazardous weather conditions. However, specific road conditions will vary and may dictate that certain main roads are also too hazardous for bus travel. This refers primarily to the road which goes to Makanda. A number of children reside in Makanda, yet the steep grades and sharp curves on this road warrant due concern when determining whether or not to permit a loaded school bus to travel this road. If bus #4 does not run to Makanda, it will turn around at the entrance to Stone Creek Veterinary Clinic. Students from Makanda should gather at this location in order to ride the bus to school.

#### BICYCLES AND WALKING TO SCHOOL (4.170)

Due to the lack of sidewalks and/or other safe passage routes to our school, we have determined that no student may walk or ride a bike along or cross South Illinois Avenue, Boskydell Road, or Highway 51. Questions may be directed to the Superintendent or Administration. All students are afforded an opportunity to ride a bus to and from school. No exclusions are made because of distance factors. Even if a student lives only a short distance from school, it is safer for such students to utilize the transportation program provided than to ride a bicycle to school.



## **EXTRACURRICULAR AND ATHLETIC ACTIVITIES CODE OF CONDUCT**

### ATHLETICS (9.10)

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Unity Point School coaches and sponsors invite students to participate in the various athletic programs, clubs, and school sponsored activities and to support them enthusiastically through student loyalty and attendance.

Participation in extracurricular activities is a privilege, not a right of students. In addition to the general eligibility rules, coaches and sponsors may set their own standards of eligibility for participation in a particular activity.

### Requirements for Participation in Athletic Activities:

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form"
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.
4. A Signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student' parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular athletic activities, a student must maintain an overall 70% grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

#### Academic Eligibility

Unity Point will conduct weekly grade checks as required by SIJHSAA. To remain eligible for competition, a student must be passing all five classes (Math, Science, Social Studies, Language Arts, and Literature) with a D average. Any student receiving a grade of "F" in any one academic subject **may practice but cannot participate in any game or event**. The final grade check is done on THURSDAY of each week. If the athlete is not passing five classes with a minimum D average, he/she will be deemed ineligible and unable to compete from Monday-Saturday. The athlete will remain ineligible until he/she is again passing five classes per the teachers' weekly grade checks. Any student who is not eligible for three consecutive weeks will be dropped from the team/squad for the remainder of that season.

If a student receives an incomplete grade, it shall be considered an "F". Students who have been absent from school during the week (excused absence) will have until Friday at noon to complete assignments to the satisfaction of the teacher involved, at which time the student may become eligible. If school is not in session on Thursday or Friday, the student shall have an extension of time equal to the time lost to complete work.

#### ABSENCE FROM SCHOOL ON DAY OF EXTRACURRICULAR OR ATHLETIC ACTIVITY (9.10)

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by Administration. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons including;

1. A pre-arranged medical absence;
2. A death in the student's family; or
3. A religious ceremony or event

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## TRAVEL (9.10)

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

## CODE OF CONDUCT (9.10)

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation regarding that student's conduct.

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any time that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and vandalism;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. 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.

Athletics offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice and dedication for common goals, and for promoting an atmosphere of acceptable ethical and moral attitudes. **To obtain a copy of the Student Athlete Handbook, contact the main office.**

### Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the students, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation:

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation:

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcohol beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performance, activities, or competitions during this period.
- The student will be required to practice with the group (unless suspended or expelled from school).

Third violation:

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Dean of Students/Principal for Instruction or Dean of Students/Principal for Instruction's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

#### MODIFICATION OF ATHLETIC OR TEAM UNIFORM

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

#### GENERAL RULES (6.190)

Spectators and/or participants are not allowed to attend school activities if they have been absent a full day of school.

A student participating in interscholastic competition will be representing the community and the school. A student will not be allowed to participate if citizenship skills reflect poor self-control and thus discredit the team and school.

Students serving out-of-school suspensions will not be allowed to participate in extracurricular activities during the suspension period.

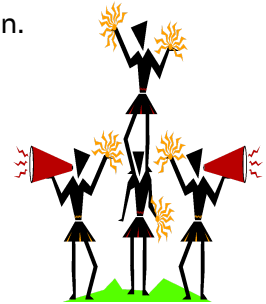
Students may not stay after school while waiting on the evening extracurricular activity to begin. ALL students are to ride the bus home after school and return for the activity unless they are a participant and have been granted permission and are supervised by the coach or sponsor.

### TRANSPORTATION TO OUT-OF-TOWN ACTIVITIES (7.220)

Bus transportation will be provided for participants of all athletic events. When a sufficient number of students indicate an interest, a spectator bus will be provided for away basketball games for a nominal fee. Students will be notified of time of departure and return. Bus regulations apply as they do during the normal school day. If a student rides a bus to an away school activity, that student must ride the bus back unless a parent informs an adult supervisor that the parent will be providing transportation home.

### FAN BUS RULES (7.220)

- Keep hands and head inside bus at all times after entering and until leaving the bus.
- When the bus stops, all talking stops - this is a must at railroad crossings.
- No moving from seat to seat, nor standing while the bus is in motion.
- Never tamper with the bus or any of its equipment.
- No food or drink on the bus.
- No yelling - save your voice for the game.
- Talking should be done quietly - remember, loud talking diverts the driver's attention and may result in a serious accident. Singing is permissible as long as it is one song at a time and the noise level is reasonable.
- Be courteous to fellow students, bus driver, and chaperones.
- No electronics (cell phones must be off until needed to call parents upon returning to school)



### STUDENT COUNCIL (6.190)

The objectives of the student council are:

1. To develop trust, respect, honesty, cooperation, and responsibility among the students.
2. To promote and support school-wide participation in all activities.
3. To promote student government.
4. To support good student/faculty relationships.
5. To develop and maintain good school spirit and loyalty.

6. To teach good citizenship and community citizenship among the students.
7. To officially represent the student body when requested to do so.

The Student Council functions under rules, regulations, and bylaws included in its constitution.

#### CADET BAND (formally Beginning Band) (5<sup>th</sup>-6<sup>th</sup> Grade) (6.180)

The purpose of the Cadet Band is to instill and develop individual and ensemble playing technique to beginning instrumental students. The beginning band meets as a full ensemble during scheduled band time during recess and each instrumental section meets one time a week for sectionals. Students will be able to develop and demonstrate an acceptable individual proficiency on their instrument and demonstrate proper ensemble playing techniques preparing the students for Concert Band.

#### CONCERT BAND PURPOSE (formally Advanced Band) (7<sup>th</sup>-8<sup>th</sup> Grade) 6.180)

The purpose of the Concert Band is to further instill and develop individual and ensemble playing techniques to students with previous instrumental instruction. The band plays a more demanding repertoire than the Cadet Band to further develop the students' individual and ensemble playing skills. The Concert Band meets every day in lieu of the exploratory classes. Upon graduation, eighth grade advanced band students will demonstrate individual and ensemble skills readying them for participation at the high school level.

#### BEGINNING CHOIR (5<sup>th</sup> - 6<sup>th</sup> GRADE) (6.180)

The purpose of the Beginning Choir is to instill and develop beginning ensemble singing skills to beginning and intermediate singers in fifth through sixth grades. The students will learn the proper technique to sing individually and within an ensemble appropriate to their grade level and experience. The beginning choir meets as a full ensemble during scheduled choir time during study hall and once a week in small sectionals with like vocal parts. The skills taught in Beginning Choir will prepare the students for techniques used in the Concert Choir.

#### CONCERT CHOIR PURPOSE (formally the 6<sup>th</sup> - 8<sup>th</sup> Grade Choir) (7<sup>th</sup> - 8<sup>th</sup> Grade) (6.180)

The purpose of the Concert Choir is to instill and develop individual and ensemble singing techniques to beginning and intermediate singers in seventh and eighth grades. The students will learn the proper technique to sing individually and within an ensemble appropriate to their grade level and experience. The Concert Choir meets three times a week during the last period of the day for full ensemble rehearsals. Upon graduation, eighth grade choir students will demonstrate individual and ensemble skills readying them for participating at the high school level.

#### REQUIREMENTS FOR ALL BANDS AND CHOIRS: (6.180)

- Attendance at all rehearsals sectionals is mandatory.



- Attendance at scheduled performances is mandatory. An unexcused absence from a scheduled performance will result in a failing grade for the course.
- Students are expected to come prepared for rehearsals, which includes having their instrument (bands), required music, music folder, and pencil.
- It is expected all band and choir students practice regularly outside of school time.

### GRADING FOR BANDS AND CHOIRS (6.180)

Grades will be earned by the students based on completion of assignments (performance and written) outlined in the Music handbook handed out at the beginning of each academic year. Students will also be graded on rehearsal attendance and rehearsal preparedness.

### BAND INSTRUMENTS (6.180)

A number of options will be presented to make instruments available for band students. Contact the music director for further information.

### WITHDRAWING FROM CADET BAND, BEGINNING CHOIR, CONCERT BAND, CONCERT CHOIR (6.180)

Any student wishing to withdraw from the class must inform the director of the ensemble in person and have written permission from their parent(s) to be removed from the class. All withdrawals must take place at the end of each semester and within one week of the start of that new grading period. Any student that withdraws without personally informing the director will receive a failing grade for that grading period.



### CODE OF CONDUCT (7.190)

Your goal as a parent and ours as educators is mutual - to assist children in developing into responsible adults. We feel this goal might be approached, in part, by home and school cooperating to resolve mutual concerns related to your child. This procedure can be very effective in having parents, teachers, and the school administration work as a team to help change attitudes and behavior patterns when necessary. Within fifteen days of the start of the school year, or in the case of transfer students, within fifteen days of starting classes, the parent(s) or guardian(s) of a student enrolled in the school district will receive a copy of the district's code of conduct. Classroom teachers will also inform all students of the content of this policy. Up-to-date records of discipline referrals and student penalties will be maintained by the office and teachers. Procedures used by school personnel in the handling of school discipline will be uniformly applied throughout the school. Adequate safeguards will be present to protect special needs of individual students.

### PHILOSOPHY (7.190)

The administration and faculty of Unity Point School subscribe to the philosophy that classroom success is related to behavior, attitude, and classroom control. Students who are well disciplined direct their interests, efforts, and abilities toward greater achievement in a school setting. We feel it is our responsibility to ensure every student and his/her parents that we will strive to provide an atmosphere that is conducive to learning.

We also subscribe to the philosophy that students can learn from their mistakes. A cooperative effort must be developed between the school and home to solve these problems. Students must learn to understand and control their own behavior.

Finally, the use of positive reinforcement is an integral part of our behavioral management policy. The most effective way to reinforce good behavior is through encouragement, recognition, and public communication. Through the use of positive reinforcement, as noted, students will be able to exhibit appropriate behavior patterns and work habits that will result in a high degree of academic achievement.

### POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) (7.190)

Positive reinforcement of school appropriate behavior is considered an important aspect of the Unity Point Code of Conduct. It is hoped that the reinforcement of positive behavior will encourage a high degree of academic achievement, good behavioral patterns, and punctuality and preparedness for classes.

Unity Point School has adopted the PBIS approach to conduct and discipline. School rules and expectations will follow the following Trojan Traits:

We are Respectful, We are Responsible, and We are Ready.

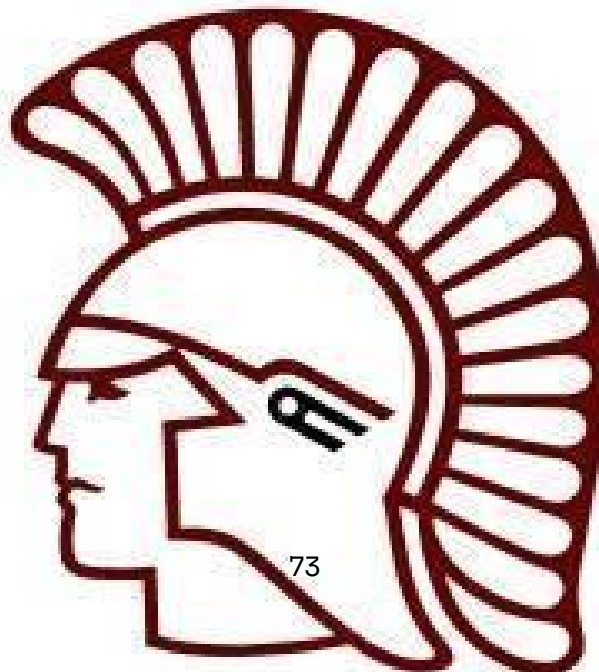
Through the teaching, pre-correcting, and reinforcing of these expectations, we intend to provide a safe and positive school climate. There will be periodic school celebrations and incentives to promote positive behavior.

Teachers at Unity Point currently use a large number of ways to reinforce positive behavior in their classes. The administration wants to continue to encourage their use and offer support when needed.

These methods include, but are not limited to:

- 1) Personal note to student.
- 2) Personal note sent home.
- 3) Poster or announcement of achievement on the bulletin board, door, or in the hall.
- 4) Verbal recognition.
- 5) Coupons for no homework given for appropriate behavior.
- 6) Stickers or happy faces.
- 7) Extra recess time for good behavior.
- 8) Special birthday recognition.
- 9) Class treats or awards.
- 10) Time to play games in class with other classmates.
- 11) Recognition of appropriate academic behavior in front of the class.

The PBIS portion of the Unity Point School Code of Conduct will be reviewed on a continuous basis to allow for improvement. **For a complete handbook on PBIS, please go to the Unity Point School website and refer to the U.P. MTSS Handbook.**





Expectations	Classroom	Hallway	Playground	Bathroom	Cafeteria	Library	Art	Computer Lab	Music	Physical Education	Assembly/Field Trips	Bus Arrival/Dismissal	Emergency Situations
<b>We Are Respectful</b>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Appreciate differences</li> <li>Use good manners</li> <li>Use walking feet</li> <li>Be aware of personal space</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Be aware of classes in progress</li> <li>Take care of school property</li> <li>Look at displays with our eyes only</li> <li>Use walking feet</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Play fairly by following the game rules</li> <li>Include everyone</li> <li>Share and take turns</li> <li>Wait for our turn and watch for others</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Respect our and others privacy</li> <li>Use walking feet</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use good manners such as say "Please and Thank You"</li> <li>Wait for turn patiently</li> <li>Avoid talking to classmates in lunch line</li> <li>Use walking feet</li> <li>Eat our own food</li> <li>Not share food with others</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Treat books and equipment properly</li> <li>Push in the chair</li> <li>Use walking feet</li> <li>Avoid horseplay</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Handle materials with care</li> <li>Have a positive attitude</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Treat all equipment with respect</li> <li>Respect our neighbors and allow them to work</li> <li>Use good manners</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Respect all music equipment</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Demonstrate good sportsmanship</li> <li>Encourage and support each other</li> <li>Play by the rules</li> <li>Be mindful of other's safety as well as our own</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Sit correctly with feet on the floor</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Use a quiet voice</li> <li>Listen carefully</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep our body to ourselves</li> <li>Listen carefully</li> <li>Stay silent</li> <li>Be aware of personal space</li> <li>Use walking feet</li> <li>Stay calm</li> </ul>
<b>We Are Responsible</b>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Be on time</li> <li>Have all homework complete to the best of our abilities</li> <li>Follow directions quickly</li> <li>Recycle all recyclables</li> <li>Bring all materials to class</li> <li>Use materials appropriately</li> <li>Sit correctly in a chair</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Stay on the right hand side of the hallway</li> <li>Stay in a straight line</li> <li>Have everything ready before you leave the classroom</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Stay within boundaries</li> <li>Use equipment properly</li> <li>Line-up quickly when the whistle blows</li> <li>Clean up equipment</li> <li>Follow directions quickly</li> <li>Solve small problems on our own</li> <li>Ask an adult for help to</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Keep bathroom clean</li> <li>Flush toilet</li> <li>Tell an adult where we are going</li> <li>Keep feet on the floor</li> <li>Keep water in the sink</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow directions quickly</li> <li>Keep our area clean</li> <li>Stay seated until dismissed</li> <li>Recycle all recyclables</li> <li>Bring I.D. card with me</li> <li>Notify staff of any spills</li> <li>Carry tray with both hands</li> <li>Stay seated</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Use shelf markers to mark the place of books that are taken off the shelf and return books to the correct location</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow directions quickly</li> <li>Use materials as directed</li> <li>Keep our area clean</li> <li>Return all materials to proper location</li> <li>Participate in clean-up and help others when in need</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow acceptable use policy</li> <li>Stay on task</li> <li>Not bring food or drink</li> <li>Push in the chair when leaving</li> <li>Use our assigned computers</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Return all materials to assigned areas</li> <li>Follow directions quickly</li> <li>Use materials as directed</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow directions quickly</li> <li>Use all equipment with care</li> <li>Return all equipment at the end of class</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow directions quickly</li> <li>Enter and exit quietly</li> <li>Keep the bus clean</li> <li>Stay with our teacher</li> <li>Handle materials properly</li> <li>Inform the teacher where we are going</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Go directly to our designated area to wait for the bell to ring</li> <li>Stay seated until the bus has stopped</li> <li>Keep aisle clear</li> <li>Face forward</li> <li>Keep body and objects inside the bus</li> </ul>	<p><b>We can...</b></p> <ul style="list-style-type: none"> <li>Follow directions quickly</li> <li>Know emergency procedures</li> <li>Help others if asked to do so</li> <li>Follow the teacher and stay with our class</li> </ul>



			solve big problems									<ul style="list-style-type: none"> <li>• Not eat or drink on the bus</li> <li>• Enter and exit the bus safely</li> </ul>	
<b>We Are Ready</b>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be ready to learn</li> <li>• Eat breakfast</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Keep moving</li> <li>• Keep a direct route to our destination</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Dress for the weather</li> <li>• Listen for the whistle</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be quick</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Carry tray and all waste to designated area</li> <li>• Quietly line-up</li> <li>• Be ready to communicate with kitchen staff in the serving line</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Return books on time or before due date</li> <li>• Be ready to listen for directions</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be ready to participate</li> <li>• Watch and listen attentively</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Come in, sit down, and place hands in lap</li> <li>• Be ready to listen and learn</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Have all necessary materials</li> <li>• Be ready to participate</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be ready to participate</li> <li>• Have proper footwear</li> <li>• Give our very best effort</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Participate and help others when in need</li> <li>• Watch and listen attentively</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be ready to be silent at all Railroad Crossings</li> <li>• Be on time</li> <li>• Be prepared for the day</li> <li>• Have a positive attitude</li> </ul>	<b>We can...</b> <ul style="list-style-type: none"> <li>• Be alert and ready to listen at all times</li> <li>• Stop and listen when the alarm sounds</li> </ul>

# **SCHOOL RULES** (6.15)

## **CAFETERIA** (6.15)

Lunch time should be a relaxing and enjoyable time from the rigor of the morning's activities. To ensure a pleasant environment, the following rules should be followed:

- Take your turn in line.
- Avoid pushing and shoving.
- Do not save a place in line.
- Talk quietly.
- Leave the table as clean as possible.
- Pick up any dropped food.
- Do not trade or give away food.
- Put trash into proper container.
- Use good table manners.
- Follow directions of cafeteria supervisor.
- All students, even though they may not eat lunch, are required to go to the cafeteria and remain there until dismissed.
- No food or drink from student lunches shall be eaten outside the cafeteria.
- No soda is allowed in cafeteria due to federal lunch regulations.
- No outside food (i.e. McDonald's) is allowed to be brought to school.

## **PLAYGROUND RULES** (6.15)

The playground is a place where student's enjoy a break and are in a more relaxed environment. In the interest of safety, the following rules must be observed:

- Stay in assigned area.
- Use equipment properly.
- No roughhousing.
- Do not throw rocks or other harmful objects.
- Follow directions of the playground supervisor.
- Stop playing and line up when the bell rings or directed to by the playground supervisor.

## **GENERAL BUILDING RULES** (6.15)

Our school has developed a number of rules designed to create a positive school climate. These rules will help all students understand what is expected of them.

- Follow directions given by school staff members the first time.
- Stay in your assigned area at all times.
- Keep your hands, feet, and objects to yourself.
- Walk in the building, always staying to the right.
- No skate boards, roller blades, roller shoes (heels) in the building.
- No backpacks with wheels.
- Use appropriate language and speak quietly.
- Be courteous to visitors and guests of the school.

- Do not take any materials from other students, school staff members, classrooms, or other areas without permission.
- Respect school property.
- Students are to use the phone in the office. Phones in other areas in the building may only be used when the office is closed and a staff member has given permission.
- Students are not to go to another classroom without permission.
- Use the restrooms in an appropriate manner. Throw towels in the waste cans, not on the floors.
- Report all accidents and/or injuries to the classroom teacher or the supervisor on duty.
- If a student wishes to remain inside at noontime, he/she should ask his/her teacher's permission. If permission is granted, the teacher will post their name on the classroom door.
- Once outside (noon hour and recess), students must stay outside - no reentering the building without permission.
- Hats and other head coverings are not to be worn in the building.
- Electronic devices are not to be brought to school.
- Student conduct during assemblies and basketball games:
  1. Do not leave the building unless going home.
  2. Remain in your seat.
  3. Remain quiet when the opposing team is shooting free throws.
  4. Do not stamp the bleachers.
  5. Stay off the gym floor.
  6. No horseplay.
  7. No whistling, booing, or jeering.
- Students not involved in the Kidz Klub program are not to arrive at school before 7:45 a.m.

#### EXTRACURRICULAR ACTIVITIES AND CLASS FIELD TRIPS (6.240)

When students participate in extracurricular activities and class field trips that require them to leave the school premise, they shall represent the school in a positive manner. Their behavior must meet or exceed school-appropriate behavior. Extracurricular activities and field trips are an earned privilege for students and not an automatic right. They are to be seen as positive rewards. Failure to meet this expected standard of behavior will result in disciplinary action and/or loss of participation in future activities. Factors taken into consideration will include discipline notices, suspension (both in and out of school), as well as the recent history of behavior. Consideration of recent behavior may be the justification to permit participation or to disallow participation. Students who are not eligible will remain at school and will do assigned work while under the supervision of another staff member.

Any money earned for class trips will be forfeited if student becomes ineligible or chooses not to attend trip.

***Students cannot attend an after-school activity if they have been absent that full school day.***

Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to

discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

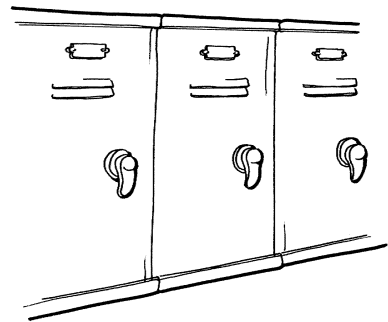
### PUBLIC DISPLAY OF AFFECTION (6.15)

Our older students often form natural relationships that result in behavior that indicates affection. Such behaviors must remain tasteful and appropriate as directed by teachers and administration. Failure to comply may result in disciplinary action and parental involvement.

### LOCKER RULES (6.15)

All sixth, seventh and eighth grade students will be assigned a hall locker. Due to numbers, it may be necessary for some students to share a locker. A student may use only the assigned locker.

All lockers are equipped with combination locks. The locker should be kept locked at all times, and the locker combination should not be given to anyone except those assigned to the specific locker.



It is the responsibility of each student to keep his/her locker neat and orderly at all times. Do not put pictures or drawings on the locker or deface the locker in any manner. The inside of the locker should be suitable for teacher or administrator review at any time. Never leave any kind of food in the locker overnight. Do not slam, yank, or kick a locker that fails to operate. See your homeroom teacher first; then contact the office if trouble persists.

***Lockers are school property and will be opened and inspected by school officials when reasonable grounds for believing that something contrary to school rules or detrimental to the school and its students will be found. Lockers will also be opened for periodic inspection.***

Students are to use their lockers during the school day as directed by their teacher(s).

Lockers located within a classroom are subject to rules and regulations as determined by the classroom teacher.

### SCHOOL DRESS CODE AND STUDENT APPEARANCE (6.20)

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use



appropriate discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in science or physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building Administration will make the final decision.
- At the discretion of the Administration, a student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

#### AFTER-SCHOOL SUPERVISION (6.15)

Homeroom teachers are responsible for the supervision of their students leaving the building at the end of each school day. **Teachers should make sure that their students go directly to the proper bus or the designated area for supervision.** Special teachers will help supervise the general movement of students in the hallways. All students should clear the hallways within 10 minutes of the final bell, unless under the supervision of a certified staff member.

Students who are being supervised in one of the designated areas are not to leave the area unless given permission by the supervisor.

All accidents that occur in a designated area for after-school supervision should be reported immediately. However, the school is not responsible for any accidents that may occur on school premises after supervision ends.

Students who are participating in band or chorus during the last hour are not to leave the room until the final bell has rung. They should then proceed to their bus or to the proper area of supervision.

Students participating in after-school extracurricular activities are under the supervision of their sponsor or coach. The sponsor or coach shall maintain control and not allow students to roam the building or be in areas where they cannot be supervised.

Students may not remain after school for an evening athletic event. Specific problems should be directed to the Dean of Students.

At the end of the school day, once students arrive at home, they are not to return to the school grounds.

#### GENERAL CLASSROOM STANDARDS (6.15)

Each teacher develops classroom rules that reward positive behavior and set consequences for inappropriate behavior to ensure a meaningful learning experience. Disruptive behavior in the classroom will not be tolerated because an educational climate for learning is necessary. Disruptive behavior includes:

- Lack of consideration for other students' rights.
- Harassment of other students and/or teachers.
- Obscenity, vulgarity, and other inappropriate classroom actions.
- Unnecessary movement within/about the classroom.
- Disobedience toward a teacher or supervisor.
- Student dress that causes a disruption to the educational process.
- Disobeying rules of student conduct or directives from staff members or school officials.

Students will also exhibit appropriate academic behavior that will lead to a positive learning environment. Improper academic behavior includes:

- Copying, cheating, or forgery.
- Not completing class assignments.
- Interfering with other students' learning.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

Students will also exhibit appropriate behavior that will lead to a positive school environment. Improper academic behavior includes:

- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff members; or (b) endanger the health or safety of students, staff, or school property.

# CONSEQUENCES

## CLASSROOM DISCIPLINE (7.190)

It is the duty of each staff member to maintain discipline in their classroom at all times. The class atmosphere should be such that a proper educational climate for learning can be maintained. The type of disciplinary procedures, routines, and reinforcement procedures for positive behavior in the classroom will be the responsibility of the teacher in charge. It should be realized that differences between teachers will occur due to the subject, content of the course, and teacher methodologies. It is the responsibility of the teacher to inform the Dean of Students of the general routines that students are to follow in their room.

Disciplinary notices may be used in the classroom for repetitive disciplinary problems that occur and will progress with severity. They may also be given for disobedience, defiance, disrespectfulness, insubordination, profanity, improper language, school rules violations, tardiness, stealing, copying, cheating, forgery, or disruption of the learning environment.

## PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish) unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - b. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. The use or possession of medical cannabis, even by a student whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - c. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - d. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body, and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Disobeying rules of student conduct or directives from staff members or school officials.

5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
6. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
7. Entering school property or a school facility without proper authorization.
8. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
9. Being absent without a recognized excuse.
10. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
11. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also 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 an any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures.

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
7. Community service within the District.

8. In-school suspension
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes”, alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

The range of consequences will progress in nature from a verbal warning, to student conferences, creative measures, loss of privileges, lunch detention(s), after-school detentions, suspension, to expulsion. The determination of the consequence(s) will depend upon the severity of the misconduct, the frequency of the misconduct and the ability of the student to learn from their mistakes. Unity Point’s progressive discipline is intended to benefit student’s understanding of their own actions and consequences to improve their behavior, not merely to punish.

#### DISCIPLINE OF STUDENTS WITH DISABILITIES (7.230)

(Updated : June 2022)

##### **Discipline of Special Education students**

The District shall comply with the Individuals with Disabilities Educational Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education students shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

##### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### DISCIPLINARY NOTICES (7.190)

The purpose of the disciplinary notice is to maintain a record of disciplinary problems and inform the parent/guardian of disciplinary incidents involving their child. The notices may be given by all staff members (certified and non-certified) when a student cannot be dealt with in a routine manner or a problem has become repetitive. They shall also be given when a

student is sent to the office for disciplinary reasons. Disciplinary notes may be given for violation of any rule or procedure listed in the Code of Conduct.

The action or consequence taken (albeit progressive in nature) shall be listed on the notice. These consequences may include, but are not limited to:

1. Conference with student and parent contact/conference.
2. Creative measures
3. Loss of privileges
4. Detention (recess, lunch, or after-school).
5. Suspension
6. Expulsion

Recess and lunch detentions are considered to be acceptable means of discipline at Unity Point School. These forms of behavioral modification may be used as part of the general classroom management technique or as an Administrative consequence. However, when a student is placed into a lunch time detention, a disciplinary notice must be issued so that a record can be kept of the incident that initiated the detention. Parents will be notified.

A record of notices or detentions given to a student will be maintained. Students receiving four (4) notices in a single quarter will automatically be given an after-school detention. The after-school detention will be arranged between the parent/guardian and Dean of Students. It will be served as close to the day of the infraction as possible.

Prior to the after-school detention, the first three notices will be sent to the parent/guardian when the student receives the notice, along with parent notification. The fourth notice will initiate the after-school detention. The parent/guardian and Dean of Students will arrange the date and time for the after-school detention. It will be the responsibility of the parent/guardian to provide transportation for their child after the detention has been served. Transportation must be provided in a timely manner. Other arrangements may be possible through individual discussion with the Dean of Students, or the Dean of Student's Assistant.

#### DUE PROCESS (7.190)

Students shall be informed of all disciplinary notices that are written by a faculty/staff member in a timely manner. Students/Parents who question the merit behind a notice should discuss it with the person writing the notice within two (2) school days of the notice. If the student/parent does not feel he/she has been fairly treated, he/she may discuss the situation with the Dean of Students within four (4) school days of the notice. The Administration's decision shall be final.

#### SEVERE CLAUSE (7.190)

When a student destroys property, is harmful to self and others, confronts authority, steals property, brings firearms or weapons to school, participates in behavior that disrupts the classroom, bus (transportation), or school properties, demonstrates repeated misconduct, uses or has in their possession drugs, alcohol, tobacco or drug paraphernalia, these will constitute an automatic discipline referral, which will be written and the student sent to Administration at the time of the infraction. Consequences will be left to the discretion of the Administrator and may include suspension and/or expulsion.

### TIME-OUT (7.190)

At times, a student may need to be removed from the classroom in a situation where the student will benefit from time spent isolated from other students.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### OUT-OF SCHOOL SUSPENSION (7.190, 7.200)

During an out-of-school suspension, the student will not be permitted to attend school or after-school activities. The out-of-school suspension may be considered an unexcused absence which will result in loss of academic credit for missed work.

### AFTER-SCHOOL DETENTION (7.190)

Students receiving four disciplinary notices in a quarter will receive an automatic after-school detention. (See Disciplinary Notice - General Usage)

After-School Detention - 3:15 - 4:00 p.m. on a date arranged with the guardian and Administrator. Detention clear quarterly for each individual student.

Detentions are defined as a time for students to reflect on their behavior. Students are expected to bring homework or reading material to the detention. Students who arrive at detention without any work, will be expected to sit quietly or sent to obtain work if possible. **This is not a tutoring session.**

Upon completion of an after-school detention, the accumulation of disciplinary notices will start over at the beginning of each quarter.

Students not reporting to an after-school detention shall be given a second date to make up the first detention, plus they shall receive a second after-school detention. Students not reporting for the additional detentions shall be dealt with in an appropriate manner as determined by the Dean of Students. Options shall include, but not be limited to multiple after-school detentions, parent/student conference with the Dean of Students to develop solutions for behavioral problems, or suspension.

### SUSPENSION / EXPULSION / BUS SUSPENSION (7.190, 7.200)

All employees of the district shall share in the responsibility for supervising the behavior of students and encouraging high standards of conduct. The Board and Administration expect

all employees to be alert and prompt in handling and reporting behavior problems that have an adverse effect on the operation of the school.

Teachers have the authority to remove students from their classrooms for disruptive behavior subject to Administrative action and due process. Per legislation approved September 11, 1997 (PA85-375), teachers may use reasonable force as needed to maintain safety for other students.

The following items are of gross disobedience or misconduct. Violation of these rules may result in out-of-school suspension or possible expulsion in accordance with the School Code and Board policy.

1. Fighting or inflicting bodily harm
2. Breaking into the school or unauthorized entry to restricted areas
3. Taking of property from student or employee using force or coercion
4. Taking of property of another person
5. Possession of explosive devices on school property, including firearms and firecrackers
6. Possession, use or display of dangerous weapons or reasonable facsimile
7. Intentionally damaging school property
8. Sale, use, possession, and/or being under the influence of dangerous and/or illegal drugs, chemicals, "look-alike drugs", inhalants, prescription drugs not prescribed for the student, and/or the possession of drug paraphernalia
9. Sale, use, possession, and/or being under the influence of any alcoholic beverage
10. Use of vulgar or obscene language, oral, in writing, or gestures
11. Conduct which threatens or disrupts the educational process or interferes with the rights of others
12. Interference with school personnel in the performance of their duties
13. Refusal to comply with reasonable and lawful instructions or orders of school personnel
14. Lewd, lascivious, or obscene conduct or behavior
15. Absence from school without valid cause
16. Gambling, hazing, bullying, and/or any gang-related activities.
17. Leaving the school without permission
18. The use or possession of tobacco or smoking in the school or on the school grounds
19. Violating any criminal law
20. Engaging in academic dishonesty

#### SUSPENSION PROCEDURES (7.190, 7.200)

In the event the authorized Administrator recommends that the student shall be suspended from school for no more than 10 school days, the parents/guardian of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested, or by personal service.

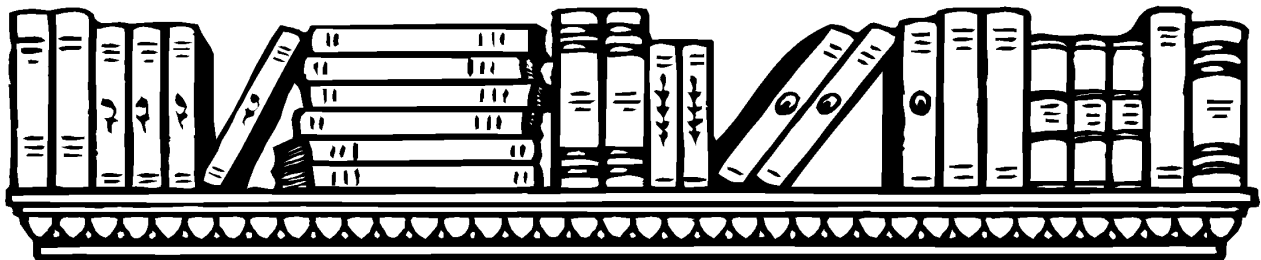
The notice to the parents shall include:



- a. A statement of the reasons for the suspension, including any school rule which has been violated, plus previous discipline measures and steps followed;
- b. The dates and duration of the suspension;
- c. A statement of the parent's right to request a review of the suspension with the Board of Education;
- d. A statement that the failure to request such review within ten (10) days after receipt of the notice, shall be deemed a waiver of the right to a review hearing with the Board;
- e. Notification of the right to be represented at the suspension review hearing by an attorney or other representative; and
- f. A copy of the suspension review hearing procedures.

A request to review the suspension may be oral or in writing, directed to the Superintendent's office. Oral notification shall be confirmed in writing by a letter to the parents. If a request for review of the suspension is timely, the parents of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review hearing and shall specify whether such hearing will be conducted by a hearing officer, a committee of the Board, or by the entire Board of Education.

The Superintendent and the Board of Education shall be notified of student suspensions by the authorized Administrator.



**Short Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student \_\_\_\_\_  
\_\_\_\_\_

Incident Date

Student handbook rules and /or Board policy violated:

\_\_\_\_\_

Date and time of pre-suspension conference with student:

\_\_\_\_\_  
(If this conference was not held because the student’s conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

**Date(s) of suspension:**

\_\_\_\_\_

**Date student is eligible to return to school:**

\_\_\_\_\_

**Description of incident:** (List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific for duration of the suspension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that: (At least one of the following must be completed.)**

I. **Your child’s continued presence at school poses a threat to school safety.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. **Your child’s continued presence at school poses a disruption to other students’ learning opportunities.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Upon return to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact Administration. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to Dr. James-Gross, 4033 S. Illinois Ave., Carbondale, IL 62903.

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Administration

Date

Cc: Board of Education

**EXPULSION PROCEDURES (7.210)**

In the event the authorized administrator recommends the expulsion of a student for more than 10 school days, the parents/guardian of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested, or by personal contact.

Parents and students are advised that under newly revised provisions of the Illinois School Code [105ILCS 5/10-22.6(d)], expulsion is mandated for possession or use of weapons and potential weapon for up to a period of two (2) years. Further, a student expelled for bringing a weapon, a controlled substance or for battering a teacher has forfeited the right to a public education in every public school in the state during the period of expulsion. [105 ILCS 5/2-3.13a].

The notice to the parents shall include.

- a. A statement of the reasons for the proposed expulsion, including any school rule/policy which has been violated;
- b. The potential maximum duration of the expulsion;
- c. The time and place of the expulsion hearing;
- d. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative; and
- e. A copy of the expulsion hearing procedures.

**RE-ENGAGEMENT OF RETURNING STUDENTS (7.190)**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**GENERAL PROCEDURES FOR SUSPENSION REVIEW/EXPULSION HEARINGS (7.190, 7.210)**

**A. Hearing Structure**

1. A suspension review or expulsion hearing shall be conducted by either a hearing officer, a committee of the Board, or by the entire Board of Education. If a hearing officer or committee of the Board conducts the hearing, a written summary of the evidence heard shall be submitted to the Board.

2. A review of the evidence, as contained in the summary of the expulsion hearing conducted by a hearing officer or Board committee, shall be made by the Board of Education in closed session within thirty (30) days of such hearing.
3. The Board may take such action after the hearing as it deems appropriate, including affirming or overruling the suspension or proposed expulsion, or conditioning reentry of the student to school.
4. If the Board finds that a suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension, or proposed expulsion and any student absence for disciplinary reasons shall be marked "excused." The student may be afforded the opportunity to make up all lost educational opportunities including, but not limited to, tests and other class work.
5. The decision of the Board shall be final.
6. Written notification of the Board's decision with respect to suspension review or expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board.

#### DISTRICT DISCIPLINARY POLICY PROCEDURE FOR SPECIAL EDUCATION ELIGIBLE STUDENTS (7.230)

It shall be the policy of Unity Point School District #140 that disciplinary decisions regarding special education eligible students are made at an IEP conference.

If it is determined by the team that the student can follow the standard district disciplinary policy, this will be so noted on the IEP.

Should, following this decision and the opinion of the IEP manager, the student's behavior require some minor disciplinary intervention modifications, the IEP manager, in consultation with the parent and classroom teacher, may recommend and monitor disciplinary interventions with the student (i.e., number of detentions, suspension, etc.) and make a determination of when an IEP staffing should be convened to review disciplinary policy implementation.

If it is determined that the student cannot follow the standard disciplinary policies then an alternate plan must be developed. This plan should include, at a minimum, specific behaviors to be addressed along with behavior goals and objectives. Specific interventions (i.e., time out, response cost, over-correction, etc.) may be listed in the behavior plan.

It will be the policy of Unity Point School to emphasize positive intervention in any disciplinary action.

#### SEARCH (7.140)

The Board recognizes its responsibility to school safety. In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. "School authorities" includes school liaison police officers.

#### Search of 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 and 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.

Administration 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 property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety, or welfare of the District, its employees, and students without notice to or consent of the student and without a search warrant.

### Search of Students

School authorities may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infractions.

School officials may require a student to cooperate in an investigation if there is specific information about activity on a student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### SEIZURE OF PROPERTY (7.140)

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

#### **Mandatory Expulsion for Weapons Policy (7.190)**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

A knife, brass knuckles, or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

**The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.**

#### QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY (7.140)

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

#### FIREARMS, DANGEROUS WEAPONS OR LOOK-ALIKE WEAPONS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM (7.190)

Federal and State law prohibits the bringing of firearms, dangerous weapons, or look a like weapons to school or on a school sponsored trip. Violation of this law has provisions for automatic expulsion from school. When special education students bring firearms or weapons to school, a multi-disciplinary conference will be convened to determine if the violation is related to the student disability. If the conduct is related to the disability, the student may be placed in an alternative educational setting for a minimum of 45 school days. As required by law, each incident must be reported to the legal authorities (Policy 5:20 & 5:20R / 7:20 & 7:20R.)

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year.

- (1) A firearm. For the purposes of the Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, controlling or transferring a firearm or "look-alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm.
2. Using a cellular telephone, smartphone, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell

phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP), or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person, (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property, (d) at any location on school property or at a school-sponsored event, or in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also 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 time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event, or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

#### DISCIPLINARY MEASURES (7.190)

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school detention for a period not to exceed 5 school days.

#### CORPORAL PUNISHMENT (7.190)

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, padding, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily hard. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### GANG & GANG ACTIVITY (7.190)

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to; soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass, or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

#### PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (7.180)

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

*The School Code of Illinois 2006* states that a school board is required to have a student discipline policy that includes provisions to address students who have demonstrated behaviors that put them at risk for aggressive behavior, “including without limitation, bullying as defined in the policy.” The policy must include procedures for notifying parents or legal guardians and early intervention procedures based on available community-based and district resources. School districts are required to further investigate any act of bullying, whether it is intimidation, harassment, or cyber-bullying. Information will be made available on the school’s website concerning policy.

#### BULLYING (7.180)

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 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 DEFINED (7.180)

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. The school environment includes the school building, grounds, vehicles, bus stops, and all school sponsored activities, and cyber-bullying enacted both in and out of school. (See “Bullying Behavior” chart).

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 following:

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.
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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Cyber-bullying can also be considered non-school technology whether in writing, video, or audio, for purposes of intimidation, posting material on the Internet and accessed by others, so long as the conduct “causes a substantial disruption to the educational process or orderly operation of a school.” (105 ILCS 5/27-23.7)

Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another students or encouraging other students to engage in such behavior. 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. It also includes any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Public Act 98-129, prohibits school officials from demanding a student’s social network password, unless school officials have reasonable cause to believe the student’s social network site contains a violation of a school rule or policy.

The School district has the right to discipline the student(s) for actions taken off-campus concerning social media if they are intended to have an adverse effect on a student(s) or staff, or they adversely affect the safety and well-being of the student(s) or staff while in school. School personnel means persons employed by, or contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

The School district has the right to discipline student(s) for sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as “sexting”. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or non-consensual dissemination of private sexual images.

The School district has the right to discipline student(s) making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. 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 complain manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers 1 & 2:

1/Male

2/Female

TBD

Name

618-529-4151 ext. 116

Phone Number

TBD

Ms. Mary Beth Goff

Name

618-529-4151 ext. 106

Phone Number

mgoff@up140.org

Email Address

Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation of providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

#### BULLYING PROCEDURES FOR NOTIFYING PARENTS/GUARDIANS (7.180)

Bullying behavior that warrants parental/guardian notification may include, but is not limited to, written disciplinary notification, teacher initiated telephone call, Dean of Students initiated phone call, or e-mail.

#### BULLYING EARLY INTERVENTION (7.180)

Community-based early intervention practice initiated by Unity Point is Wellness Day Activities, sponsored by community educators. District early intervention includes Violence Prevention Curriculum, Character Education, Conflict Resolution Skills, Communication Skills, and Child Study Teams (CST).

#### DISCIPLINARY ACTION FOR BULLYING (7.180)

A student who engages in any act of bullying is subject to appropriate disciplinary action. The action (consequences) shall be listed on a disciplinary notice. The consequences may include, but are not limited to:

1. Conference with the student
2. Conference with the parent/guardian
3. Creative measures
4. Loss of privileges
5. Exclusion of field trips and school activities
6. Detention (recess, noon, and after school)
7. Out of school suspension
8. Expulsion
9. Referral to law enforcement authorities

#### Unsafe School Choice Option (12.100)

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

# Bullying Behavior

Increasing Severity (1-6)

1

2

3

4

5

6

## Physical Aggression

- Pushing
- Spitting

- Kicking
- Hitting
- Scratching
- Tripping

- Graffiti
- Stealing
- Taking Property

- Demeaning Acts (e.g., de-panting)
- Confinement

- Assault
- Slapping
- Choking
- Punching

- Harming with the use of a Weapon

## Verbal Aggression

- Name Calling

- Teasing
- Mocking
- Putdowns

- Gossiping
- Spreading Rumors

- Intimidating Phone Calls

- Threats Against Property
- Hate Speech

- Threats of Bodily Harm

## Psychological

- Intimidating Looks

- Hiding

- Ignoring
- Exclusion

- Ostracizing
- Alienating

- Inappropriate Gestures

- Inappropriate Use of Camera

\*Source: Garrity, C. Jens, K., Porter, W., Sager, N., & Short-Camille, C. (1994-1998). Bully Proofing Your School: A Comprehensive approach for Elementary Schools.

\*Modified by James Berezow, Unity Point School District #140, 2006

## STUDENT USE OF ELECTRONIC DEVICES (7.190)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using all electronic devices, except with the express permission of District Personnel. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in lockers or backpacks unless: (a) permission is granted by an administrator, teacher or staff member; (b) use of the device is provided in a student's individualized education program (IEP), or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Also, students will not make an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences.

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The students will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A noon detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A after school detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during the 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a noon and after school detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the students may be required to share the content that is reported in order for the school to make a factual determination.

#### ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES (7.190)

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### **Covid 19 Policies and Procedures**

Unity Point is dedicated to reopening and operating school and extracurricular activities while following the IDPH, ISBE and JCHD guidance. The following guidelines are intended to provide protection for all our students, employees and community.

##### **What we will do as school and district personnel:**

- Mitigate risk/spread by encouraging physical distancing, proper hand hygiene , sanitization, wearing of masks, adjusting lunch times and seating, making hallway flow adjustments and spacing of students in common areas.
- Monitoring of illness/symptoms exhibited by students and prompt family notification if a student is ill.
- Monitor positive COVID-19 cases and follow the recommendations and guidance of the JCHD.
- Continue to refine our Remote Learning Plan to meet the needs of distance learning as it arises.
- Modify our method of delivery, however necessary, to ensure health and well- being of students and staff.
- Further information and updates can be found on the school website. Unity Point will continue to consult with the Jackson County Health Department and follow their recommendations which reflect current metrics as outlined by the Illinois Department of Public Health.

##### **What you can do:**

- Understand that these guidelines are determined by health and educational professionals commissioned to care for your child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff and families.
- Keep your child home if they have a fever, cough, cold or flu symptoms, and have them return only when the symptoms have subsided.
- Talk to your child about the changes they may see at school , reinforcing that these measures are in place to preserve their health and the health of those around them.

#### IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION-WHAT DOES THE LAW REQUIRE?

#### REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS: (7.100)

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
  2. Entering the sixth and ninth grades, and
  3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
- Each school must have in its possession a record indicating that your child has completed his or her immunizations against Polio, Rubella, Diphtheria, Whooping Cough, Tetanus, HBV, and Mumps. This record must list each shot given and date received. It must be signed by a licensed medical professional.
  - Proof of immunity to chicken pox for all students entering Pre-K or kindergarten programs is required. This proof would be documentation of the disease or the varicella vaccine.
  - Proof of immunization against meningococcal disease is required for students in grades 6 and 12.
  - A diabetes screening must be included as part of the health exam (though diabetes testing is not required).
  - Students between the age of one and seven must provide a statement from a physical assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### VISION REQUIREMENT (7.100)

All students entering kindergarten or an Illinois public school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### DENTAL REQUIREMENT (7.100)

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the students presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Physical, dental and eye examination forms are available at the administrative office of Unity Point School. Upon completion, this form must be returned to the school. If we are not in possession of the required physical examination, dental examination, and immunization



record, we must, by law, exclude your child from school. Students from out-of-state transferring to Unity Point School will be required to have a new physical, dental and eye examination, or a copy of these examinations will be accepted if the student has had said exams within one year prior to date of transfer.

#### VISION AND HEARING SCREENINGS (7.100)

The purpose of a school vision screening program and hearing screening test is to identify students with visual impairments. Visual problems can and do affect the educational or social emotional development of children. Vision screening is provided. Children determined to need further vision evaluation will be referred in a letter sent home to the parent indicating the area of vision deficit identified. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

The purpose of a hearing screening test is to identify students with hearing loss that may affect their educational, speech/language and/or social/emotional development. Hearing screening is provided. Children determined to need further hearing evaluation will be referred in a letter sent home to the parent, indicating the area of hearing deficit identified. Medical intervention will restore hearing or the majority of these students. The key to successful remediation is early identification, which may prevent hearing loss from impacting educational performance or permanent hearing loss.

#### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building dean of students a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building dean of students a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist, or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### PHYSICAL EXAMINATION (7.100)

Your child must receive his or her physical examination anytime within one year before entering school for the first time (kindergarten or first grade), sixth grade, and ninth grade.

In that most children receive their physical, dental, and immunizations during the summer, it is to your advantage to schedule an appointment as early as possible in order to avoid the last minute rush.

#### ILLNESS (7.90)

If a child becomes ill or is injured during school hours, the teacher in charge will refer him/her to the office. If it is necessary that the student go home, the office will call the parent. Parents must pick up the pupil in the office. Students cannot be excused to go home without the permission of the parent.

Please inform the office and teacher if your child has an unusual physical or medical condition. Example: allergic reactions to insect bites or stings, epilepsy, heart condition, etc.

#### STUDENT ATHLETE CONCUSSION AND HEAD INJURIES (7.305)

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physical licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

#### ADMINISTRATION OF MEDICATION (7.270)

It is Unity Point School policy that the administration of medication to students during regular school hours and during school related activities “should be discouraged unless absolutely necessary for the critical health and well-being of the student;”

If there is a need for physician-prescribed medication to be taken at school, the following steps **MUST BE** followed:

- Parents are encouraged to come to school to administer medication to their child. Check in at the office, and the child will be called to the office to take medication.
- Parents must deliver medication to the office with the following information listed:
  - 1) child’s name
  - 2) physician prescribing medication
  - 3) name of medication
  - 4) diagnosis requiring medication
  - 5) pharmacy filling prescription
  - 6) doses to be given and how often
  - 7) refrigeration requirements
  - 8) length of time medication is to be given
- Instruct your child of the medication to be taken and when it is to be taken. It will be the child’s responsibility to acquire the medication from the office and to take it independently as is possible.
- Parents must complete a “School Medical Authorization Form”.

Aspirin, Tylenol, and other common over-the-counter medications will not be administered without the above information provided. Students are not to have medication in their possession.

#### DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization* form – Medical Cannabis.

Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

**The following is a Student Medical Authorization Form deemed necessary to dispense medication.**

#### STUDENT MEDICAL AUTHORIZATION FORM (7.270)

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication <sup>1</sup>

#### SELF-ADMINISTRATION OF MEDICATION

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school

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<sup>1</sup>

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector asthma medication, and/or medication required under a qualifying plan.

### UNDESIGNATED MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### EMERGENCY AID TO STUDENTS

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

### PREVENTION OF ANAPHYLAXIS (7.285, 7.285-AP)

(New: June 2022)

While it is not possible for the School District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents/guardians and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program

PRESS 7.285-AP, Administrative Procedure - Anaphylaxis Prevention, Response, and Management Program



Unity Point School District #140  
4033 South Illinois Avenue  
Carbondale, IL 62903  
618-529-4151 FAX: 618-529-4154

**5.20 E1-Student Medical Authorization Form**

Student Medical Authorization Form – (Required when a student needs to take prescription and non-prescription medication to be taken at school). A new form must be completed every school year.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Name of Emergency Person & Phone Number: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority (Note: for asthma inhalers only, use the "Asthma inhalers" section below:**

Physician's Printed Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Medication name: \_\_\_\_\_ Purpose: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Time medication is to be administered or under what circumstances: \_\_\_\_\_  
Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
Diagnosis requiring medication: \_\_\_\_\_  
Is it necessary for this medication to be administered during the school day? \_\_\_\_ Yes \_\_\_\_ No  
Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation \_\_\_\_\_ other medications student is receiving: \_\_\_\_\_  
Physician's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Asthma inhalers:**

Parent(s)/Guardian(s) please attach prescription label here: \_\_\_\_\_

**For only parents/guardians of student who need to carry asthma medication or an epinephrine auto-injector:**

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property, Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except to willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

**Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.** Parent(s)/Guardian(s) initials \_\_\_\_\_

**For all Parent(s)/Guardian(s):**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents; in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices,** and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

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Parent(s)/Guardian(s) \_\_\_\_\_ printed \_\_\_\_\_ name \_\_\_\_\_

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Address (if different from Student's above):

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name of Emergency Person & Phone Number:

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ACCIDENTS/ILLNESS OR INJURY AT SCHOOL (4.170)**

If a child has any type of accident on the way to or from school, in the classroom, gymnasium, or on the playground, he/she will be referred to the office if, in the supervisor's judgment, the child is apprehensive, in severe pain, disoriented, or crying uncontrollably. First aid will be administered, the parents notified, and an accident report completed. Often times minor bumps, bruises, or scrapes will occur, and the above procedure will not be completed except for minor first aid.

Please complete emergency information on the permanent record card carefully, detailing who should be called in cases of emergency and alternate names of adults who can act on behalf of parents/guardians if they cannot be reached. **It is extremely important that emergency phone numbers and procedures are current!**

**ACCIDENT INSURANCE (4.170)**

Accident insurance will be provided at no cost to every student. This is a service made available by the school district for everyone including athletes.

The cost of optional 24 hour insurance is indicated under "FEES". With such a low-cost premium, the insurance does not always provide complete coverage for all costs. The school provided insurance provides coverage for accidents occurring at school, directly on the way to and from school, and in all school-directed activities including athletics.

Any claim for payment is made to the company, and it is not the responsibility of the school to determine the legitimacy for payment or nonpayment of claims. If there should be any questions on the scope of coverage or claim information, please call the school office for the phone number of the insurance company providing coverage.

It is very important that each student report an accident or injury immediately to the teacher in charge of the class or activity so an accident report can be made. An accident report must be on file in the school office before payment of a claim will be considered by the insurance company. The insurance company must receive notice of the accident within thirty (30) days of the accident or the claim will not receive consideration for payment by the company.

**CARE OF STUDENTS WITH DIABETES (7.290)**

If a child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building administration. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. Diabetes Care Plan can be obtained in the Main Office at Unity Point School.

#### TREATMENT OF HEAD LICE (5.80)

If it is determined by the District Staff or Health Professional that your child has evidence of head lice, that student(s) will not be permitted to attend school until permission to return has been granted by the school. The school will observe the following procedures regarding head lice.

1. Parents are required to notify the main office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by school personnel or building administration and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

#### COMMUNICABLE DISEASE (7.280)

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify school personnel if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### ASBESTOS NOTIFICATION (4.160)

In accordance with Federal regulations and the Federal Asbestos Hazard Emergency Response Act, concerning asbestos, recent accredited inspections of all buildings of this local educational agency were conducted in October 2018 by Farmer Environmental.

Asbestos-containing building materials (ACBM) were found in this building.

No friable asbestos is evident; however, asbestos material is found in certain floor tile and in the elbows and tees of the thermal heating system. A copy of the management plan for our school is located in the Superintendent's office.

#### PEST CONTROL PESTICIDE NOTIFICATION (4.160)

- Public Law (415 ILCS 65/3) states notification must be given to parents when pesticides are to be applied within the school and on school grounds. To that end, prior to the school day, Terminix maintains a monthly schedule on the fourth Wednesday of each month (8/27, 9/24, 10/22, 11/19, 12/17, 1/28, 2/25, 3/25, 4/22, and 5/27). Unity Point personnel spray for weeds and the pond during non-school times when children are not present and for the most part, during the summer.

If you have questions, you may contact Kenny Lindsay or Dr. Lori James-Gross at 529-4151.

#### WELLNESS POLICY AND WELLNESS COMMITTEE (7.250)

The Unity Point School Wellness Committee recognizes the positive relationship between good nutrition and physical activity on our students' ability to reach his/her maximum potential in learning and life.

Members of the Wellness Committee include the Administration, teacher, social worker, food service staff, school board members, parents, students, and community partners such as the local health department, the community benefit program of the local hospital, and the University of Illinois Extension Services.

The school promotes lifelong wellness to the students through the implementation of a coordinated approach to health. Students and their families learn about healthy choices and behaviors in all school venues – the classroom, extracurricular activities, family events, a monthly wellness newsletter, the lunch room, and the school environment as a whole.

For further information, comments, suggestions, or future wellness committee meetings please contact Ulli Tragoudas at 529-4151 Ext. 176 or [utragoudas@up140.org](mailto:utragoudas@up140.org).

#### SCHOOL SNACK POLICY (4.120)

To support children's health and school nutrition-education efforts, snacks served during the school day, Kidz Klub, or enrichment programs will attempt to make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthy snack items to teachers, after-school program personnel, and parents.

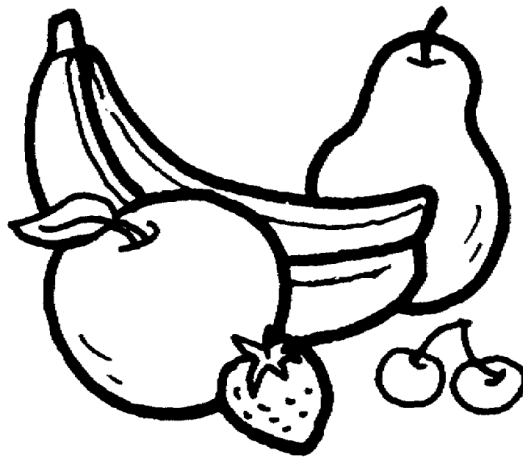
In addition, snacks brought from outside of the school must meet the following guidelines:

- Store Bought/Pre-packaged
- Peanut Free
- Non-refrigerated Items



Unity Point reserves the right to exempt requested activities from the School Snack Policy with the approval of Administration.

\*Guidelines developed from The Unity Point Wellness Committee and Model School Wellness Policies; <http://www.schoolwellnesspolicies.org/WellnessPolicies.html>.



## Illinois Principals' Association 1.160 – Parent Organizations and Booster Clubs

(New: June 2021)

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, and District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

(8.90)

As stated in our by-laws, the objectives of the Parent Teacher Organization (PTO) are to promote the welfare of children and youth in home, school, and community; and to bring into close relationship, the home, and the school, that parents and teachers may cooperate intelligently in the education of the child. Attainment of these goals is promoted through an educational program directed toward parents, teachers, and the general public and is developed through committees, projects, and programs.

The Unity Point PTO maintains a good working relationship with all groups of public school personnel. The PTO cooperates with the Superintendent, Dean of Students, and teachers to promote the best interests of the school and community. Working together in concert and harmony is the foundation for a successful parent-teacher organization.

Our committees, projects, and programs reflect the needs and interests of the children and require commitment and involvement by parents and teachers. The PTO Officers regularly evaluate the development of these three areas. Not only do we welcome suggestions, we also appreciate volunteers to carry out those suggestions! If you have an idea or a question, please share it with us.

PTO committees, programs, and projects cover a broad spectrum including: education, curriculum, school safety, health, finance, fund-raisers, and publicity.

We urge all parents to be informed as well as involved. Recent research clearly indicates that children's attitudes and achievements are significantly improved when their parents are actively involved in a variety of roles in either school-based parent involvement or home-based parent involvement.

Membership is open to all parents, teachers, and staff. We need all TEACHERS AND PARENTS TO BECOME ACTIVE MEMBERS.

PTO announcements appear regularly in the weekly menu. The PTO Newsletter will also bring you up to date on the activities of the committees, upcoming programs, and developing projects. Information will also be posted on the PTO bulletin board in the main foyer by the office. A calendar of upcoming events, in addition to other pertinent information, will be included. We are always looking for individuals who can spare an hour here and there to be at school to help collect money, forms, or distribute materials. Everyone can help in some way, and no way is too small, and no help will be turned down.

Our Officers are committed to involving the entire community in the Unity Point District. Your time is not only valuable but valued as well. If you would like to be involved and part of our school community or want more information, please call Unity Point School at 618-529-4151.

#### 2023-2024 Officers

President – Amanda Pangrazio  
Vice-President –Nellie Baril  
Secretary – Lisa Jackson  
Treasurer– Jamie Hagy-Folyer

#### SCHOOL SAFETY (4.170)

Following a yearlong study concerning safety, the Unity Point School Board of Education adopted a number of measures designed to make our school responsive to the climate that exists in our society. There was an attempt to balance the openness of the school with the need to maintain a safe environment.

Doors to entrances will be locked at approximately 8:45 a.m. Parents, guests, and visitors can gain admittance through the front door by the school office. There, a receptionist (Stephanie Garvey) will direct you to the office or if your business requires you to be at someplace within the school, you will be required to wear a badge identifying you as a visitor. All school personnel will be required to wear badges identifying them as employees.

Classroom telephones have been installed to improve communication between the office and the classrooms. Students will not be allowed to use these phones except in case of emergencies. Closed circuit T.V. cameras were installed throughout Unity Point to provide increased safety measures. Emergency "Go Kits" are available in all classrooms.

There will be a continued effort to promote student involvement in activities within the school. It is our strong belief that students who are involved in the culture of the school will promote the values necessary to maintain a healthy environment.

Although we are endeavoring to make our school more secure, we want to continue to be open and friendly to our parents, guests, and visitors. Please assist our efforts and offer suggestions to help us achieve our objectives.

### VISITORS (8:30)

All visitors, including parents and siblings, are required to enter through the front door of the building and check in at the front desk. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the front desk and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner to use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

#### ASSEMBLIES (6.255)

Assemblies may be scheduled periodically to provide enjoyment and to provide information. All programs may not be equally interesting and enjoyable to all pupils. It will be necessary, however, for pupils to practice acceptable audience manners at all times. Fair play requires your assistance in allowing the program to proceed with a minimum of noise or confusion. Please remember that those performing are doing their best to please you.

#### RELEASE TIME FOR RELIGIOUS INSTRUCTION & OBSERVANCE (7.80)

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian may provide written notice or contact the main office at least 2 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make-up any examination, study, or work requirement.

#### CARE OF SCHOOL PROPERTY (7.190)

Much time, effort, and money are spent annually in maintaining the building and grounds in a clean, sanitary, and attractive condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times. This applies to all school property, which includes desks, chairs, floors, walls, windows, lockers, textbooks, library materials, P. E. materials, school buses, and all other loaned or rented school property. Abuse of school property will result in disciplinary action plus full payment for damaged or destroyed items.

#### LOST AND FOUND (7.130)

Please mark possessions clearly so that in the event of loss, they may be identified. This applies to key rings, glasses, scarves, gloves, galoshes, gym shoes, and gym clothes, to mention a few. All "found" articles are to be turned in to the office. If students have lost an article, they should check at the office to see if it has been turned in. Articles of clothing will be stored in the lost and found receptacle in the hallway near the main entrance.

#### SENDING FLOWERS TO STUDENTS (7.130)

Flowers are not to be sent to students at school on Valentine's Day, birthdays, or similar social occasions. This prohibition will curtail occurrences when students may feel slighted because of economic condition and will also lessen unnecessary infringement upon total instructional time.



### TELEPHONES/CELL PHONES (4.170, 7.190)

School telephones are to be used by students for emergencies only and only with the permission of the teacher. Please make all arrangements before leaving in the morning about after-school activities.

It is a policy of the school not to call students to the phone during class unless it is an emergency.

Students who participate in after-school activities may make arrangements with the teacher or coach in charge for use of a telephone. As a matter of courtesy to others, please limit calls to a minute or two.

Unity Point has determined that the use of cell phones presents a distraction and potential interruption of the educational climate. Therefore while current legislation allows for cell phones to be brought to school, they may not be used while school is in session and must be turned off. Students will not be allowed to carry them on their person during school hours and must remain in a locker, backpack, or cubby; this includes transportation to and from school on the bus.

### SELLING ITEMS AT SCHOOL (7.325)

Students should receive prior approval before selling any item within the school building or on school grounds.

### POSTERS AND BULLETIN BOARDS (7.130)

A good way of communicating with others in school is through the use of posters. Many pupils exhibit talent and originality in their posters and succeed in promoting various school projects. These posters should always receive approval in the office and then may be displayed in the hallway, on walls, or on bulletin boards. After serving its usefulness, those posting an object are to remove said poster.

### YEARBOOK (7.130)

In the late spring, a school yearbook will be available to all members of the student body. In order to make arrangements for enough copies, orders will be taken during the month of November.

The yearbook will be filled with interesting candid pictures, pictures and information on school activities, and an individual picture of each student. Yearbooks are often used to preserve memories and autographs of classmates and teachers.

Students signing yearbooks shall not write or draw offensive words or pictures. Students doing so may be expected to pay for damages (the cost of the yearbook).

### STUDENT PICTURES (7.130)

Individual pictures and I.D. cards of students will be taken on TBD, by a photographer designated by the school. Pictures will be available for purchase by the students. Picture retake day is TBD. Notification of spring pictures will be sent home with students.

### ANIMALS AND PETS (6.120)

Students are not allowed to bring any type of rodent, bird, pet, or reptile to school without permission from both the teacher and parent.

### FIRE, TORNADO, EARTHQUAKE, AND LOCKDOWN DRILL PROCEDURE (4.170)

Directions for fire, tornado, and earthquake drills are posted near the door of each room in the school. The teacher in charge of each room will direct students as to what to do during the fire, tornado, or earthquake drill. In case of any drill, it is very important that pupils move in a rapid but orderly fashion. There must be no talking so that any directions given by the teacher can be heard easily by all. There will be a minimum of three (3) evacuation drills, a minimum of one (1) law enforcement drill to address active shooter incident, and one (1) bus evacuation drill each year.

### WITHDRAWING FROM SCHOOL (7.50)

If your family moves during the school year, it will be necessary to notify the office as early as possible as there are several items to be taken care of before school records can be transferred.

- A parent needs to sign record release form
- Pay all fines and fees - lunch, textbook, etc.
- Return all textbooks and school materials
- Teacher can record any school mark earned since last report notice

### SCHOOL VISITATION RIGHTS ACT INFORMATION (8.95)

On July 1, 1993, Illinois General Assembly legislation, allowing parents the right to meet with their child's teacher(s) during the work day, became effective. This law is aimed at allowing parents to take off work (uncompensated time) to attend conferences at school that cannot be held at any other time. Parents are entitled up to 8 hours during a school year and up to 4 hours for one visit. Parents must give the employer at least 7 working days advance notice and then have the school document the particular visit upon its completion. A copy of the entire law is available upon request from the Unity Point School office.

### HOMELESS CHILD'S RIGHT TO EDUCATION (7.60, 6.140)

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### PARTY INVITATIONS (7.130)

Party invitations are not to be delivered at school. Invitations are to be sent through the mail or delivered in person at a place other than school.

#### ACCOMMODATIONS FOR PERSONS WITH DISABILITIES (8.70)

Accommodations will be made for persons with disabilities who attend conferences, school programs, board meetings or any other school function. People needing assistance should contact school (529-4151) and let school authorities know what accommodations are desired. Every effort will be made to make the appropriate accommodations.

#### ENVIRONMENTAL ACTIVITIES (4.160)

Unity Point is currently recycling large quantities of materials. A bin is conveniently located outside the school building, with partitions for white paper, newsprint, cans, and corrugated cardboard. Each classroom is provided with two recycling bins (one for white paper and one for newsprint). The district office has a similar collection procedure. These bins are emptied periodically and paper is taken to a recycling center.

#### DARE (DRUG ABUSE RESISTANCE EDUCATION) (6.80)

The DARE program is provided by the Jackson County Sheriff's Department. The program is introduced to all 5<sup>th</sup> grade students for the purpose of drug abuse resistance education.

#### GANG RESISTANCE EDUCATION AND ALCOHOL CONSUMPTION AWARENESS (6.60)

Gang resistance education and alcohol consumption awareness education are provided by the Health Education Department. Further information may be obtained by contacting Mr. Ron Rogers.

#### GREEN SCHOOLS INITIATIVE (4.150)

To insure the health of children, teachers, staff, and visitors to our school, Unity Point follows the recommendations and requirements of the Illinois Green Cleaning School Act. More information may be obtained by contacting the State of Illinois Green Government Coordinating Council (IGGCC) or Dr. Lori James-Gross, Superintendent. Whenever feasible, only environmentally sensitive cleaning and maintenance products are used.



#### NOTIFICATIONS

##### ABUSED AND NEGLECTED CHILD REPORTING (5.90)

All Board Members and employees of Unity Point School District #140 are mandated by law to report cases of suspected child abuse or neglect to the Illinois Department of Children and Family Services. Parents should provide the school with copies of custody orders and/or restrictions regarding those individuals who may, and may not, pick up children at school. Unity Point employs a social worker who will work with children and their families who are experiencing difficulties.

##### ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS (8.25)



No advertising material or literature may be posted or distributed that would 1) disrupt the educational process; 2) violate the rights or invade the privacy of others; 3) infringe on a trademark or copyright; or 4) be defamatory, obscene, vulgar or indecent. Community, educational, charitable, recreational or similar groups may advertise events pertinent to students' interests or involvement. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed. Commercial companies may purchase space for their advertisements in or on athletic field fences that are consistent with administrative procedures and approved by the Board of Education. No one may advertise or promote its interests by using the names or pictures of the school district, facility, staff members, or students unless authorized under Board policy and approved by the Board. Material from candidates and political parties will not be accepted for posting or distribution except when used as part of the curriculum.

#### COMMUNITY USE OF SCHOOL FACILITIES (8.20)

Unity Point School District #140 supports the use of school facilities by staff, nonprofit and for profit groups for use consistent with the public interest when such use does not interfere with 1) any school function or the safety of students or employees, or 2) affect the property of liability of the District. The District has established usage guidelines. All requests must be completed on the appropriate form and submitted to the Superintendent for approval. Unity Point sponsored activities and events will take precedence over all other requests for use. Persons on school premises must abide by the District's conduct rules at all times. Board policy clearly outlines how the community may access district facilities. The policy also details what conduct is expected of adults while visiting school property. A copy of the District 140 Board Policy Manual is on file at the Superintendent's office.

All state and federal laws will be enforced. No alcohol, tobacco or illegal substances are permitted at any school or school ground, on school buses, or at organized student activities. It is inappropriate for any adult to use alcohol, tobacco, or illegal substances at any school-related activity for students, even if that activity takes place off school grounds.

#### OFFENDER NOTIFICATION (4.175)

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Administration of his or her presence at the school; or
2. Has permission to be present from the Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Superintendent's designee shall provide the details of the offender's upcoming visit to Administration.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

(Any questions regarding youth offenders in the community should be directed to a local law enforcement agency.)

#### SMOKE-FREE TOBACCO-FREE SCHOOLS (4.160)

The Board of Education believes that smoking represents a health and safety hazard which can have serious consequences for the smoker, the non-smoker, and the safety of the school district. As required by state and federal law, and in order to protect students, employees, visitors and guests of the District from an environment that may be harmful to them, all uses of tobacco and tobacco products, including smokeless tobacco and e-cigarette products are prohibited in all of the District's facilities and on all school grounds. School district employees, supervisors at events and security/police officers are empowered to ask a visitor, guest or spectator to refrain from the use of tobacco on school grounds and in school buildings. Continued disregard for the smoke/tobacco-free designation will be cause for removal of the individual from the building and school grounds. Organizations sponsoring activities in the schools or on school grounds are expected to be aware of this policy and to take appropriate measures to assure compliance with the policy. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

**JACKSON COUNTY & LOCAL AGENCY RESOURCES**

Unity Point School District #140	1-618-529-4151
Boys and Girls Club	1-618-457-8877
Carbondale Police Department Non-Emergency Number	1-618-549-2121
Carbondale Fire Department Station 2 Non-Emergency Number	1-618-457-3299
Carbondale Township Fire Department	1-618-549-4621
Jackson County Health Department	1-618-684-3143
Dept. of Human Service - Jackson County Public Aid Office	1-618-687-1705
..... financial assistance, food stamps, Medicaid	
Illinois Department of Children and Family Services (DCFS)	1-618-687-1733 or 1-800-25-ABUSE
Child Abuse Hotline	1-800-252-2873
National Center for Missing Children	1-800-843-5678
Center for Disease Control Information	1-800-232-4636
Carbondale Women's Domestic Violence Shelter and Sexual Assault Hotline	529-2324
Gateway Foundation (Drug and Alcohol Program)	529-1151
FBI Agent, (Internet Safety)	998-2953
Deputy Sherriff Mark Wilson (Drug Abuse Resistance Education)	684-2177
Land of Lincoln Legal Assistance	684-2282
Low Income Home Energy Assistance Program	1-618-965-9031
BGMCC Medical Interpreter Services	303-5492
Good Samaritan House Homeless Shelter	457-5794
.....Soup Kitchen, 701 S. Marion St., Carbondale	
University Baptist Church Food Pantry	457-0323
.....Monday and Friday, 9 – 11 700 S. Oakland, Carbondale	
Murphysboro Health Center	health....687-3418 dental.....684-2321
Abundant Health Resource Clinic	529-9459
Moreland Eye Care, Anna	833-9208
.....School Eye Exams, Medicaid accepted for exams and glasses	
Archway	549-4442
Tri County Special Education Joint Cooperative	684-2109
Jackson County Mass Transit	549-0304
Southern Illinois Regional Social Services (SIRSS)	457-6703
.....Varied Mental Health Services for adults and children	

**Health Resources**

Carbondale Memorial Hospital	1-618-549-0721
Center for Medical Arts – Carbondale	1-618-549-5361
Shawnee Health Care – Carbondale	1-618-519-9900
Terrier Care – Carbondale Community High School	1-618-457-3371

**Dental Services**

If you have a medical card you can call this number to find a dentist	1-888-281-2076
.....in the area who accepts the medical card	
Shawnee Health Care Dental Services	1-618-519-9900
Dental Group of Carbondale	1-618-549-2273
SIU Dental Clinic	1-618-453-8826
SIU Dental Hygiene Clinic	1-618-453-8826

**Eye Glasses**

Clear Vision – accepts medical card	1-618-529-3451
Marion Eye Center – accepts medical card	1-618-549-2282

**Counseling**

Centerstone	1-618-457-6703
Shawnee Health Care – Carbondale	1-618-519-9900
Catholic Social Services	1-618-350-0743
The Women's Center	1-618-529-2324
SIU Clinical Center	1-618-453-2361
Southern Illinois Behavioral Services	1-618-457-4144
Adolescent Health Center	1-618-529-2621
Southern Illinois Psychiatry - Marion/Anna	.....998-0888/833-4471
.....Dr. Qureshi, Child Psychiatrist (Medicaid accepted)	

.....Gabe Martin, PA  
 .....Rollin Perkins, PA  
 .....Sallie Schramm, Licensed Psychotherapist  
 Jeffrey S. Kellogg, Psy.D Clinical Child Psychologist, Licensed Clinical Psychologist 457-4488  
 Gloria C. Debeljuk, LCSW 457-4488  
 Matt Denis, Clinical Psychologist (children 8 and older through adult) 457-4488  
 Kids Corner Stone (counseling) 351-9700  
 .....Valerie Kasten, Licensed Clinical Professional Counselor  
 .....Rob Lowry, Licensed Clinical Professional Counselor  
 .....Debbie Losado, Licensed Profession Family Counselor  
 Bi-lingual Spanish/English  
 CARES (mental health emergency number for children and youth under age 18) 800-345-9049

**Clothing**

Salvation Army 1-618-549-0157  
 Pregnancy Matters 1-618-549-2794  
 The Thrift Shop 1-618-457-6976  
 Goodwill 1-618-549-3415  
 The Women's Center 1-618-529-2324

**Financial Assistance**

Carbondale Township General Assistance 1-618-457-3366  
 Department of Human Services 1-618-687-1705

**Food Pantry/Soup Kitchen**

Good Samaritan Food Pantry (University Baptist Church) 1-618-457-0323  
 Good Samaritan Soup Kitchen (Good Samaritan House) 1-618-457-5794  
 Bethel AME Church Soup Kitchen 1-618-529-5278  
 Southern Illinois Nutrition Therapy 1-618-985-3885

**Shelter**

Good Samaritan House 1-618-457-5794  
 The Women's Center 1-618-529-2324  
 Jackson County Housing Authority 1-618-684-3183  
 Lighthouse Shelter 1-618-993-8180  
 Night Shield 1-618-932-6400  
 Williamson County Crisis Center 1-618-988-8020

**Transportation**

Jackson County Mass Transit 1-618-457-0171  
 1<sup>st</sup> Transit – free transportation to medical & dental appointments with medical card 1-877-725-0569  
 Senior Adult Services – arranges for senior adult transportation in the county 1-618-457-4151  
 Saluki Express 1-618-453-5749

**Utilities**

Ameren CIPS 1-888-789-2477  
 Egyptian Electric 1-618-684-2143  
 Carbondale Water Department 1-618-457-3265  
 South Highway Water District 1-618-529-5313  
 Western Egyptian Economic Council (Energy Assistance) 1-618-684-3341  
 Circuit Breaker – form available at Carbondale Public Library 1-618-457-0354

This list is only provided to **INFORM** you of services available in our area. This list is constantly being revised. Please check with your school Social Worker should you have any further questions.

