I. GENERAL INFORMATION

This handbook provides important information about United Senior High School. Students and parents should read this manual carefully and keep it as a reference. You are responsible for the material contained in this handbook. It has been structured to promote student progress as well as an interest of modeling appropriate school behavior. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. Disciplinary responses may include but are not limited to the actions described in this handbook.

A. AFFILIATIONS AND ACCREDITATION OF UNITED SENIOR HIGH SCHOOL

1. Recognized by the State of Illinois through the Illinois Office of Education
2. Member of the Illinois High School Association

B. EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national original, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, which can be found in Part VI. U. of this Handbook.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits, be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure in Part VI.U. A student may appeal the Board of Education's (School Board) resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

Constitutionally Protected Prayer

USHS will have no policy that prevents, limits, or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

C. SCHOOL CALENDAR AND SCHOOL DAY

A complete school calendar is maintained in the Principal's office and on the school website. All USHS events should first be approved by the Principal and then placed on the calendar well in advance.

The school day begins at 8:00 a.m. and ends at 2:58 p.m. Students are not to be in the building after 3:10 p.m. unless specifically requested to stay and directly supervised by a staff member.

D. **EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSAL**

Occasionally it may be necessary to cancel or dismiss school early due to inclement weather. A power failure, water system failure, or sewer failure may also necessitate an early dismissal of school. Families are encouraged to develop a plan in case of early dismissals.

Notice of all emergency dismissals and cancellations will be broadcast over the local radio stations. When the weather is threatening, turn on your radio to WMOI (97.7 FM), WRAM (1330 AM), WRMJ (102.3 FM) or TV channel eight for emergency dismissal times.

Any cancellation of games will be decided on an individual basis and will be broadcast on all local radio stations. A game may be played on the night of a day school was cancelled due to inclement weather at the discretion of the administration.

E. **SCHOOL FEES**

Textbooks are rented for a fee set by the District office every year.

USHS will provide the required padlock for both hall and physical education (PE) lockers. Students will be charged $6 for locks not returned at the end of the year. Padlocks remain the property of the USHS and must be returned.

F. **WAIVER OF SCHOOL FEES**

You may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the Superintendent. Forms for submission of such requests are available in the Principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Superintendent.

G. **REFUND POLICY**

Refunds from the hot lunch program are issued at the end of the school year or when a student moves. No portion of the book rental fee is refunded to a student who moves during the school year.

H. **SCHOOL LUNCH PROGRAM**

USHS operates a school hot lunch program. Credit for meals is extended to students only with permission from the District office. See also section VI (K) - "FREE AND REDUCED PRICE FOOD SERVICES".

I. **ASBESTOS STATEMENT**

During the summers of 1996 and 1997, 95% of all asbestos was removed from the South Campus school building. Remaining asbestos has been encapsulated and is inspected every six months.

J. **PESTICIDE APPLICATION**

The District periodically applies pesticides to maintain a pest-free school environment. If anyone wishes to be notified when pesticides are applied, please notify the Superintendent's office at (309) 734-9413.

K. **INSURANCE**

School accident insurance is available at no charge. When an accident occurs students should see the Superintendent or Principal to fill out a claim form. These forms are then sent home with the student for the parent/guardian and attending physician to complete and mail to the insurance company.

L. **SCHOOL VISITATION RIGHTS ACT**

The School Visitation Rights Act (SVRA) permits employed parents who are unable to meet educators due to a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their student attends. Parent/guardian SVRA rights include the following:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their student's classroom activities or school conferences which cannot be scheduled during non-work hours.

2. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours.

3. The District will provide documentation to the parent/guardian of the time and date of each school visitation upon a parent/guardian's assertion of their rights under the SVRA.

II. ELIGIBILITY TO ATTEND USHS

A. **ADMISSION REQUIREMENTS**

All students must register for school each year on the dates and at the place designated by the Superintendent. Admission to USHS may be by completion of the 8th grade or by transfer of credits from another high school. All ninth graders and transfer students must undergo a complete physical examination prior to entering school. Students must also meet residence requirements established by the School Board.

Additionally, parents/guardians of students enrolling in the District for the first time must present a certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement

authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

B. **TRANSFER STUDENTS**

To be admitted to USHS a transferring student must produce proof of residence a completed Student Transfer Form from the student's previous Illinois public school district, including information about whether or not the student is in good standing and his or her medical records are up to date and complete. A transfer student who has been suspended or expelled from any public or private school previously attended will not be allowed to attend class at USHS until the suspension or expulsion has been completely served. Upon recommendation from the Superintendent, the School Board may allow the student to be considered for placement in an alternative school for the duration of the suspension or expulsion.

Any incoming student from a non-public school must provide proof of residence and information about prior school courses of instruction and grades received, as USHS school personnel may require.

Placement will be based upon the student's best interests in light of his or her performance on any necessary preadmission achievement tests and any other factors that may appropriately be considered.

III. **ATTENDANCE**

A. **ATTENDANCE POLICY**

Whoever has custody or control of any child between the ages of seven and 17 years old shall cause such child to attend some public school in the district in which the child resides the entire time it is in session during the regular school year, unless they attend a non-public school meeting requirements of state law. Students are required to be in attendance each day USHS is in session. The Principal will handle cases of chronic or habitual truancy in accordance with provisions of The School Code, including reporting such cases to the Regional Superintendent for possible prosecution and penalties.

B. **MARRIAGE AND PREGNANCY**

Marriage shall not disqualify any student from USHS attendance or participation in extracurricular activities. A pregnant student will remain in regular attendance unless a medical doctor makes a written request that the student be placed on homebound instruction. The student is expected to return to regular attendance one month following the birth of the child or at the discretion of the medical doctor.

C. **REPORTING ABSENCES**

When a student is absent, the student's parent/guardian shall call the office the day of the absence, or send a note with the student upon the student's return to school to notify the office of the reason for the absence. Alternatively, the parent/guardian may call the office the day the student returns to school. An absence not reported in one of these ways will be counted as unexcused.

D. **EXCUSED ABSENCES**

Excused absences are those that occur with parent/guardian permission and/or prior administrative approval. Students will be given a full opportunity to make-up work (see below) missed due to an unforeseen excused absence. **Pre-arranged absences must be approved by the building principal at least 5 school days prior to leaving. Parents must provide a written request or contact the principal by phone. All work must be completed and turned in to the teacher ahead of time for pre-arranged absences unless other arrangements have been made with individual teachers. Students will receive a pre-arranged absence form to complete and return to the office before leaving for the missed days.** Examples of excused absences include but are not limited to those that occur due to:

1. Illness
2. Doctor or Dentist appointments
3. Death in family
4. School activities
5. Observance of a religious holiday
6. Emergencies beyond the control of the student as determined by the Principal
7. Family trips (with the permission of the of Principal 5 school days prior to leaving)
8. College day – see below

E. **UNEXCUSED ABSENCES**

Unexcused absences are those that occur without parent/guardian permission and/or prior administrative approval. Students will not be given the opportunity to make up work missed due to an unexcused absence, and disciplinary action may be taken. Examples of unexcused absences include but are not limited to:

1. Running errands
2. Lack of transportation due to vehicle repairs/problems
3. Oversleeping
4. Absence in excess of ten days without physician verification – see below
5. Senior or family photos
6. Shopping
7. Hair appointments

F. COLLEGE DAY

All college days must be arranged through the USHS school counselor. A student can have no more than one F on the most recent eligibility list to be eligible for a college visit day. Upon their return to school, they must present a note of verification signed by the admissions counselor of the college visited. The student will not be counted in attendance for a college visitation. Seniors may have two college visitation days. Juniors may have one college visitation day. Students are encouraged to visit colleges when school is not in session.

G. REQUIRED DOCTOR'S NOTE

A doctor's note may be required after ten absences from school. Where there is suspicion of contagious illness, the principal may require a doctor's permit for continued school attendance even though no absence is involved. If a student accumulates 10 absences for the school year, the building principal will send a letter to the parents requiring third-party documentation (doctor/dentist office, funeral home or a court officer) for each absence for the remainder of the school year beginning with the date on the letter. This documentation must be on official stationary, stating the date and time the student was at the office.

H. WORK, SPORTS AND ILLNESS

Students must be in attendance by 5th Hour (11:08 a.m.) of the school day in order to participate in an extracurricular event that evening unless documentation is presented from a doctor/dentist office, funeral home or a court officer. This rule also applies to a Friday absence in relation to a Saturday event. Students must have 150 instructional minutes to count as a half day for eligibility (IHSA).

I. SIGNING IN AND OUT OF THE OFFICE

Students who arrive after classes have begun or who leave before classes have finished for the day must sign in or out in the office immediately. The time and reason must be filled in accurately. Students who fail to report to the office may be assigned an unexcused tardy.

J. TARDY POLICY

Students are expected to arrive to school and to each class on time. Bus service is provided for students therefore, failure to arrive on time due to transportation problems is not a valid excuse. One detention will be served for every two times a student is tardy. Students who are tardy to class ten times will be assigned a Saturday detention.

K. MAKE-UP WORK

Teachers will provide make-up assignments and assist with make-up work for excused absences. One day of make-up is given for each day of absence. All work must be completed and turned in to the teacher ahead of time for a pre-arranged absence unless other arrangements have been made with individual teachers. In the event of an out-of-school suspension, students are required to turn in all school assignments to teachers for credit on the day they return to school.

L. CLASSES ON ALTERNATIVE CAMPUS

Students who have permission to take courses at other schools (such as Monmouth-Roseville or Galesburg Area Vocational Center) are required to follow the calendar of that school. This may require the student to attend class on days that United CUSD #304 does not have school. The exception would be for a school closing due to inclement weather.

IV. TRANSPORTATION

A. FREE TRANSPORTATION

The District provides free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school, if walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is transporting one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

B. SCHOOL BUS RULES

It is the District's objective to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding

that this privilege can be revoked if the student does not behave appropriately while he/she is on the bus or at the bus stop. Please note that students can only be transported within the boundaries of the District. Please remind your student of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are aggressively enforced.

- Students must cooperate with the bus driver at all times.
- All students are to board and get off the buses only at their designated stops.
- Students are to ride only the bus assigned to them.
- Never wait for the school bus in the street.
- Never board the bus until it comes to a complete stop.
- Students should take their seats immediately and remain in those seats throughout the ride.
- No moving around is permitted while the bus is in motion.
- The bus driver must grant permission before windows or doors may be opened or closed.
- Students are not permitted at any time to extend their hands, arms or head out of the bus windows or to throw any objects out of the bus window.
- Do not tamper with the bus doors or windows or any of its equipment.
- Restitution will be sought for any damage or vandalism to the school bus**.**
- Keep books, packages, coats, and all other objects out of the aisles to avoid accidents.
- Students must not carry on unnecessary conversations with the driver.
- In case of a road emergency, remain in the bus until the driver gives instructions.
- Exit the bus only after it has come to a complete stop.
- No adults are permitted on the school bus without authorization from the Principal or Superintendent. Adults are asked to stay off the bus and the police will be called if an unauthorized adult boards the bus.
- Students are to show respect for private property, lawns, shrubs, trees, etc., while waiting for the bus and exiting the bus.
- Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
- Possession of potentially dangerous materials and/or weapons on the bus or at the bus stop is prohibited.
- Display of gang symbols, or paraphernalia recognized as such by local law enforcement and school officials is prohibited.
- Obscene language and/or gestures are not permitted.
- Portable electronic devices shall not be played on the bus.
- No food, drink or gum is permitted on the bus.
- No garbage is to be left on the floor or seats of the bus.
- Spitting is not permitted.
- Cell phones are not permitted on school buses and will be confiscated.

The bus driver will make a written report if these rules are violated. Repeated willful disobedience of the bus driver's directives, willful and/or repeated defacement of the bus or willful injury or threat of injury to the bus driver or another rider will be taken seriously. Any Bus Incident Report will be shared with the parent immediately.

X. **BUS MISCONDUCT**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Code (see below).

2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.

4. Repeated use of profanity.

5. Repeated willful disobedience of the bus driver's or other supervisor's directives.

6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Δ. **STUDENT DRIVING AND PARKING**

A student who holds a valid operator's license may drive to school. Students who drive are required to park their vehicles in the parking lot immediately upon arrival at school. Students may park their cars in the north or east parking lots and shall not enter their cars or drive until school is dismissed each day. The first row of the north parking lot is reserved for faculty and visitor parking. A reasonable and proper speed limit is to be observed on school property. Fast starts and show-off driving is prohibited. Vehicles on District property are subject to all District rules and regulations. Search of vehicles by school officials is permissible without the owner's permission and without a warrant when there is a reasonable suspicion the action is necessary to maintain school discipline, safety, or enforce school rules. Students are not allowed to loiter in the parking lot before or after school. Students may lose their driving/parking privilege on campus if they fail to follow driving regulations.

IV. ACADEMICS

A. **GRADUATION REQUIREMENTS**

Students must earn 22 credits to graduate, including the following course requirements:

- English – four credits
  - One credit from English 1 or English 1B
  - One credit from English 2 or English 2B
  - One credit from English 3 or English 3B

- Mathematics – three credits
    - One credit must be from Informal Geometry or Geometry
- Science – three credits (beginning with freshmen class of 2015)
    - One credit must be from a Biological science
    - One credit must be from a Physical science
    - One credit from a Science elective
- Social Students – three credits
    - One credit must be from U.S. History
- Physical Education –4 credits
- Driver Education – ½ credit
- Consumer Education – ½ credit
- Health Education – ½ credit
- One credit chosen from music, art, foreign languages, or vocational education

Credits earned by students in attendance at other academic institutions accredited by a state board of education or The North Central Association will be allowed based on the evaluation of the student's transcript by the Principal. Transfer credits will be allowed based upon the amount of credit given for the same or similar course at USHS at the time the credit being transferred was earned by the incoming student. A transfer student who has successfully completed all of his/her previous course work elsewhere should generally expect to graduate in four years, but not earlier. A maximum of 6.5 transfer credits per year will be counted toward USHS graduation requirements. All courses accepted at USHS will be used to compute the student's grade point average (GPA).

USHS students may also earn a maximum of one credit per year towards graduation in any of the following ways:

1. Through a correspondence course from an educational institution which is approved by the North Central Association of Colleges and Secondary Schools;
2. Through any high school which is currently recognized and approved by the Illinois State Board of Education or from any high school recognized by the North Central Association of Colleges and Secondary Schools; or
3. Through any vocational school, junior college, college, or university which awards the Associate of Arts Degree or Bachelor's Degree.

No credit will be granted to any student for proficiency examinations, previous military experiences, or for any type of non-formal educational experiences.

In any case, only one unit of credit will be accepted toward graduation after a student has earned his/her last credit as an enrolled student at USHS. All courses taken for credit must be approved in writing by the administration prior to the beginning of the course.

Class standings include: Sophomore--5 credits, Junior--10 ½ credits and Senior--16 credits

B. EARLY GRADUATION

Students may exercise an option for early graduation. Students must complete all requirements for graduation as set under School Board policy. Students must also complete an early graduation form with the school counselor that includes input from parents, the school counselor, and the administration.

C. COURSE OFFERINGS

Complete course descriptions are available under separate cover in the USHS Curriculum Manual. Courses may also be taken for transfer of credit from other recognized high schools, junior colleges or colleges with permission of the Principal.

D. GRADING PROCEDURES

Grading periods are approximately nine weeks in length. There are two nine-week periods per semester. Each nine-week grade counts for ½ of the semester grade on a numerical basis. The numerical averages for the two nine-weeks are totaled and divided by two to determine the semester numerical average. The numerical average is then converted to the semester letter grade. Semester tests or projects will be conducted at the end of each semester and will count for a maximum of 20% of the semester grade.

Incomplete grades may be given. If the work is not made up in the specified time, an incomplete will be given for the course with no credit issued. No credit will be given for work not made up on time. An incomplete grade counts as one F in computing eligibility except in cases of extreme illness or unusual circumstances.

Report Cards

Report cards are issued on a nine-week schedule or four times during the school year. Parents are encouraged to contact the school when student progress is unsatisfactory.

Grading System

Letter Grade	Percentage Range
A	100-92
B	91-83
C	82-74
D	73-65
F	64-0

Weighted Grades

A weighted grading system is used at USHS to recognize and report differences in achievement and effort and to encourage students to take courses that challenge them to their highest academic potential. The goal is to help students develop academic skills to the fullest, to increase ACT scores, and to gain entrance to the best colleges possible.

Levels of courses include regular and honors. Grades earned will receive the following weights:

	A	**B**	**C**	**D**	**F**
Honors	5.0	4 1/3	3 2/3	3.0	0
Regular	4.0	3 1/3	2 2/3	2.0	0

The weighted grade values will be used to calculate the GPA. Rank in class will be determined from the rank order list of these averages.

HONORS courses require previous mastery of entry-level skills and emphasize in-depth analysis of the material, often of an abstract nature. The pace of the course is rapid. These college preparatory courses include self-directed study and research.

REGULAR courses are all those that do not have the special characteristics of either basic or honors courses. All classes carry a weight of four (4) with the following exceptions:

Class	Weight	Class	Weight
Algebra II	5	Biology II	5
Chemistry	5	Spanish IV	5
AP English	5	Sr. Comp	5
AP U.S. History	5	American Literature	5
AP Calculus	5	Microbiology	5
Physics	5	Chemistry II	5
Anatomy/Physiology	5	Economics	5
Pre-Calculus	5	Accounting 2	5

E. PASS/FAIL COURSES

A student is permitted to take one additional elective course (not a core course of math, science, English, history, or foreign language) in which credit is given for passing the course, but the course is not calculated as a part of the GPA. Six courses must be counted for the GPA. This is designed to allow students to explore elective areas. The course must be designated pass/fail no later than four weeks into the semester. Students wishing to exercise this option must have a

minimum cumulative grade point of 3.51. Students must earn at least the equivalent of a "C" grade to receive credit for a pass/fail course or the course will be added to the GPA.

F. OVERLOAD

A student may be permitted to take one additional class each semester. This would be in addition to the five academic classes plus PE that students are required to take. This option is open to freshman through senior students.

G. DUAL CREDIT COURSES

All dual credit course requests must be approved by the principal or counselor. Dual credit courses are the financial responsibility of the student, including books. Dual credit courses will be recorded as .5 credits per class for United High School and as a college credit as determined by the participating college. Any student planning on taking a dual credit class must be on track toward completing UHS graduation requirements. Any student taking dual credit classes will not be allowed to continue in the dual credit program if he/she earns a grade of D or F in the dual credit class. The dual credit course cannot be equivalent to a course currently offered at United High School. Any student planning to take a dual credit class must have a cumulative Grade Point Average of 3.2 or above and rank in the top 50% of the class.

H. HONOR ROLL SYSTEM

To be named to the High Honor Roll, students must achieve at least a GPA of 3.67 for the current grading period. The Honor Roll requires at least a 3.34 GPA. All courses are considered academic and are used in determining honor roll and class rank. Students eligible for the honor roll may not have any grades of "D" or "F".

I. DRIVER EDUCATION ELIGIBILITY

The USHS driver's education course is open to District residents who are at least 15 years old without regard to whether they are enrolled in any other course offered in public high school in the District. To be permitted to enroll in driver's education, the resident must have received a passing grade in at least eight courses during the previous two semesters.

J. PHYSICAL EDUCATION

Students will participate in PE. Students are required to wear a gray shirt with black or red shorts having at least a seven-inch inseam. PE uniforms will be available for purchase.

K. PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors

- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program

Any student below age 20 is eligible to enroll in a graduation incentives program if he/she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

L. ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all students are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by their parents/guardians.

2. Appropriately identify students with limited English-speaking ability.

3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.

4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.

5. Determine the appropriate instructional program and environment for English Language Learners.

6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.

7. Include English Language Learners in the District's student assessment program to measure their achievement in reading/language arts and mathematics, to the extent required by State and federal law.

8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification as such, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and their involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

V. POLICIES AND PROCEDURES

A. ACADEMIC DISHONESTY

Cheating and plagiarism are not acceptable at USHS. All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

Cheating is defined as using dishonest methods to gain an advantage. This includes any kind of secretive means of gaining information for use on quizzes, tests or homework.

Plagiarism is stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, website, database, etc., without citation is plagiarism. A paper is considered plagiarized if *any* part of it is taken from another source without proper attribution (citations).

Classroom teachers will determine whether cheating or plagiarism violations have occurred. Students who are caught cheating or copying will receive a zero (0) on the suspect assignment/test and disciplinary action. Repeat offenders will receive a zero (0) on the suspect assignment/test and may receive more severe disciplinary action.

B. BULLYING/ HARASSMENT

Bullying and harassment are detrimental to students and the educational process. Bullying/ harassment includes any form of behavior that does physical, emotional, or psychological harm to someone else and/or urging others to engage in such conduct. Prohibited behavior may

include, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, name-calling, hazing or other comparable conduct.

Sexual Harassment

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's gender, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Also, no student, faculty or staff member should suffer such conduct. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. These may include but are not limited to:

1. Physical action such as hitting, kicking, grabbing, spitting and bumping;
2. Verbal action such as name-calling, derogatory slurs and noises;
3. Wearing or possessing items depicting hatred or prejudice;
4. Comments or conduct of a sexual nature; and
5. Indirect action such as spreading rumors.

Students who observe or experience such conduct should report it to the Principal and/or school counselor. An investigation will be conducted followed by appropriate discipline action. Such disciplinary action may include counseling, detention, suspension or expulsion. Law enforcement authorities may be notified. It is important to note that harassment does not depend on the intent of the perpetrator, but on the perception of the victim.

Sexting

Sexting involving United students is prohibited. The term "sexting" involves transmission of inappropriate photos or information over cell phones or computers. Anyone, regardless of age, sending nude pictures or video of a minor, can be charged with child pornography. If a person receives and keeps a nude picture of video of a minor they can be charged with possession of child pornography. Sending nude photos or videos electronically by computer or cell phone or possessing naked images of a minor, on a computer or cell phone is a felony offense. Any suspected violation of this policy will result in electronic equipment in question being confiscated and notification of law enforcement. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to restore it to working order, they will be charged with insubordination. The student will be suspended from school and activities. "Sexting" or possession, distribution, and or attempts to obtain pornography of any type on school property is prohibited.

C. **CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES**

Students are not allowed to carry cell phones and other portable electronic devices with them between 7:55 a.m. and 2:58 p.m. on school days, but may keep them in their vehicles or lockers. Cell phones and other portable electronic devices should be turned off during the school day.

Students are not allowed to use cell phones and other portable electronic devices in school without approval from the building administrator or the office. Teachers will confiscate cell phones and portable electronic devices from students during and between classes. Students who refuse to turn over their cell phones and/or portable electronic device may be assigned a Saturday detention and may be referred to the office. Confiscated cell phones and portable electronic devices will be released to students at the end of the day. Students will receive a detention for a first offense and a Saturday detention or suspension for any additional offenses.

D. **CLOSED CAMPUS**

USHS has a closed campus. Students will not be excused from class for employment. Students will not be excused from a study hall, class, or during lunch to leave the campus except for pre-arranged medical, dental or court appointments, for a family funeral, or for an emergency.

E. **CONDUCT ON DISTRICT PROPERTY AND AT SCHOOL-RELATED EVENTS**

Students are to behave and conduct themselves in an appropriate manner at all times while at school at school-related events. They should not scuffle in the building, loiter in the restrooms, run in the halls, or throw paper on the floors. Consequences for improper behavior will be according to School Board policy, the USHS disciplinary code, or at the discretion of the Principal.

1. Students are never to be in the halls without a pass or direct supervision.
2. Students must be in their classroom when the bell rings each period.
3. Students are responsible for personal items such as money, clothes, purses, etc. Use your hall and gym lockers and keep them locked.
4. Approval of the Principal is required before scheduling room parties or displaying posters.
5. Unless accompanied by a faculty member, students may not leave the school grounds without permission from the administration.
6. Students are not allowed in the building without faculty supervision. Students who must stay after school for music lessons, tutoring, meetings, etc. are not to be loitering in the halls. Students are to be supervised by teachers in the classroom or the commons area.
7. All activities must be approved by the administration.
8. Students who are failing 2 classes will not be allowed to participate in field trips. Eligibility for field trips will be checked weekly.
9. Students may not be in the north or east parking lots or around any parked cars at any time during the school day. As a general rule, areas beyond the bus drive are off limits without permission of the Principal.

10. Students who receive passes outside of the classroom must do directly to and from the destination in a timely manner. Students will lose their pass privileges if they make the choice to abuse passes.

F. CRIMINAL OFFENDER NOTIFICATION

The Principal or her designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07.

Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a/k/a Sex Offender Registry), at www.isp.state.il.us/sor, and the Statewide Child Murderer and Violent Offender Against Youth Database, at www.isp.state.il.us/cmvo/.

Requests for additional information shall be referred to local law enforcement officials.

G. DANCE POLICY

Only high school students may attend USHS dances such as Homecoming and Prom. Students are required to complete a permission form if bringing a guest who does not attend District schools. Only students who have earned junior or senior standing will receive invitations to the Prom. However, a United junior or senior may invite another high school student in any grade from nine through twelve. No student over the age of 20 will be allowed to attend a dance at USHS. Any student who serves an out-of-school suspension or fails to serve Saturday detention during the school year will not be allowed to attend the next Homecoming dance or Prom. This begins anew at the conclusion of each Homecoming Dance or Prom held throughout the year. For example, a student who is suspended out-of-school after Homecoming will not be able to attend the next dance, which would be Prom. Students must be in attendance by 5th Hour (11:08 a.m.) on the Friday before Homecoming or Prom in order to attend the dance unless documentation is presented from a doctor/dentist office, funeral home or a court officer.

The administration of USHS reserves the right to remove students for inappropriate dress or behavior. Formal attire is required at the Prom.

H. DRESS CODE

The administration and faculty of USHS have a legitimate educational interest in maintaining an orderly and productive environment. Modest, conservative clothing for school is appropriate. All clothing should be clean, in good condition, and appropriate for the educational environment. This judgment will be at the discretion of the administration and faculty.

Student attire and grooming shall not:

1. Be disruptive to the school environment.
2. Be offensive, obscene or vulgar.
3. Advertise or promote alcohol, tobacco or drugs.

4. Contain or be suggestive of gangs, satanic or occult signs/symbols.
5. Contain or be suggestive of sexual connotations or innuendo.
6. Contain or be suggestive of ethnic or racial slurs.

The following attire is prohibited:

1. Visible undergarments.
2. Mesh/translucent clothing.
3. Bare midriff shirts, bareback shirts, Spaghetti strap shirts, halter tops, tank tops, scoop neck shirts, muscle shirts, shirts with sleeves or sides cut off.
4. Chains for any other purpose besides jewelry. Jewelry must be worn in a safe and appropriate manner.
5. Hats, bandannas, scarves, sunglasses, coats and jackets, unless removed upon entering the building. Those items are to be left in the locker until the end of the day.
6. Shorts with an inseam less than 7" long. Skirts length must be comparable to the short length.
7. Pants with holes above the knees unless worn with tights underneath
8. Shirt necklines lower than 3" from base of neck

A 3" neckline is comparable to a crew neck or a slight V-neck. Students are to wear only t-shirts, polo shirts or button down shirts or blouses. Sleeves must be long enough to reach the top of the bicep.

I. **EDUCATION OF HOMELESS STUDENTS**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed, or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment

and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, in accordance with State law, conduct a review as to whether such hardship continues to exist.

J. EDUCATION OF STUDENTS WITH DISABILITIES

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 federal at state implementing regulations, provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined that special education services are needed, in accordance with procedures described in the Illinois State Board of Education's *Special Education* rules.

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. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under 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. The District shall establish and implement a system of procedural safeguards for those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure. Behavioral Intervention procedures for students with disabilities are available on request.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Parent's Rights Under Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your

rights if you disagree with any of these decisions. The School District does not discriminate on the basis of disability and will make every effort to coordinate efforts to comply with Section 504.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling conditions.

2. Have the school district advise you of your rights under federal law.

3. Receive notice with respect to identification, evaluation, or placement of your child.

4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

5. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Education Act (IDEA) or Section 504 of the Rehabilitation Act.

6. Have your child educated in facilities and receive services comparable to those provided to handicapped students.

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the students, the evaluation data, and placement options.

8. Have transportation provided to and from an alternative placement setting at no great cost to you than would be incurred if the student were placed in a program operated by the district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

10. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement.

11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records.

12. A response from the school district to reasonable request for explanations and interpretations of your child's needs.

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

15. Ask for payment of reasonable attorney fees if you are successful on your claim.

16. File a local grievance with the district 504 Coordinator, procedure follows.

17. Request a due process hearing with the district Superintendent, procedure follows.

18. File a complaint with the Office for Civil Rights (OCR).

The 504 coordinator that is responsible for assuring that the district complies with section 504 is determined by school building. The contact information for your schools 504 coordinator is below.

Special Education Director: Kim Drobushevich , 978 Harrison St Galesburg, IL 61401,

309-343-2143, kdrobushevich@galesburg205.org

Superintendent: Jeff Whitsitt, 1905 100th St. Monmouth, IL 61462, 309-734-9413,

jeff.whitsitt@u304.org

United North Elementary: Maggie Wallace, 411 W Hunt Monmouth, IL 61412-8902,

309-482-3332, maggie.wallace@u304.org

United West Elementary: Patrick Coate, 2140 State Hwy 135, Monmouth, IL 61462,

309-734-8513. patrick.coate@u304.org

United Jr. High: Joe Nichols, State Hwy 135, Monmouth, IL 61462, 309-734-8511,

joe.nichols@u304.org

United Sr. High: Amy Schmitz, 1905 100th St. Monmouth, IL 61462, 309-734-9411,
amy.schmitz@u304.org

Section 504 Grievance Procedures

The district has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Section 504 of the Rehabilitation Act of 1973. Section 504 states, "No otherwise qualified individual with a disability in the United States…shall, solely by reason of her or his disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance…."

Individual student, or parent/guardian on behalf of the student, who feel they have been discriminated against and have not been able to receive relief at the level of the alleged violation (with 504 Building Monitor and/or Building Administrator) may have a formal hearing on a complaint.

It is assumed that most complaints will be dealt with directly by the persons involved without resorting to the procedures described below. However, should that not be possible, a formal, written complaint may be filed.

1. A complaint should be filed in writing, containing the following information:

a. Name, address, and phone number of person making the complaint.

b. Whether the person represents an individual or a group.

c. Whether the person making the complaint has discussed the problem with the building monitor and/or building administrator.

d. A summary of the complaint and suggest solution.

2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.

3. An investigation, as appropriate, shall follow a filing of a complaint. A thorough investigation shall be conducted by the Section 504 District Coordinator. The coordinator shall afford all interested persons and/or their representatives an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the District Section 504 Coordinator; a copy will be forwarded to the complainant and Superintendent of Schools no later than ten school days following the hearing.

5. Upon receipt of the written description regarding the validity of the complaint and description of the resolution, the complainant may request an impartial hearing. A hearing with the opportunity for participation by the person's parents/guardian and representation by counsel shall be conducted upon request.

6. The District Section 504 Coordinator shall maintain the files and records of any complaints filed within the District.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies, such as the filing of Section 504 complaint with the responsible person, department, or agency. Utilization of the grievance procedure is not a prerequisite to the pursuit of other remedies.

This procedure shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the School District complies with Section 504 and implementing regulations.

Section 504 Due Process Hearing Procedure

An impartial due process hearing will be utilized to resolve differences involving the education of a Section 504 qualified student with a disability when such differences cannot be resolved by means of less formal procedure. In this instance, due process is defined as an opportunity to present objections and reasons for the objections to the decision and/or procedures of the school district regarding application of Section 504. A Section 504 due process hearing may be called at the request of the district or a parent, guardian, or surrogate of an affected student. The proceedings will be presided over and decided by an

impartial hearing officer. Impartial hearing officer means a person selected to preside at a due process hearing to assure that the proper procedures are followed and to assure the protections of the rights of both parties.

1. The party requesting a hearing shall do so in writing. The request shall specify the reason(s) the hearing is being requested, and submitted to the Superintendent. Parents or district may initiate a due process hearing on a matter related to eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education.

2. Within five calendar days of the receipt of the request for the hearing, the district may request a list of impartial 504 hearing officers from the State Board of Education or may appoint a hearing officer at their discretion.

3. The district shall notify the requesting party of the appointment of the hearing officer within five calendar days.

4. The hearing shall be scheduled by the hearing officer within 15 calendar days.

5. The district and the parents shall have the right to present evidence and testimony relevant to the issue. The parties shall have the right to be represented at the hearing by legal counsel.

6. The hearing officer shall limit his/her decision to the issue or issues presented by the requesting party in their written request for the hearing. However, the parties may have the opportunity, at the discretion of the hearing officer, to amend their written request at any time. The hearing officer's decision must be written and shall include a summary of the evidence and testimony, and the reasons for the decision. The decision is to be based solely on the hearing officer's interpretation of the meaning or application of Section 504 of the Rehabilitation Act of 1973, as applies to the evidence and testimony presented. Any relief to be awarded by the hearing officer shall be limited to the individual student who is the subject of the hearing.

7. The hearing officer's decision will be made within a reasonable period of time following the conclusion of the hearing; ten calendar days shall be a reasonable time. The hearing officer shall send a copy of the decision to the parent/guardian and school district. Notification will include a statement that either party may appeal the decision within thirty days.

8. The decision of the hearing officer is binding on all parties concerned; it is subject only to judicial review.

9. The hearing will be provided at no cost to the parents/guardian.

K. **FREE AND REDUCED PRICE FOOD SERVICES**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, the District shall by letter notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide a copy of them by mail to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

L. **GRADUATION CEREMONY**

Participation in the graduation ceremony is limited to those students who have completed the requirements for graduation by the end of the current year's first or second semester. Students wishing to participate in the graduation ceremony must attend all graduation practices. The administration and Board reserve the right to deny the privilege of participating in the graduation ceremony to any student who violates school rules and/or procedures. Students who serve a ten-day out-of-school suspension during their senior year will not be eligible to participate in or attend the graduation ceremony.

M. **INTERNET AND NETWORK ACCESS POLICY**

USHS has the ability to enhance students' education through the use of electronic networks, including the Internet. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District's technology system is not a public forum.

With this educational opportunity also comes responsibility. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in the school setting. Ultimately, parents/guardians are responsible for setting and conveying standards that their student should follow. All use of electronic networks shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required or proscribed behavior by users, and merely serve as guidelines.

The District monitors use of its technology system in order to enforce compliance with this policy. Users have no privacy interest in the communications they send and receive by means of the District's technology system.

The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or notification of law enforcement authorities or legal action in appropriate cases.

Terms and Conditions

1. ACCEPTABLE USE – Access to the District's electronic networks must be:
    a. For the purpose of legitimate business, education or research;
    b. Consistent with the educational objectives of the District;
    c. Via use of diskettes supplied by the District.
2. PRIVILEGES – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.
3. UNACCEPTABLE USE – The user is responsible for his/her actions and activities involving the network. Examples of unacceptable use include but are not limited to:
    a. Using the network for any illegal activity;
    b. Unauthorized downloading of anything off the Internet to your account;
    c. Using the network for private financial or commercial gain;
    d. Wasting resources, such as file space;
    e. Hacking or gaining unauthorized access to files, resources, or entities;
    f. Invading the privacy of individuals;

g. Using another user's account or password;

h. Posting material authorized or created by another without his/her consent;

i. Posting anonymous messages;

j. Using the network for commercial or private advertising;

k. Downloading MP3s to the school's network;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

m. Using the network while access privileges are suspended or revoked;

n. Using Instant Messengers;

o. Using Chat Rooms; and

p. Providing or purchasing products or services through District Internet access.

4. NETWORK ETIQUETTE – The user is expected to abide by generally accepted rules of network etiquette. These include but are not limited to:

   a. Be polite. Do not become abusive in messages to others.

   b. Use appropriate language.

   c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

   d. Recognize that e-mail is not private. People who operate the system have access to all e-mail. Inappropriate use of the network will be reported.

   e. Do not use the network in any way to disrupt its use by others.

5. NO WARRANTIES – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. INDEMNIFICATION – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

7. SECURITY – Network security is a high priority. If the user identifies a security problem on the Internet, the user must notify the system administrator or Principal. Attempts to log-on to the Internet as a system administrator will result in cancellation of all user privileges. Any user identified as a security risk may be denied access to the network.

8. VANDALISM – Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other network. This includes but is not limited to the uploading or creation of viruses. Vandalism will result in cancellation of privileges and other disciplinary action.

9. TELEPHONE CHARGES – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charge, per-minute surcharges, and/or equipment or line costs.

10. COPYRIGHT WEB PUBLISHING RULES – Copyright law and District policy prohibit the republishing of text of graphics found on the Internet or on District websites or file servers without explicit written permission.

11. ELECTRONIC MAIL (e-mail)

    a. The District's e-mail system and its constituent software, hardware, and data files are owned and controlled by the District. District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

    b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an e-mail account is strictly prohibited.

    c. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted that would be inappropriate in a letter or memorandum, or that which would reflect negatively on the name and reputation of the United School District.

    d. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.

    e. Any message received from an unknown sender via the Internet should be immediately deleted or forwarded to the system administrator.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these policies. Staff members shall supervise students while students are using District Internet access to help ensure that students abide by the Terms and Conditions for Internet access contained in these policies.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are 1) obscene, 2) pornographic, or 3) harmful or inappropriate for students. The system administration and building principals monitor student Internet access.

N. **LUNCHROOM RULES**

All students in the District must comply with the following lunchroom rules which are strongly enforced in all buildings:

- Enter the Lunchroom in a quiet, orderly manner.
- Follow all adult directions in the Lunchroom.
- Remain in your seat unless given permission to get up.
- Talk in a normal/quiet voice.
- Use proper table manners at all times.
- Keep hands, feet and all objects to yourself.
- Walk at all times.
- Clean up your space after eating.
- No throwing of food.
- No sharing or trading of food for medical reasons.
- No popping of plastic ware.
- No student will be allowed to return to the classroom unescorted during the lunch period.

All staff is authorized to give consequences determined by the Principal when the above behavior guidelines are not followed.

O. **PROTECTION OF SCHOOL PERSONNEL**

The School Board authorizes school administrators to suspend or expel, depending upon the severity of the act, any District student who vandalizes personal property of school personnel at any time during the school year.

The School Board further authorizes the school administrators to recommend expulsion of any District student who engages in acts of physical violence against any school staff member at any time or place during the school year.

P. **RECIPROCAL REPORTING PROCEDURES**

To promote the safety and security of District staff, students, and school property, the School Board has authorized intergovernmental agreements with the following jurisdictions for reciprocal reporting between the District and the respective local law enforcement authorities regarding criminal offenses committed by students:

Warren County Police, Mercer County Police, Monmouth Police, Alexis Police and the Illinois State Police

Q. **SEARCH, SEIZURE AND INTERVIEWS OF STUDENTS BY SCHOOL AUTHORITIES**

Search and Seizure

Students have legitimate expectations of privacy in their persons and in personal possessions they bring to school. However, because the school has a legitimate need to maintain an

environment conducive to learning, school officials do not need a warrant before conducting a search or seizure. To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other District property and equipment owned or controlled by the school, without notice to or the consent of the student, and without a search warrant when there is a reasonable suspicion that it will produce evidence of violation of the law or District rules. Where "outside" police officers initiate the search or seizure of a student for investigative purposes, probable cause and warrant requirements will be applied.

If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, a local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. If a search is made and illegal items are found in a student's locker, vehicle or personal effects, the student must take full responsibility.

Interviews

Although school authorities are charged with maintaining order and discipline in their schools, they are generally not acting as law enforcement agents and thus, are not required to administer *Miranda* warnings before questioning students. Where school authorities are not acting under the direction of the police, *Miranda* does not apply. When acting under the direction of the police, school authorities are required to obtain a parent's or guardian's permission before questioning a student and *Miranda* requirements may apply. When *Miranda* requirements do apply, law enforcement agents will administer the *Miranda* warnings.

Where acting on their own initiative and authority to further a proper educational environment at the school or at the request of school personnel (as opposed to acting upon the request of outside law enforcement authorities), school authorities who are investigating a school related incident or any incident which may have potential consequences for the safety of the students or employees at the school may interview students without obtaining permission from parents/guardians. Examples of incidents that may have potential consequences for the safety of students or employees at the school include, but are not limited to, the following:

1. Fights between students that may result in retaliation at school;
2. Threats made by a student against another student or employee at the school;
3. Gang related offenses such as assault, battery, and intimidation;
4. Possessing drugs or weapons while on school property.

R. INTERVIEWS OF STUDENTS BY LAW ENFORCEMENT AUTHORITIES

Interviews About School-Related Incidents

When a law enforcement authority seeks or is requested by school officials to interview a student at school about a school-related incident for law enforcement purposes, the following procedures shall apply:

1. The law enforcement agent shall upon arrival at the school contact the building principal or other designated school official, identify or confirm the student sought to be interviewed, and identify or confirm the reason(s) for the interview.

2. Unless the school has initiated the request for the interview, the school official shall make a written record of the law enforcement agent's request, including presentation of any legal process such as subpoenas or warrants.

3. The school official shall verify the identity of the law enforcement agent, if not known by the school official, by checking and photocopying the agent's picture identification card, unless the authority is in uniform.

4. When law enforcement authorities seek to interview a student, the school official shall, before allowing the law enforcement agent to interview the student, attempt to contact and obtain permission of the student's parent or guardian unless extenuating circumstances dictate that this not be done. Extenuating circumstances exist when, for example:

    a. There is a risk that delay in proceeding with the interview may pose imminent danger to the health or safety of students, school employees, or other persons in the community.

    b. The student's parent or parents are suspected of serious criminal activity or of co-involvement with the student in criminal activity.

    c. Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from the jurisdiction by a person suspected of serious criminal activity.

5. All attempts to contact a student's parent(s)/guardian(s) will be documented.

6. If the student refuses to speak to law enforcement authorities, the interview may not proceed on school grounds.

7. If the parent/guardian conditions consent on being present, then absent exigent circumstances, the interview should be delayed until the parent/guardian arrives.

8. Absent an emergency or circumstances justifying other action, all interviews of students should be conducted in private, to avoid disrupting school, protect the student's privacy, and preserve the integrity of the investigation.

9. If the school official determines it is appropriate for law enforcement authorities to interview the student at school without the presence of a parent/guardian, the law enforcement agent must inform the student that if requested, the school official may remain in the room with the law enforcement agent and the student during the interview. School officials will document and take notes of all interviews of students by a law enforcement agent held in their presence.

10. If a law enforcement agent requests to interview a student as a non-suspect witness to a school related incident that occurred on or off school property, the school official may,

but is not required to, permit such an interview without prior notification or consent of the parent/guardian. Such an interview shall be conditioned upon the law enforcement agent agreeing to notify the school official if the student becomes a suspect during the interview. Upon such notification, the school official will require that the interview cease and be conducted at the police department, or that it cease until notification and consent of a parent/guardian, unless extenuating circumstances exist.

Interviews About Non-School Related Matters

Absent extenuating circumstances (e.g., preventing destruction of evidence of a serious crime or preventing flight from the jurisdiction by a student suspected of serious criminal activity), interrogation of students by law enforcement authorities about matters unrelated to school will generally be conducted away from school after school hours. If a law enforcement agent wants to interview a student at school about a non-school related matter, the procedures outlined in above regarding interviews about school-related incidents shall apply.

S. **INTERVIEWS AND EXAMINATIONS OF STUDENTS BY DCFS**

School employees shall cooperate with the Illinois Department of Children and Family Services (DCFS) in identifying child abuse or neglect.

Interviews

If DCFS employees or local law enforcement authorities seek to interview at school a student suspected of being abused or neglected, they shall make a request to the Principal or to the principal's designee.

The District shall provide DCFS investigators and local law enforcement authorities reasonable access (without a court order) to a suspected victim of child abuse or neglect for the purpose of interviewing the student at school. The Principal or designee may insist upon his/her presence during the interview and condition the requested interview of the student at school on the Principal's or designee's presence during the interview.

An interview of the student at school shall be allowed upon presentation of a court order. If the interview takes place based upon a court order, the Principal or designee shall request a copy of the order. The presence of the Principal or designee at the in-school interview shall be at the discretion of the DCFS employee(s) or law enforcement authorities.

After the interview has been conducted, the Principal or designee may notify the parent/guardian when appropriate (generally when the parent/guardian is not the subject of the investigation), of the fact that an interview was conducted, but cannot disclose any information about the interview.

Examinations

If DCFS employees or law enforcement authorities seek to physically examine or photograph at school a student suspected of being abused or neglected, they shall make a request to the Principal or the principal's designee and inform him/her of DCFS's intent to secure photographs during the interview.

The Principal or designee may grant the request if he/she believes there is a reasonable explanation (without a court order) for conducting the examination at school. The Principal's decision as to whether or not to grant the request shall take into consideration the sex of the student and of the examiner; the age, maturity and sensitivities of the student, including the student's willingness to be examined and/or photographed; and the location of the trauma and its seriousness. The presence of the Principal or designee at the examination and photographing shall be at the discretion of the DCFS or law enforcement agent. If the Principal or designee is present during the examination or photographing, they shall not participate in the examination or photographing of the student.

Examination or photographing of the student at school shall be allowed upon presentation of a court order or administrative subpoena. The presence of the Principal or designee at the photographing or examination shall be at the discretion of the DCFS employee or law enforcement agent. If the Principal or designee is present at the examination or photographing, he or she shall not participate in the examination or photographing of the student. If the examination or photographing takes place based upon a court order, the Principal or designee shall request a copy of the order.

The Principal or designee may notify the parent/guardian of the fact of the examination or photographing session after it has occurred, but cannot otherwise disclose information about the occurrence.

T. **SKATEBOARDS, ROLLERBLADES, ETC.**

Skateboards, roller blades, laser pointers and squirt guns are prohibited on school grounds. Such items will be confiscated.

U. **UNIFORM GRIEVANCE PROCEDURE**

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

1. Title II of the Americans 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 address the complaint promptly and equitably. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and 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 or her 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 student is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, (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. The written report shall be filed with the School Board, which shall then render a decision in accordance with Section 3 of this policy. The Superintendent will keep the School 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.

Complaint Managers

The Superintendent appoints at least two Complaint Managers, one of each gender. The District Complaint Managers are:

Aaron Leary	Debbie Meeker-King
Monmouth, IL 61412	Monmouth, IL 61462
309-734-9413	309-734-9413

V. **VISITORS TO USHS AND CONDUCT ON USHS PROPERTY**

The following definitions apply to this policy:

> USHS PROPERTY - All District school buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.
>
> VISITOR - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Principal's office to sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

The District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. 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 town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. 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;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;

13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

VI. STUDENT BEHAVIOR

A basic essential to the educational process is an environment conducive to learning. Students cannot learn and teachers cannot teach when disruption exists. Teachers may use reasonable force as needed to maintain student safety and may remove students for disruptive behavior.

Students are expected to obey and behave with respect to those in authority, including the Principal, teachers, bus drivers, custodians, lunchroom workers, secretaries and teacher aides.

Acts of gross disobedience and misconduct by student while enrolled in USHS shall be the basis for detention, suspension, expulsion or other disciplinary action. These acts include but are not limited to such things as physically or verbally abusing a teacher, administrator or other student; criminal acts against the faculty, students or the school in general; continual misbehavior in the classroom or school; gross disrespect or insubordination to teachers, administrators or staff.

GROUNDS FOR DISCIPLINARY ACTION

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

a. On all District property or visible from District property before, during or after school hours or any time when the school is being used by a group;

b. Off District property at any school sponsored activity, or event including any activity which bears a reasonable relationship to school;

c. Traveling to or from school, a school activity, function or event; and

d. Anywhere the conduct may reasonably be considered a threat or attempted intimidation of a student, visitor, staff member, or adversely affects educational functions or the school environment.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
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).

b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
e. "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.
f. 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. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), 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.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, 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.

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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.
17. 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.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription. [1]
19. 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.

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) an 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 (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

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. Detention or Saturday Detention provided the student's parent/guardian has been notified.

Detention. Detentions require a student to remain at school for an additional period after the regular school day, during which students must be working on homework. Detention periods will be from 3:00 to 3:40 each Tuesday and Thursday.

Saturday Detention. Saturday detentions are served from 8:00 a.m. to 12:00 noon. Any student arriving after 8:00 a.m. will not be admitted. Students are expected to use this time to complete school work or to study. Students who do not attend an assigned Saturday detention, or who do not successfully complete it due to sleeping or disruptive behavior, will be assigned a two-day in-school-school suspension from school and will not be allowed to attend the next dance (see dance policy).

In School Suspension (ISS). Students are removed from the regular school program and environment but are supervised within the school. They are not permitted to participate in any school activities on the day of suspension, and will be sent home with an out-of-school suspension if they do not cooperate with ISS procedures. In the case of a special education student, suspension procedures shall be implemented consistent with the federal Individuals with Disabilities Education Act (IDEA).

Out Of School Suspension (OSS). Students are removed from the regular school environment and all school activities for a period of time not to exceed 10 school days. Students on OSS are not to be on school grounds or attend any school activities. In the event of an out-of-school suspension, students are required to turn in all school assignments to teachers for credit on the day they return to school. Any student who serves an OSS will not be allowed to attend the next dance (see dance policy). In addition, a student who receives a 10-day OSS during his or her senior year will not be allowed to participate in or attend the graduation ceremony. A student who is subject to OSS as provided in this section may be eligible for a transfer to an alternative school program. In the case of a special education student, suspension procedures shall be implemented consistent with the IDEA.

Expulsion. Administrators may recommend to the School Board that a student be expelled from school for a definite period of time not to exceed two calendar years as determined on a case-by-case basis. In the case of a special education student, expulsion shall be administered in a manner consistent with the IDEA. A student who is subject to expulsion as provided in this section may be eligible for a transfer to an alternative school program.

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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 this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites 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 billy 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.

Gang & Gang Activity

“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.
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OFFENSE	DISCIPLINARY ACTION
Fighting	OSS, subject to Arrest
Fighting with weapons,	OSS, subject to Arrest and/or Expulsion
Flagrant assault	OSS, Subject to Arrest and/or Expulsion
Smoking, possession, or use of tobacco products and/or related material or e-cigarettes	OSS
Dispensing, sale, use, or possession of drugs, look-alike, alcohol, drug paraphernalia or chemicals that have not been legally prescribed and, in the case of chemicals, are not being put to safe or normal use. Appearance on school property or at a school event under the influence of drugs or chemicals or alcohol.	OSS, subject to Arrest and/or Expulsion .
Profanity directed to a school authority.	OSS

Gross disrespect on or off school grounds during the school year	OSS
Gross disobedience	OSS, subject to Arrest and/or Expulsion
Vandalism or damage to school property	OSS, subject to Arrest and/or Expulsion Restitution required.
Motor Vehicle Violation	Possible loss of driving privilege
Theft, possession of stolen property	OSS, subject to Arrest
Use or possession of electronic devices between 7:55 a.m and 2:58 p.m. during school	1st offense--detention additional offenses--Saturday detention or suspension
Failure to serve detention	Saturday Detention or ISS
Five behavioral detentions	Saturday Detention or ISS
Abuse of a pass	loss of pass privileges
Ten tardies	Saturday Detention
Skipping class or school day	Saturday Detention or ISS

SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure that is appropriate and consistent with Board policy and school rules. Suspensions and expulsions may only be imposed by administrators and authorized by the School Board. Teachers, other certificated educational employees and other persons providing a related service for a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Assistant Superintendent, Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

DISCIPLINARY PROCEDURES

Reporting of Aggressive Behavior

When a student engages in aggressive behavior, the school will so notify the student's parent/guardian by letter.

Suspension Procedures

Before a student is suspended, school authorities will meet with the student to inform the student of the misconduct of which he or she is accused and will give the student an opportunity to respond to the charges.

Such a pre-suspension conference is not required and the student may be suspended immediately when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported promptly to the student's parent(s)/guardian(s), who will receive a written notice of the suspension stating the reasons for the suspension, including any school rule that was violated, and a notice) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the School Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the School Board or its hearing officer and may be represented by counsel at their expense. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

If a student is recommended to be expelled, school administrators will send the student and his or her parent(s)/guardian(s) a written request to appear at a hearing on the student's proposed expulsion. The request shall be sent by registered or certified mail, return receipt requested, and shall state:

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.
3. The time, date, and place for the hearing.
4. A short description of the procedures that will be followed.
5. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by- case basis.
6. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing shall be conducted by the School Board, or a hearing officer appointed by the School Board. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or its appointed hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel at their expense, offer evidence, present witnesses, cross-examine witnesses who testify, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

A. **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

The District shall comply with the provisions of the IDEA when disciplining students who receive special education. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his/her disability. Students whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled from school, except that he or she shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended up to 10 days per school year, in the aggregate. During any additional period of suspension, the student shall continue to receive educational services in accordance with the IDEA.

A special education student who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

VII. PUPIL PERSONNEL SERVICES

A. **GUIDANCE AND COUNSELING SERVICES**

The District employs a school counselor to aid students in their academic, social, vocational and career development. Students are encouraged to use these services when seeking information or when problems occur. The counseling office issues periodic bulletins to inform students and

parents of specific information such as ACT test dates, scholarships, etc. The Board of Education Policy Manual contains a complete description of these services.

B. HEALTH REQUIREMENTS AND SERVICES

Physical Examinations, Immunizations and Exclusion of Students

Physical examinations are required for children entering kindergarten, first grade, sixth grade and ninth grade, and for all students entering school in Illinois form another state. Physical examination forms are available in the USHS office and from your local physician. Students who do not comply with this requirement by October 15 of the current school year will not be allowed to attend school.

Illinois requires all public school students to be immunized against measles, rubella, polio, diphtheria, pertussis, tetanus and other communicable diseases. No child will be permitted to enroll without proof of immunizations.

Eye Examinations

Any student enrolling for the first time in a public, private or parochial school after January 1, 2008 must have an eye examination, to be recorded on forms prescribed by the Illinois Department of Public Health and the State Board of Education. Proof of having been examined by a physician licensed to practice medicine in all of its branches or by a licensed optometrist within the previous year must be presented before October 15. Parents/guardians who show an undue burden or a lack of access to a physician/optometrist may seek a waiver by contacting the District office.

Parents/guardians who object to any of the above health examinations and immunizations on religious grounds must provide the District with a signed statement detailing the grounds for their objection(s).

Exempting a student from health or eye examination does not exempt the student from participating in PE classes.

Hearing and Vision Screenings

USHS conducts hearing and vision screenings annually. These screenings are not a substitute for a complete hearing and vision evaluation by a doctor.

Illness or Injury During School

When an accident occurs, students should see the Superintendent or Principal to fill out an incident report form.

Administering Medication

Students should not take medication during school hours or school-related activities unless doing so is necessary for their health. When a student's licensed health care provider and parent/guardian believe it is absolutely necessary for a student to take medication during school

hours, the parent/guardian must request that the school dispense the medication to their child under District procedures for dispensing medication.

Prescription and non-prescribed medication will not be administered until a "School Medication Authorization Form" is completed, including, if applicable, confirmation of the student's ability to self-administer medication for asthma and/or to use an epinephrine auto-injector (EpiPen®).

Parents/guardians are responsible to bring all medications to school and to pick up any unused medications.

Absent willful and wanton conduct, the District will incur no liability as a result of any injury or illness arising from a student's self-administration of medication or storage of medication by school personnel. All students 18 years old or older or their parent(s)/guardian(s) must indemnify and hold harmless the District, its employees and agents against claims arising out of a student's self-administration of medication including use of an EpiPen®, or storage of medication by school personnel. Nothing herein prohibits any school employee from providing emergency assistance to students, including administering medication.

C. STUDENT RECORDS

Notification of Rights of Parents and Students

Rules concerning student records at the District are based on requirements of the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and on the School Board's Student Records Policy.

The Student Records Policy may be reviewed in District administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the Principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

Directory information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the Principal by October 1, 2009 or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

[Applicable only at high school level:] As required by federal law, the District will, upon military recruiters' request, provide recruiters with access to student names, addresses, and telephone phone numbers, unless the parent requests in writing that such information not be so disclosed without prior written consent. Such a request must be delivered to the building principal by October 1, 2009 or within 30 days of initial enrollment.

Parent and student rights in regard to student records

Parent(s)/guardian(s), or a student who has become 18 years old ("eligible student"), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of 20 cents per page for copies.

2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.

3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.

4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.

    a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.

    b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.

5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements FERPA. The address of the agency that administers the Act is:

    Family Policy Compliance Office

    U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

Limitation on right of access where court order of protection exists

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other protections

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

D. **PROTECTION OF PUPIL RIGHTS ACT**

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following areas, if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    a. Political affiliations or beliefs of the student or student's parent;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of -
    a. Any other protected information survey, regardless of funding;
    b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or

scoliosis screenings, or any physical exam or screening permitted or required under State law; and

c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use -

   a. Protected information surveys of students;

   b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   c. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

VIII. EXTRACURRICULAR CODE OF CONDUCT

This code establishes standards of conduct, expectations, and consequences governing all USHS teams or organizations, upholds the integrity of USHS, promotes positive citizenship among participants, and encourages a complete high school experience. Students are visible ambassadors of the District and community. This code supplements the standards of conduct generally applicable to students as set out in Part VII of this Handbook.

Extracurricular activities include all athletic teams, clubs, organizations, musical activities, cheerleading, speech and other academic teams.

A. **STUDENT ACTIVITIES**

All students are encouraged to participate in activities outside of the classroom. Students are required to meet prescribed scholastic eligibility standards in order to participate. Student activities currently scheduled at United School include:

ATHLETICS - Boys: football, golf, basketball, track, baseball, cross-country

Girls: volleyball, golf, basketball, track, softball, cross-country

DRAMA - High school play

MUSIC - Instrumental, vocal

CLUBS - Cheerleading, FCA, FFA, FCCLA, ICTM, Scholastic Bowl, Speech, Student Council and WYSE

B. **SCHOLASTIC ELIGIBILITY**

Weekly A student is considered ineligible for extracurricular activities if he/she is failing two classes. This eligibility is cumulative for the semester and runs Monday through Saturday of the week following the eligibility check.

Semester All students must be progressing toward graduation. Students who are failing two classes for the semester will be consider ineligible the following semester.

1. An athlete who is ineligible during this weekly check may be ineligible to participate in interscholastic contests the following week (Monday – Saturday).
2. A student who is ineligible for two consecutive weeks may be ineligible to participate in interscholastic contests the following week.
3. A student who is ineligible for three consecutive weeks may also be ineligible to practice.
4. A student who is ineligible for four consecutive weeks may be removed from the team.

An incomplete grade counts as one "F" in completing eligibility, except in cases of extreme illness or unusual circumstances. Students must be on track for graduation, based on credits, in order to remain eligible the following semester. The responsibility for counting credits, meeting graduation requirements and all other eligibility requirements rests with the student and his/her parent/guardian.

C. **INTERSCHOLASTIC PHILOSOPHY**

USHS adheres to the guidelines for interscholastic competition of the Illinois High School Association (IHSA), which distinguish between interscholastic activities and intramural activities. During intramural activities every child is assured equal "court time." In contrast, interscholastic activities carry no inherent right to receive playing time or position based solely on the virtue of team membership. Selection and playing time are afforded to those who, in the sole opinion of the coach, demonstrate the ability to contribute to the team or group's chances for a winning effort.

D. **CONCUSSION MANAGEMENT GUIDELINES--Policies for the management of concussion and head injury in youth sports**

House Bill 200, which recognizes the dangers associated with head injury and concussion, became effective on July 1, 2011. The legislation also requires IHSA member schools to adopt a

policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. Information on the school's concussion and head injury policy must be a part of any agreement contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition.

A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall 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 cannot return to that contest unless cleared to do so by a physician 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 cannot 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.

E. SPECIFIC EXPECTATIONS, OFFENSES AND ACTIONS

1. This code is in effect on a year round basis, including the summer.

2. Students must know and adhere to any training rules or standards of conduct established by their coach or sponsor.

3. Students must adhere to the highest standards of sportsmanship. Disciplinary action will be determined by the coach and/or administration for technical fouls or unsportsmanlike conduct.

4. Students must be in attendance by 5th Hour (11:08 a.m.) of the school day in order to participate in an extracurricular event that evening unless documentation is presented from a doctor/dentist office, funeral home or a court officer. This rule also applies to a Friday absence in relation to a Saturday event.

5. Students should not engage in activities that discredit themselves or the school, such as vandalism, theft, burglary, or conduct subject to criminal misdemeanor charges. A student who commits such misconduct may be excluded from extracurricular activities.

6. If a student is arrested and charged with a crime, the School Board may meet to consider whether to withdraw the privilege of participating in school-sponsored extracurricular activities or school-related activities.

7. Coaches will report any violation of the athletic code to the athletic director.

8. A student is not eligible to receive any awards for a season during which he or she was removed from the team by choice of the student, coach, or by reason of a penalty imposed under the athletic code.

9. Sunday practices and events are prohibited unless authorized by the School Board.

10. A contest or game may take place on the night of a day school is cancelled due to inclement weather, at the discretion of the administration.

11. Students exempt from practice for religious reasons will not be subject to discipline by the coach.

12. Students may be determined to be in violation of this code dealing with tobacco products, alcohol, controlled substance, including look-alike drugs if the participant:

    a. Is arrested, convicted, pleads guilty, or admits taking, possessing, selling or distributing tobacco, alcohol or a controlled substance. A student who is charged becomes immediately ineligible to participate pending resolution of the charges.

    b. Is under the influence or has partaken of tobacco, alcohol, or a controlled substance.

    c. Is reported by his/her parent/guardian as taking, possession, selling or distributing tobacco, alcohol or a controlled substance.

13. A six month or year long suspension under the serious misconduct section of this code may be reduced by half if the participant enrolls in and successfully completes a rehabilitation program pre-approved by the administration. The expense for the program will be paid by the student.

F. SERIOUS MISCONDUCT

The following conduct is severe and will result in disciplinary action.

1. **Possession, distribution, or influenced by tobacco or tobacco products.**

1st offense	Suspension for ¼ of the contests in the activity in which the student is currently engaged.
2nd offense	Suspension for three months, not including summer vacation.
3rd offense	Suspension for six months, not including summer vacation.
4th offense	Terminate participation at USHS.

2. **Possession, distribution, or influenced by alcohol.**

1st offense	Suspension for ¼ of the contests in the activity in which the student is currently engaged.
2nd offense	Suspension for six months, not including summer vacation.
3rd offense	Suspension for one calendar year.
4th offense	Terminate participation at USHS.

3. **Possession, distribution, or influenced by controlled substance including "look-a-likes" and drug paraphernalia.**

1st offense	Suspension for six months, not including summer vacation.
2nd offense	Suspension for one calendar year.
3rd offense	Terminate participation at USHS.

4. All offenses are cumulative. This begins when a student enters the ninth grade.

5. If a violation occurs outside the season, the consequences imposed begin with the next season in which the student has traditionally participated. A season begins the first day of practice and ends with the last contest or event. For a first offense, if less than the percentage of forfeiture is available in the current season or activity, the remainder will be applied in the next sport or activity in which the student has traditionally practiced.

   The number of contests for a first violation in each sport will be 25% of the number of games scheduled for that school year. The suspension will be for one game less than 25% when the calculation does not determine an even number.