

United Township High School

Home of the Panthers

2018-2019

1275 Avenue of the Cities

East Moline, IL 61244

(309) 752-1633 or (309) 752-1600 – general office

<http://uths.net>

This Handbook Belongs to:

Name:	_____
Address:	_____ _____
Phone #:	_____

To the Students and Parents of United Township High School:

This handbook has been prepared to assist you in making your days at UTHS enjoyable and rewarding.

The faculty and staff of UTHS are dedicated to providing you with the best possible educational opportunities. It is your responsibility, through the decisions you make, to capitalize on the opportunities present within your school.

The information contained in this handbook is intended to answer your questions and provide you with direction. Read it carefully, know what it says and ask questions about things you do not understand.

Sincerely,

The Faculty and Staff of UTHS

MISSION STATEMENT

The mission of United Township High School is to provide a dynamic learning environment that fosters a healthy self-concept through academic achievement while preparing students to succeed as responsible citizens in a technologically advanced global society.

Adopted by the District 30 Board of Education on September 12, 2005.

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UTHS School Song

*We're gonna fight and win for East Moline. We're gonna keep our banners high.
We've got the team and pep and everything. Our spirits never die. You-rah-rah!
Fight on for the Orange and Black. But fight on hard and clean.
Come on all you Panther fans yell for East Moline. FIGHT!*

SCHOOL PHONE NUMBERS

STUDENT SERVICES / ATTENDANCE OFFICE

Cindy Blake, Attendance Secretary (A-K) 752-1630
Susan Busch, Attendance Secretary (I-Z) 752-1665
Shannon Heimbürger, Truant Officer 752-1679

Student's Last Name A - K:

Abel Zertuche, Dean of Students 752-1630

Student's Last Name I - Z:

David Hochgesang, Dean of Students 752-1665

Kai Killam, Assistant Principal 752-1630

Police Liaison, Kirk DeGreve 752-1641

GENERAL OFFICE

Matt Wright, Principal 752-1633

Anthony Ragona, Assistant Principal 752-1633

Deb Lofgren, Secretary 752-1633

Irma Martinez, Secretary 752-1600

SCHOOL NURSE

Chaise Nache 752-1647

COUNSELING OFFICE

Abby Demory (A - E) 752-1670

Jon-Mychel Nelson (Em - Lo) 752-1644

Stacey Drish (Lu - Rod) 752-1673

Patrick Green (Roe - Z) 752-1643

Holly Schneider, Secretary 752-1640

Marcy Johnson, Registrar 752-1650

CURRICULUM & INSTRUCTION DIRECTOR

Shannon Miller, Director 752-1600

SPECIAL SERVICES DIRECTOR

Erin Terstriep 752-1658

DRIVER EDUCATION

Brad Burklund 752-1633

ATHLETICS/ACTIVITIES

Mark Pustelnik, Athletic Director 752-1621

Sherri Harding, Secretary to Athletic Director 752-1621

AREA CAREER CENTER

Larry Shimmin, Director 752-1691

UNITED TOWNSHIP EDUCATION CENTER (UTEC)

Jennifer Webster, Director 752-6810

Cindy Ogle, Secretary 752-6810

EAST MOLINE MUNICIPAL SWIMMING POOL

Melissa Messerschmidt, Manager 752-1624
Physical Education 752-1625

TRANSPORTATION

Pamela Curlless, Supervisor 752-1682

ADMINISTRATION

Dr. Jay Morrow, Superintendent..... 752-1611
Tracy DeClerck, Comptroller 752-1622

RESPONSIBILITIES OF STUDENTS, PARENTS/GUARDIANS

As part of the education team, students & parents have responsibilities that must be met if the team is going to achieve excellence.

STUDENTS HAVE THE RESPONSIBILITY TO:

- respect the rights of others to an education without interference.
- be at school on time and be prepared.
- be accountable for their individual actions.
- cooperate with others to promote the well-being, safety and security of the school community.
- recognize the obligation in free speech to avoid obscenity, defamation, racism and denigration of people.
- think ahead to educational and career goals.
- inform parents of school records, progress in school and social events.
- protect school property and respect the property of others.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- come to school for conferences.
- check on their student's academic progress.
- expect and encourage attendance, and call in absences.
- know what's happening at school, & attend school functions.
- seek information relative to education and careers after high school.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. Adopted by the Board of Education on January 12, 2010

OPORTUNIDADES EDUCATIVAS IGUALES

Las oportunidades educativas y extracurricular iguales estarán disponibles para todos los estudiantes sin consideración alguna hacia color, la raza, la nacionalidad, la religión, el sexo, la orientación sexual, la ascendencia, la edad, la inhabilidad física o mental, la identidad del género, el estado de ser sin hogar, la orden del estado marital o parental del estado de la protección, real o potencial, incluyendo embarazo. Además, el Distrito no entrará con conocimiento en acuerdos con ninguna entidad o individuo que discrimine contra estudiantes en base de sexo o de cualquier otro estado protegido, salvo que el Distrito sigue siendo hilo neutro del punto de vista al conceder el acceso a las instalaciones de la escuela bajo política 8:20, uso del tablero de la comunidad de las instalaciones de la escuela. Cualquier estudiante puede archivar un agravio de la discriminación usando el procedimiento uniforme del agravio. Adoptado por el Tablero de la Educación el 12 de Enero de 2010

RIGHTS RESERVED & UTHS BOARD OF EDUCATION POLICIES

The provisions of this publication are not to be regarded as an irrevocable contract, and are only a summary of board policies governing the district. The Board of Education of United Township High School reserves the right to modify, revoke or add to any and all regulations affecting students whether they are academic concerns or pertain to student life. For a complete list of all UTHS Board Policies please visit <http://uths.net/wp-content/uploads/2016/boe/boepol.pdf> or contact Dr. Jay Morrow at 309-752-1611.

GENERAL INFORMATION

BUILDING HOURS

Building hours are 6:30 a.m. to 4:00 p.m. Students are not to be in the building after 3:10 p.m. unless they are specifically involved in school-sponsored activities.

LOCKERS

Students will be assigned a hall locker and other special lockers and are to observe the following rules:

- Lockers must be kept locked.
- Students are not to give out their locker combination to anyone, or share lockers.
- All losses should be reported immediately to the police liaison officer.
- Large sums of money or other valuables should not be kept in lockers.
- Keep unnecessary materials out of lockers. Locker decorations must be appropriate and in good taste and will be subject to the approval of the administration.
- Lockers are subject to inspection at any time. Keep them in good order at all times. **School authorities or designated personnel have the right to check and search lockers since lockers are provided for the students' convenience and locker rental fees are not charged.**
- Students should immediately report any difficulty with their lockers to the General Office.

TELEPHONES

The office telephones are for business purposes only and are not to be used for personal calls. Students will not be called to the phone. In case of sickness at home or other grave emergencies, the office will deliver the message from home to the student.

VISITORS

Except in cases of emergency, visitors are required to make appointments to minimize disruptions of the education program. All visitors must register at the front door and report to the General Office.

FIELD TRIPS

Parents must give students permission to go on field trips. All school rules governing student behavior apply and students who violate the rules may be referred to the Student Services Office.

UTHS ID CARDS

Students must carry their UTHS ID at all times. The ID must be presented to a school employee or bus driver when requested. When an ID card is lost, it is the student's responsibility to report the loss to the General Office as soon as possible. A \$3 charge will be required to replace a lost ID card. **Students are required to have an ID for lunch. Lunch will still be served if a student forgets their ID.**

STUDENT LUNCH

The UTHS cafeteria uses a "cashless" system. Students must have an ID to purchase lunch. Envelopes and a deposit box are provided in the front foyer, General Office, and cafeteria to allow students and parents a convenient place to drop off deposits. Deposits made by 9:00 a.m. will be credited towards the student's account that same day. **Accounts must have a positive balance in order to serve lunch to students.**

SCHOOL FUNCTIONS AND DANCE POLICIES

- All UTHS students must present their student ID at the registration table.
- Any vehicle, including limousines, can be searched at any time. Passengers will be held responsible and will be given consequences for any illegal substance in the vehicle.
- Any student suspected of being under the influence of drugs and/or alcohol will be subject to an evaluation which could include a Breathalyzer test by police.
- All guests must be **20 years of age or under** and middle school students may not attend.
- UTHS students and guests are required to abide by all school rules.
- Anyone exhibiting disruptive behavior will be removed from the dance and parents will be notified. No refunds will be given.
- All guests must present their high school ID or their driver's license to be admitted to the dance.
- Guests must arrive at the dance with their UTHS host student.
- UTHS students and their parents/guardians are responsible for a guest's behavior. If there is a problem with a guest, the UTHS student will lose the privilege to bring a guest to any future UTHS dance.

EMPLOYMENT CERTIFICATE

If a student is under 14 years of age and plans to work outside of school hours, s/he should secure an employment certificate from the General Office. If a student is between the ages of 16 and 21, s/he may be required to obtain a certificate of age.

STUDENT DROP-OFF AREA

South entrance

STUDENT PARKING

- Students must have a valid parking permit to park in the school parking lot.
- Student parking on school grounds is designated by white painted lines.
- Students' cars must not be parked in the ACC, receiving area, staff or visitor parking spaces, or any other areas designated by yellow painted lines.
- Students are not to go to parked cars during the school day.
- The speed limit in the parking lot and entrances is restricted to 10 miles per hour.

All student drivers must have a parking permit. UTHS reserves the right to search any vehicle in the parking lot. UTHS may deny parking privileges for any infraction of school rules. In addition, the City of East Moline may ticket violators.

DISTRIBUTION OF PRINTED MATERIALS

Students seeking to distribute non-school materials to the student body shall provide a copy of the material to the principal or the administrator in charge if the principal is unavailable. The principal or administrator in charge will approve the distribution within two hours of receipt unless the material is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, would cause substantial disruption of the proper and orderly operation of the school or school activities, or advertises a product or services not permitted for use by minors under the law. If the material is approved, the students will be allowed to distribute such material at any entrance or exit to the school before and after school and during all lunch periods at a place near the cafeteria designated by the principal. Students shall not distribute materials in a manner that disrupts any school activity or blocks or impedes the safe flow of traffic within the corridors and entryways of the school. In addition, such material may be left in the General Office so that other students may obtain a copy during the school day.

BULLETIN BOARDS

A building administrator must approve all items posted on any bulletin boards.

ANNOUNCEMENTS

Public address announcements must be put on a form obtained from the General Office and must be signed by a teacher or sponsor.

REGISTRATION

Students who attended grade school within the UTHS district were registered before eighth grade graduation either by a counselor from the high school or by a counselor at the grade school that the student attended. Any questions concerning registration or selection of courses should be referred to the student's counselor. Registration for the following year will begin soon after the start of second semester. New or transfer students must be accompanied by an adult with legal custody and provide the following:

- Proof of residency
- A student transfer form
- A current physical examination including an immunization record
- A birth certificate

New or transferring students may not attend classes until these requirements are met.

FEES AND COSTS

All students pay a basic registration fee. This fee must be paid when the student enrolls in school. The following items are optional: (1) Activity ticket (admission to athletic events), (2) Skyline (yearbook), (3) parking fee, (4) participation fees for athletics and band

The Board of Education shall waive general registration fees and Driver Education fees assessed by the district for students whose parents are unable to afford them. Application forms for waivers of fees are available from the General Office.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

If a student, parent, or guardian moves during the school year or has a change of telephone number, the Guidance Office should be informed of the new address and phone number as soon as possible.

TEXTBOOKS

Textbooks are rented to students. Books are distributed to students by their teachers on the first day of each semester and at other times as required. The rental fee for textbooks is part of the registration fee payable at the beginning of the school year. The fee does not include notebooks, workbooks or other supplies that cannot be used again. Each textbook carries a number and a student registration slip on the inside cover that must not be altered. Changes made in the name or number of a book will be considered evidence that the student in possession of the book is not the one to whom the book was issued. Such books shall be forfeited and payment made for the book that was lost. At the time books are obtained, the student will sign his/her name on the inside cover of the book in the presence of the teacher in charge. All books shall be returned on a specific date; various teachers in the classrooms will supervise collection. Books that are not returned and books that are lost or damaged (ordinary wear accepted) will be paid for by the student.

HEALTH SERVICES

A school nurse is available during the school day. In case of illness or injury during the school day, the student should notify the teacher who will then issue a pass to the nurse's office. The nurse will take care of the student or excuse the student to go home or to the doctor with parent's permission, depending upon the severity of the illness or injury.

Students are not admitted to the nurse's office without a pass except in an emergency. The pass indicates that a student has reported to class and is absent from the classroom with permission of the teacher.

Injuries that happen outside the classroom, but on school grounds, should be reported to the nurse immediately.

Prescription medications must be given to the nurse and administered at school only with a doctor's orders.

All prescription medications must be accompanied by a doctor's order and in the original bottle with the student's name and prescription. Over-the-counter medications (Tylenol, ibuprofen, aspirin, etc.) will be given with a signed parent consent form, but students must supply their own over-the-counter medications.

Doctors' excuses for physical education should be taken to the nurse. The nurse will notify the PE teacher of the excuse and the student will be sent to study hall.

Students should feel free to consult the nurse concerning any health problems or questions.

STUDENT RECORDS

The Family Rights and Privacy Act of 1974 and the Illinois School Student Record Act of 1975:

1. A student's permanent record consists of academic transcript with attendance record, accident reports and health records. A student's permanent record shall be kept for sixty (60) years after graduation or permanent withdrawal.
2. A student's temporary record consists of all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records and disciplinary information. A student's temporary record will be reviewed every four years and out-of-date information will be destroyed. A student's temporary record will be destroyed entirely within five years after the student's graduation or permanent withdrawal.
3. Parents have the following rights:
 - a. To inspect and copy any and all information contained in the student's record. There may be a small charge for copies, not to exceed twenty-five cents per page. This fee will be waived for those unable to afford such costs.
 - b. To challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the student's records. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. To receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
 - d. To inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state and federal educational officials have access to a student's records for educational and administrative purposes without parent consent pursuant to a court order or subpoena or in conjunction with an emergency wherein the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student with the exception of public information.
5. The following is designated as public information and shall be released to the general public unless a parent requests that any or all such information not be released:
 - a. student's name and address
 - b. student's grade level
 - c. student's birth date and place.
 - d. information on student's participation in school-sponsored activities and athletics
 - e. student's parents' names and addresses
 - f. student's major field of study
 - g. student's period of attendance in the school.

This information may be released to individuals and/or companies under contractual obligation to the school.
6. Any person or agency may not force a parent or student to release information from the temporary record

in order to secure any right, privilege or benefit including employment, credit or insurance.

7. Full and complete copies of the laws, rules and regulations on student records are on file with the custodian of records of each school and the superintendent of the district.

EARLY GRADUATION OPTION

Seniors may be eligible to graduate early from UTHS provided they meet certain requirements. Requests for early graduation are processed through the Guidance Office.

1. The student and parent/guardian are to discuss with the student's assigned counselor their desire to seek early graduation. Such conference may occur during the course selection process for the student's senior year but no later than the end of the first quarter of the year of graduation. This preliminary discussion will focus on the advantages and disadvantages of early graduation, the student's future plans and reasons for early graduation, a review of credits achieved and anticipated, and other concerns as expressed by the student's counselor, parents or student.
2. Should the student and parent/guardian wish to continue with early graduation, they should submit a written request stating the reasons for desiring early graduation to the student's assigned counselor. This written request shall be received no later than the end of the first quarter of the year of graduation.
3. The student's counselor shall review the written request and assess the student's credits to determine if early graduation is possible. If the student is eligible, the request shall be forwarded along with the counselor's recommendation, to the principal for administrative approval or denial.
4. Students who are granted permission for early graduation will have the option of receiving their diplomas at the end of the first semester or taking part in the annual commencement exercises at the end of the school year. This decision must be made at the time of application.
5. Students electing to graduate early will not be eligible for senior awards or scholarships and will, at the end of their final semester, forfeit the rights of regularly enrolled students.

FINAL EXAM POLICY (NEW)

Definition: A final examination is a comprehensive assessment covering the course content and skills outlined in the course curriculum map, for the entire semester.

FINAL EXAM REQUIREMENT AND GUIDELINES:

All students are expected to take final exams unless:

1. Three or fewer absences per semester from a given class;
2. No tardy referral from a given class;
3. No discipline referral from a given class;
4. Must achieve at least a "C" (69.5%) in each quarter for a given class;
5. Students earning an exemption may still take a final exam at "zero risk." Parameters are always on a "per class basis."

The final exam shall count for 20% of the student's final semester grade. In the event a student is unable to take the examination at the given time because of a legitimate absence due to illness or some other serious reason, the student shall be given an opportunity to make up the examination without penalty of any kind. In the event a student is under suspension during the examination period, the principal shall provide for the student's taking of the examinations either at a given time or through some special arrangement, at the discretion of the teacher and principal.

REPORT CARDS

Students' report cards are issued every nine weeks. If students are doing "D" or "F" work, special reports are generally mailed to parents/guardians midway through each quarter.

DIPLOMA

Diplomas are publicly awarded only at the annual commencement exercise in the spring.

STUDENT SERVICES / ATTENDANCE

GUIDELINES FOR STUDENT ATTENDANCE

Attending classes regularly, doing the assigned work and contributing in class are directly related to success in school. Only when a student is present in the classroom is the student's mental growth going to be enriched by the contribution of fellow classmates' ideas, teachers' explanations of assignments and the introduction of supplementary materials. There is really no way to fully duplicate the classroom experience after a student has been absent. Excessive absences may result in a report to the Truant Officer or removal from classes at the discretion of the administration. An attempt will be made to inform the parent of excessive absenteeism.

Illinois School Code Section 26-1 states, "Whoever has custody or control of any child between the ages of 7 and 17 shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term." It is the responsibility of the parent to see that a student is in regular attendance. The law is specific and parents must cooperate with the school to insure that regular attendance is enforced.

WHAT TO DO IF ABSENT

Attendance phone lines are open 24 hours. Please call based on student's last name.

A-H	Call 752-1630	Cindy Blake, Secretary
I-Z	Call 752-1665	Susan Busch, Secretary

Parents are expected to report the student's absence to the Attendance Office by phone no later than 8:00 a.m. on the day following the absence. When the student returns to school after an all-day absence, s/he should report to class. The student's teacher will refer the student to the Student Services Office for a pass if his/her name does not appear on the excused absence list. Parents who do not have a phone must contact the school to make special arrangements for reporting absences. Parents who do not call the school will be reminded by School Messenger which provides a detailed message sent to the parent/guardian's primary number alerting/reminding them of the absence. Parents who receive a School Message call on an absence, still need to call the school regarding the absence.

ABSENCE REQUESTS

As stated earlier, regular attendance is extremely important for academic success. Arrangements may be made, however, for special situations or circumstances that will require a student to be absent from school. The parent must submit a written or verbal request to the Student Services Office at least one week prior to the absence.

EXCUSED ABSENCES

Only the first 10 days of absence (as defined by the student's schedule) of a school year may be excused for the following reasons:

Illness	Death in the immediate family	Family Emergency	Pre-Arranged family vacations
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After ten absences, documentation is mandatory in order to obtain an excused absence. A parent call does not automatically excuse any absence.

UNEXCUSED ABSENCES

- Unexcused absences are given for any absences not covered above; including, but not limited to:

No parent call or late parent call	Excessive absences	Suspensions	No Transportation
Leaving school without permission from the Nurse or Administration	Oversleeping	Court / Traffic Tickets	Car Trouble

TRUANCY

Truancy is the absence from class or school without authorized permission by school officials or parents. **Excessive truancy may lead to removal of the student from that class and loss of credit. In addition, tickets may be issued by the Truancy Officer.**

WHAT TO DO IF LATE

If a student is late with or without a call from a parent/guardian, s/he should report directly to student services. Once the attendance is corrected, the student will be given a pass to class.

LEAVING SCHOOL DURING THE SCHOOL DAY

No one is to leave school without permission from the nurse or an administrator. Permission to leave school must be obtained in advance by a phone call from the student's parent. If a phone call is not possible, the student must bring a note and must also bring an official document from the place in which the appointment was made. **All students must sign out in the Attendance Office before leaving school.**

MAKEUP WORK POLICY

Students with excused absences will be allowed to make up work assigned during their absences. Students will be given a minimum of two days to make up work (exclusive of exams) for every day missed, starting with the first day the student returns. However, when make-up work is requested and given in advance, the work is due upon the student's return to school. Assignments made in advance requiring more than one week to complete, such as major reports, term papers, etc., will be due immediately upon the student's return to class.

Students absent from class due to approved school activities, such as Student Council, field trips, athletic events, etc., are to be allowed to make up work assigned during the absence under the time guideline above. Major reports, projects, term papers, etc. are due on the assigned dates.

Students with excused absences for extended periods will be allowed to make up their work. Homework may be requested if students will miss 3 or more days of school. Parents or students can make this request by contacting the Guidance Office at 752-1640.

Students with unexcused or truant absences will be allowed to make up work assigned during their absence. Assigned work is due when the student returns to class. However, truant absences are subject to disciplinary action. If a student has been suspended from school, parents may request assignments from teachers by calling the Guidance Office at 752-1640 to make arrangements to have make-up work collected.

GUIDELINES FOR STUDENT BEHAVIOR

Teachers will be responsible for establishing and maintaining uniform rules of conduct and developing procedures for classroom order so as to provide an appropriate educational atmosphere. All teachers have the right to remove disruptive students by sending them to the Student Services Office. Students sent to the office are then seen by an administrator.

Violations of the guidelines for student discipline may result in restricted lunch, morning or afternoon detention, in-school suspension, out-of-school suspension or expulsion. Other rules may be established at the discretion of the administration.

Parents will be notified by phone or mail of the reason for the suspension and will be given a chance to appeal the suspension to local school authorities if they so desire. Parents should contact an administrator for further information regarding the appeal process.

Teachers and/or staff may use reasonable force as needed to maintain safety for the student, other students and themselves.

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

DISCIPLINARY ACTIONS

- **Restricted Lunch**
Students will be required to sign in with the necessary school official and have their lunch in an assigned area in the cafeteria.
- **Detention**
Detentions are assigned Monday through Thursday from 7:15 a.m. to 7:55 a.m. or from 3:05 p.m. to 3:45 p.m. Students have the option to attend the morning or afternoon detention on the assigned day and they must bring books and study materials. UTHS will provide transportation for after-school detention.
- **Restitution**
Return of property or restitution for lost, stolen, or damaged property.
- **Seizure of contraband**
Confiscation and temporary retention of personal property that was used to violate policy or school disciplinary rules.
- **In-House Student Support**
Students are required to report to the Student Support room either by period or all day and are expected to complete their school assignments by working with the Student Support Supervisor.
- **Out-of-School Suspension (OSS)**
Students are removed from school for a specific number of days. During this period of suspension, students are not allowed on school grounds nor are they allowed to attend school functions. Students must participate in a re-engagement meeting with a parent/guardian and Dean/Counselor upon his/her return from an out of school suspension. A violation of these restrictions may result in the student's arrest.
- **Expulsion**
The United Township High School Board of Education may expel students from school.

GUIDELINES FOR PERSONAL APPEARANCE/ DRESS CODE

The school requires all students to dress in a fashion the administration judges to reflect good taste and a style appropriate for a school day. Students are expected to dress and behave in a manner that will not disrupt the educational process, constitute a health or safety hazard or violate district policy. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook. Guidelines for student attire are:

- Dress, grooming, and accessories shall be consistent with educational objectives and may not promote alcohol, illegal drugs, tobacco, gangs, or illegal or violent behavior.
- Dress, grooming, and accessories shall not display racist, obscene, lewd, or sexual symbols, phrases, or offensive language. Also, shirts with dual-meanings/saying/messages are not allowed.
- Clothing that is excessively revealing will not be allowed, such as **but not limited to:**
 - **Shorts - Must have 3 inch inseam or longer.**
 - **Skirts and Dresses - Must be mid-thigh or longer.**
 - **Shirts - No tank tops or spaghetti straps. No shirts that expose the midriff, stomach or excessive back area. No mesh or see-through shirts (unless a t-shirt is worn underneath).**
 - **Holey Jeans / Pants / Shorts – The holes must be 3 inches below the inseam.**
- All pants must be worn at or above the waist, and wallet chains are not allowed.
- Coats and jackets must be kept in the student's locker.
- No book bags or purses can be carried to & from class, & must be left in the student's locker at all times.
- Hats, head kerchiefs/bandannas or other headgear will not be worn or carried in the building at any time

by males or females. All hats are to be placed in the locker upon arrival to school and are to stay there for the entire school day.

- Shoes must be worn at all times, and slippers are prohibited.

Since it is not possible to list all infractions of these rules, it will be the responsibility of the UTHS faculty and administration to determine what is appropriate attire for the school setting.

CRITICAL INCIDENTS/EXPELLABLE OFFENSES

According to Illinois law, the school board may expel a student for a definite period of time not to exceed two calendar years. (105 ILCS 5/10-22.6d). Students of UTHS may be subject to expulsion by the board of education for the following offenses:

- Any possession of, use of, or selling of any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, "look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that a student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substance into the body and (b) grow, process, store, or conceal cannabis or controlled substances are prohibited by this policy.
- Also, failure to fulfill what is outlined in the substance abuse program contract may result in a hearing before the Board of Education with a recommendation for expulsion.
- Intimidate, threaten, bribe, strike or physically assault (which includes gang involvement and/or hazing) a school employee, a member of the Board of Education, a student or a school visitor.
- Damage, cause to be damaged, or vandalize property of the school district or a school employee, a member of the Board of Education, a student, a school visitor or any company with whom the district contracts for services.
- Steal and/or possess stolen property of the school district or a school employee, a member of the BOE, a student, a school visitor or any company with whom the district contracts for services.
- Activate a school fire alarm without appropriate cause.
- Make a bomb threat.
- Set a fire within a school building, to other school property, or to the property of a school employee, a member of the Board of Education, a student or a school visitor.
- Possess or set off fireworks or other explosive substances.
- Possess or cause to be brought to school or to any type of school-sponsored activity firearms, knives, lethal weapons of any kind, potentially dangerous objects or substances or look-alike weapons. Students in violation of this clause may be arrested under Illinois statute for the unlawful use of weapons or unauthorized possession of weapons.
- Fighting/Assault/Battery

Violation of any school rule or policy will be reviewed by the administration and may lead to suspension or expulsion. The seriousness of the conduct, the frequency of the problem and other factors will be considered in any administrative decision. The administration will have the authority to contact the proper authorities.

BEHAVIOR CODE VIOLATIONS

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

Any out-of-school suspended student or expelled student is banned from participation in or attendance at any school-sponsored activity and is not permitted on District 30 grounds.

Suspension may range from one to ten school days. The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. **Inappropriate language, gestures, and materials.** A student, while on school property, school busses or at any school-sponsored activity, shall not use obscene, suggestive or highly disrespectful language or gestures; shall not use racial or ethnic slurs; shall not possess or distribute profane, obscene or suggestive materials or clothing; and shall not possess clothing or material, use gestures or graffiti or otherwise represent cults, gangs or related activities.
2. **Insubordination.** A student, while on school property, on school busses or at any school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver or other authorized school personnel. Students are expected to identify themselves when requested by school personnel. Failure to do so will be considered insubordination.
3. **Fighting.** No student shall engage in fighting, incite a fight, or film a fight while on school property, on school busses or at any school-sponsored activity. School officials reserve the right to arrest any student who participates in a fight.
4. **Full-day truancy.** Truancy is the absence from class or school without authorized permission by school officials or parents. A student who is considered truant is allowed to make up work assigned during the absence. However, assigned work is due when the student returns to class. Full-day truancy will result in a referral to the Student Services Office and the notification of parents by phone or by mail.
5. **Classroom misbehavior.** Students should be on their best behavior in classes. Students who misbehave will be sent to the Student Services Office for disciplinary consequences. Students who repeatedly misbehave may be removed from the class.
6. **Tobacco/Smoking/Smoking Materials.** Use of or possession of smoking materials, chewing tobacco, snuff e-cigarettes and/or vapor pens are not permitted on school property and will be confiscated from students by any school employee. In addition, City Ordinance Regulations may be enforced.
7. **Cheating/Plagiarism.** Cheating in any form or manner will not be tolerated. Dishonesty on major assignments, tests, or projects will result in the loss of credit for that assignment, test, or project. A second offense involving a major assignment, test, or project will result in the loss of course credit in which the second offense occurred. Cheating on lesser assignments will result in the loss of credit for the work, and repeated violations could result in a loss of course credit and/or removal from the class.
8. **Student Sexual Harassment.** Any student who abuses another student through sexually harassing conduct or communications shall have violated the policy whether such conduct occurs on school grounds, at school events or on the school bus.

- 9. Teen Dating Violence:** As described in Board policy 7:185, *Teen Dating Violence Prohibited*
- 10. Communication / Electronic devices.** The use or possession of any electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. *Prohibited Conduct* includes, without limitation, creating, sending, sharing viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 11. Calls to 911.** Making an unauthorized 911 call for unfounded reasons is a major offense and shall lead to police involvement.
- 12. Internet.** Improper use of the Internet will result in a cancellation of that privilege and may result in an in-school or out-of-school suspension. Details of the acceptable use policy are contained in the "Library/Media Services" section of this handbook.
- 13. Missed disciplinary actions.** Students who miss disciplinary consequences face additional, more severe consequences.
- 14. Vandalism.** Willfully damaging or destroying personal or school property will result in consequences determined by administration.
- 15. Tardies.**
 (On a quarterly basis)
5 Tardies to any one class: Student will be referred to student services by their teacher & will receive 2 periods of ISS for that period.
8 Tardies to any one class: Student will be referred to student services by their teacher & will receive 2 periods of ISS for that period
11 Tardies to any one class: 1 full day of ISS, parent conference with administrator, and referral to problem solving team
15 Tardies to any one class: 1 full day of ISS, parent conference with truancy officer
- 16. Cafeteria.** Students have responsibilities in the cafeteria for good table manners. Each student is responsible for disposing of his/her own trash in immediate seating area, even under the table. Students may be assigned clean-up duty at the discretion of supervisory personnel. Misbehavior in the cafeteria may result in anything from a loss of cafeteria privileges (restricted lunch) to potential expulsion.
- 17. Behavior at events.** Courteous, polite, sportsmanlike behavior is an expectation for all students at any school events involving United Township High School.
- 18. Dress and grooming.** Students' attire and grooming should not be offensive, obscene, disruptive to the school, represent a gang or endanger other students' health or safety. Clothing is worn as it was intended to be worn. No bare midriff will be allowed. Shoes must be worn at all times. Jackets/coats and headgear (hats, bandannas, etc.) will not be worn during the school day. Wallet chains are not permitted. Additional restrictions may apply, on a situational basis. ***Please see pages 12-13 of this handbook for more detail.***
- 19. Public displays of affection.** Excessive physical contact and public displays of affection are not acceptable on school grounds. Students may be referred to the Student Services Office for such behavior.
- 20. Reckless driving.** Operating a car on school property in a careless, irresponsible or negligent manner without regard for the safety of others may result in suspension of parking permit or revocation of parking

privileges and/or disciplinary action.

- 21. Bullying, Cyber-Bullying, and/or Intimidation.** Bullying and/or intimidation (which include gang involvement and/or hazing) are strictly prohibited by the Board of Education of United Township High School District 30. The term "bullying" encompasses behaviors which include, but are not limited to, any aggressive or negative gesture or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over or is cruel to another student perceived to be weaker. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature. This could also include pictures of staff or students taken at school w/o permission. Cyber-Bullying refers to gross disobedience that is perpetuated by electronic means includes making explicit threats on an internet site against school employees, students, or any school-related personnel. The parents/guardians will be notified when their students commit any act of bullying. The school district is committed to early intervention to help prevent acts of bullying and reserves the right to make referrals for these students to appropriate mental health professionals.
- 22. 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.
- 23. Fraternity Involvement:** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 24. Operating an unmanned aircraft system (UAS):** Operating a UAS or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy. UTHS Dist. #30 Complaint Managers are: Dr. Jay Morrow and Tracy DeClerck. 309-752-1611.

SUBSTANCE ABUSE PROGRAM

The following steps will be taken with students who are discovered selling or distributing any controlled substances (such as alcohol, marijuana, narcotics), or look-alike drugs:

- Notification of parents; immediate parent conference
- Out-of-school suspension up to ten days and a potential expulsion hearing before the Board of Education
- Police report filed

The following steps will be taken with students who sell, possess, distribute, participate in the consumption of, or are under the influence of any controlled substances (alcohol, narcotics, marijuana), look-alike drugs, or drug paraphernalia:

- Notification of parents and one of the following options:
 - o hearing before the Board of Education with a recommendation for potential expulsion; or
 - o when a student's record warrants further consideration, the student will be

suspended out of school for five school days and will contractually agree to participate in the *substance abuse program* established by the administration of UTHS which may include an outside evaluation at the student's/family's expense.

- A student who commits a second offense during the same academic year may be recommended for expulsion.
- Also, failure to fulfill what is outlined in the substance abuse program contract may result in a hearing before the Board of Education with a recommendation for expulsion.

COUNSELING CENTER SERVICES

Students are assigned a counselor when they enter United Township High School. All counseling assignments are made on an alphabetical breakdown of each class. Services available to students fall into several categories.

ACADEMIC

The counselor works with the students to schedule courses necessary to fulfill graduation requirements and meet the student's interests. In addition, students are advised on the additional basic requirements for acceptance for post high school programs.

PERSONAL

Counseling is a form of personal communication between a student and a counselor in a confidential relationship. It involves helping a student solve his/her own problems by providing information and the stimulus and opportunity for self-appraisal. Suicide and Depression Awareness and Prevention services are available to students and families through the counseling department. Counseling can help the student in making the necessary adjustments and modifications of his/her plan to attain goals.

CAREER/POST HIGH SCHOOL

Once students enter high school, the questions most often asked by parents, relatives and teachers are "What are you going to do after high school?" and "What career are you going to enter?" Most high school students have not given this much thought. Guidance Counselors, the UT webpage, and the Library/Media Center are excellent sources of information.

COLLEGE VISITS

Juniors and seniors may use school days to visit colleges, universities, and other post-secondary institutions. Missed days will be recorded as excused absences and must be verified by a parent/guardian call.

TRANSCRIPTS OF CREDIT

Requests for transcripts should be made through the registrar; located in the Guidance Office. There is no charge while students are in attendance at UT. Following graduation, four transcripts will be sent directly to a college, prospective employer, government agency, or the student free of charge. For each additional transcript there will be a charge of \$3.

ACADEMIC AWARDS AND SCHOLARSHIPS

ACADEMIC ACHIEVEMENT AWARDS

The United Education Foundation sponsors monetary awards to the top two students from the Business, English, Fine Arts, Foreign Language, Mathematics, Science, Social Studies and Vocational Education Departments and recognizes the top ten students from the freshman, sophomore, junior, and senior classes at the annual Academic Achievement Awards banquet each spring.

SENIOR HONORS NIGHT

Each year seniors are honored during a special evening for their achievements in athletics, citizenship, fine arts & scholarships. Information about scholarships, awards and honors presented at Senior Honor's Night can be found in the UT Counseling Department.

SCHOLARSHIPS

Scholarships available through United Township High School are made available to students through the Guidance Office. Folders with a list of current scholarships listed and their applications are available in the Scholarship filing cabinet. Some scholarships require an online application, which will be listed within the description in the Scholarship folder. As new scholarships arise, they are announced and an updated list is posted in the Guidance Office as well as in English classrooms. A list of current scholarships is also linked to the Counseling page on the UT website. Some scholarships should be turned in to the Counseling Office while others need to be mailed in by the individual. Each Scholarship will state specifically where it should be returned. Students are responsible for checking the Scholarship list on a weekly basis to find the most updated Scholarships. It is their responsibility to apply for these Scholarships on their own. If students have questions pertaining to Scholarships, they should talk with their counselor.

ACTIVITIES – CLUBS – ORGANIZATIONS

Students at UTHS will soon discover that there are various clubs, organizations and other activities in which to participate. Students should check the bulletin boards and listen to the daily announcements for information concerning school activities.

- **National Honor Society** - National Honor Society is open to sophomores, juniors and seniors with a 3.5 grade point average. Additional criteria to be considered for membership will be service to school, community, leadership and character. Membership in the NHS is contingent on maintaining the high standards of the Society.
- **Spanish National Honor Society** - National Spanish Honor Society is open to juniors and seniors with a 3.5 grade point average in Spanish and who are enrolled in Spanish III or Spanish IV. Additional criteria to be considered for membership will be recommendation from the Foreign Language Department. Membership in the NSHS is contingent on maintaining the high standards of the Society.
- **Student Council** - The purpose of the Student Council is to promote a better relationship between students and teachers and to provide the administration with student opinions and ideas and to assist the school in all activities. The Student Council of UTHS is representative of the student body. The students elect the officers. Each class elects ten members to the Council each year. The Student Council is the student voice within the school.
- **Yearbook** - Student editors from each class produce the Skyline, the school yearbook. It is the responsibility of the yearbook staff to record events of the school year. This includes pictures and stories of seniors, underclassmen, sports, activities and clubs. The yearbook is completed in March and distributed the last week of the school year. To achieve staff positions on the Skyline, students must show creativity and have a good grade point average.
- **Other Clubs/Organizations –**

Anime / Gamers	French	Letterman's	Panther Posse	Tri-M Music Honor Society
Authentic Voices	Gay Straight Alliance	Link Crew	Panther Press	Ukulele
Crime Stoppers	Interact	Math Team	PAW (Photography, Art, & Writing)	WYSE Team
Cultural Awareness	Jazz Choir	Office/Library student helpers	Red Cross	Skyline
Fellowship of Christian Athletes	Key	Panther Players	Robotics	
Flying Fish (partnered with Children's Therapy)	Latinos Unidos y Amigos	Math Team	Speech	

ATHLETICS & ELIGIBILITY REQUIREMENTS

- **UTHS Athletics – 2018-2019 Information**

United Township High School will offer (8) fall, (5) winter and (6) spring sports, besides cheerleading in the fall and winter. The following list of sports indicates the season and starting date of practice.

<u>Fall</u>		<u>Winter</u>		<u>Spring</u>	
Boys Soccer	8/10/2018	Girls Basketball	10/31/2018	Boys Track	1/16/2019
Boys Golf	8/10/2018	Boys Basketball	11/7/2018	Girls Track	1/16/2019
Football	8/10/2018	Girls Bowling	11/14/2018	Baseball	2/27/2019
B/G Cross Country	8/10/2018	Wrestling	11/7/2018	Boys Tennis	2/27/2019
Girls Swimming	8/10/2018	Boys Swimming	11/21/2018	Girls Soccer	2/27/2019
Girls Tennis	8/10/2018			Softball	2/27/2019
Volleyball	8/10/2018				

UTHS also offers cheerleading squads for football, soccer, and basketball.

- **IHSA**

United Township High School is a member of the Illinois High School Association (IHSA). The IHSA Website contains valuable information for participants. Information regarding eligibility rules, attendance, scholastic standing, residence, transfers, age limitations, physical examinations, amateur status, recruiting of athletes, school team sports seasons, playing in non-school competition, all-star participation, coaching schools, and misbehavior during contests may be found at <http://www.ihsa.org/> The IHSA may be reached by phone at (309) 663-6377, by fax at (309) 663-7479, and by mail at: Illinois High School Association / P.O. Box 2715 / Bloomington, IL 61702-2715

- **UTHS Athletics – General Information**

The Athletic Department is dedicated to interscholastic athletics as a vital component of a UTHS education. Athletics will be a positive learning experience for student athletes if they recognize that they may achieve their highest personal and athletic potential only by embracing a positive lifestyle dedicated to competition, integrity and self-discipline. In addition, selection to a team is both an honor and a privilege and carries responsibilities commensurate with leadership roles. As leaders and very visible representatives of UTHS and its teams, athletes have the obligation to represent themselves, and UTHS, in an exemplary manner. UTHS would have its athletes recognized for the good they accomplish and made aware of the results of their actions that would be detrimental to themselves or those they represent. Athletes must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior and the use of controlled substances by any UTHS athlete cannot and will not be tolerated.

- All athletic equipment issued by UTHS is the property of UTHS. This equipment may not be modified by the athletes in any way. Cutting of sleeves, alterations, color changes, etc. are not allowed.
- All equipment must be turned in no later than one week upon completion of the individual's sport/activity season. The student will receive one reminder from the head coach for missing equipment. If the equipment is still not turned in, the lost equipment will be assessed at the last purchased price plus 50% to cover individual replacement costs. This fee will be collected by the UTHS business office.
- **Senior pictures-** Seniors may borrow UTHS athletic equipment for senior pictures under the following conditions:
 1. A one week notice must be given to the equipment manager to procure the equipment.
 2. A \$50.00 check must be presented to the athletic directors' office as collateral for the equipment. When the equipment is returned, the check will be given back to the family.

- **UTHS Eligibility Requirements -**

1. All athletes must have a physical examination to try out for any athletic team. Freshman must have a 9th grade physical to enter high school. The 9th grade physical qualifies as their sports physical. IHSA By-Law 2.150 PHYSICAL EXAMINATION: A school shall have on file for each student who participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity.
2. All athletes must have an athletic permit card (Manila Folder) filled out and signed by parents/guardians. Coaches will distribute the athletic permit card or it can be picked up in the Athletic Director's Office. Student athletes will also be required to have a medical emergency card on file with their coach.
3. Prior to each season, the coaches will conduct a team rules meeting. Your son or daughter will be notified by the coach regarding the time and location of the meeting. All athletes and parents/guardians must attend this important meeting. All team rules, coaching philosophy, and the athletic participation policy will be reviewed and discussed. This is a great opportunity for you to meet the coach and have some of your concerns and questions answered.
4. All Athletes must pay a yearly participation fee of \$50.00 to belong to an athletic team. This fee must be paid prior to your child's participation in a sport. This fee is paid only once per school year regardless of the number of sports an athlete is in.
5. All athletes must be passing five (5) classes per week, and at the end of each semester, to be eligible for participation.

- **Athletic Insurance**

UTHS provides athletic insurance as part of the athletic fee. All athletes, upon paying the fee, will have supplemental insurance coverage at practices, games and travel to and from contests.

- **General Rules for Athletic Awards**

No award will be given to an athlete if s/he was dropped from a squad by the coach for insubordination or violation of training rules.

If an athlete participates on two or more squads and earns an award from more than one squad in the same sport in one season, s/he will be given only one UT letter award. This letter award shall be given for the higher squad. Additional letter awards would be represented in the form of a certificate.

- o **Freshman Awards:** Freshmen who earn an award will be given a numeral indicating their year of graduation.
- o **Sophomore Awards:** Athletes who earn an award will be given a minor UT letter.
- o **Varsity Awards:** Athletes who earn an award will be given a major UT award.

No award shall be given to an athlete who has earned a UT letter award but who is not considered deserving by the coach and athletic director.

- **Managers**

Each team or squad should have one or more managers, preferably from two or more classes. All managers for a freshman or sophomore team may be from that class. The coach, with the approval of the athletic director, determines the number of managers' letters given. The senior and/or the most responsible manager on each squad will be given first consideration for a letter.

- **Trainers**

Student trainers' awards may be given on the recommendation of the head trainer and with the approval of the athletic director.

- **Western Big Six:** Alleman HS, Galesburg HS, Moline HS, Quincy HS, Rock Island HS, and UTHS

DO YOU WANT TO BE A COLLEGE ATHLETE?

To obtain the eligibility requirements for Division I & II athletes information can be found by:

- Visiting the following web-site: <http://www.ncaa.org/division-i-initial-eligibility-toolkit>
- Talking to your UT Guidance counselor

EXTRACURRICULAR PARTICIPATION POLICY FOR ACTIVITIES AND ATHLETICS SERVICES

At United Township High School, we expect students to strive to their potential and encourage them to participate in extracurricular activities. We expect students to represent their school and community with dignity, respect and good sportsmanship.

Participation in extracurricular activities is a privilege and not a right for our students. Students who represent United Township High School in extracurricular activities must be drug, alcohol, and tobacco free, i.e., no possession or use of illegal drugs and no illegal use of legal drugs.

In addition, students involved in extracurricular activities may not attend activities where alcohol or drugs are illegally used, or be associated with or involved in gang-related activities.

Activities covered by the Code include, but are not limited to, all athletic teams, cheerleaders, marching band, choral music, Student Council, theater, speech/debate, all clubs, National Honor Society, etc. Athletic teams/activities will be subject to the penalties described in the Code. Penalties for violations by students in any extracurricular activities will be determined by the advisor/sponsor and an administrator.

The Code shall be enforced throughout the high school career from the date of the student's first signing. Penalties for violations of the Code, when reported by law enforcement, school personnel, or parent/guardian of the student involved in the violation, shall be imposed during the student's current season/activity and may be carried over if necessary. When students are suspended, they are suspended from **all** school activities for that length of time. A subsequent offense, occurring within one calendar year, will be considered a second or third offense. If a student goes one calendar year from the date a penalty is imposed without another violation, s/he will be reinstated as if there was no prior violation. This reinstatement may be used only one time during a student's attendance at United Township High School.

Students in extracurricular activities will discuss the Activities Code and rules for their specific activity or sport with their coaches/advisors, parents/guardians and teammates and make a commitment to the rules of the Code by attending a mandatory team rules meeting at the beginning of each new activity or season. The mandatory meeting will also cover the Student Athlete concussions and Head Injuries program/policy.

United Township High School reserves the right to enforce the Code at any time and with any level of penalty when it is deemed that a student's behavior detracts from the image and standards of the school. A penalty may be extended to include another season or the next school year.

• **Level 1 Offenses**

Including, but not limited to, use or possession of alcohol, illegal drugs or tobacco, illegal use of legal drugs, involvement in a party where drugs and/or alcohol are present, and/or involvement in gang activity.

First Offense: Suspension from one-third of the activity. If the student seeks professional drug/alcohol services, at his or her parent's expense and completes the recommended treatment, the penalty may be reduced by one-half.

Second Offense: Suspension for a season/activity

Third Offense: Suspension from all activities for one (1) calendar year. If a student is between seasons/activities or not currently participating, then the penalty may be imposed during the next season/activity.

If an alcohol or drug offense occurs, mandatory contact with the school's substance abuse coordinator is required. The student may not participate in his or her activity until the coach/advisor receives notification from the school's coordinator that contact has been made and the individual is cleared to participate.

- **Level 2 Offenses**

Including, but not limited to, attendance at an event where alcohol or drugs are being used illegally (even though the student is not in possession of any of the above) and other acts which may be grounds for arrest.

First Offense: Probation and six (6) hours of school service to be determined by the administration

Second Offense: Suspension from one-third (1/3) of the activity

Third Offense: Suspension for a season/activity

Decisions made regarding the enforcement of the Code will be communicated in writing to the student and his/her parents. The parents may request a review by the administrative team by contacting the Activities Director within thirty (30) days of the written notice.

EXTRACURRICULAR ACTIVITY PARTICIPANT RANDOM DRUG TESTING

There is a legitimate concern in the United Township High School District No. 30 and community regarding increased alcohol and illegal drug use by students including students who participate in extracurricular activities. In addition, the use of alcohol or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety and welfare of the student participant and to others who participate with the student. While the board encourages students to participate in extracurricular activities, the opportunity to participate is a privilege, not a right, offered to eligible students on an equal opportunity basis. Students who participate in extracurricular activities are ambassadors of the school district, whether home or away from school, and are held to a higher standard than other students. Therefore, students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and the District's Activities Code.

Students participating in extracurricular activities may not use or possess alcohol or illegal drugs. To try out for and participate in any extracurricular activity, students must agree to random testing for the presence of alcohol and/or illegal drugs in accordance with this policy. This policy will not be used to punish a student participant other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other purpose. The superintendent, with board of education approval, may establish procedures for the implementation of this policy.

DEFINITIONS

1. **Extracurricular Activities:** Any activity covered by the district's Activities Code and sponsored by the school district where no academic credit or grades are awarded and where students participate voluntarily and represent the school district. The activities covered by this policy include, but are not limited to, all interscholastic sports, cheerleading, Panther Players, Marching Band, play participants, musical participants and other similarly sponsored activities.
2. **Student Participant.** Any student who is trying out for or who participates in any school-sponsored extracurricular activity at the district.
3. **Alcohol.** Any liquor, wine, beer or other drink containing alcohol as defined in the Liquor Control Act (235 ILCA 5/1-1 et seq).
4. **Illegal Drugs.** All controlled substances under the Controlled Substance Act (720 ILCS 570/100 et seq.) except when prescribed by a licensed physician, cannabis under the Cannabis Control Act (720 ILCS 550/1 et seq.) and all anabolic steroids.

ADMINISTRATIVE PROCEDURES

Consent Form. To try out for or participate in any extracurricular activity, a student participant and his/her

parent(s) or guardian(s) must read this policy and sign a consent form agreeing to participate in the random drug testing program. The consent form will be valid for one calendar year. Each subsequent year the student and parent(s) or guardian(s) will be required to sign and return a new consent form. Parents and students may withdraw their permission for testing any time.

Non-Compliance. If the student participant or his/her parent(s) or guardian(s) refuse to sign the consent form or withdraw their consent, the student will not be permitted to try out or participate in any extracurricular activity. Also, if the student participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and will be treated as if s/he received a positive test result.

Confidentiality. Confidentiality will be maintained to the extent reasonably possible. Student identities will not be revealed to the testing laboratory. Test results will be disclosed only to the student participant, his/her parent(s) or guardian(s), the superintendent, the student's coach/advisor and other school officials designated by the superintendent on a need-to-know basis. The test results will not be part of the student participant's permanent record and will be kept in a secure file in the school district.

Random Selection of Participants for Testing. Prior to trying out or participating in any extracurricular activity, each student participant will be assigned a number by the superintendent or his/her designee. The numbers will be computer generated. Approximately two times per month, beginning in August, five students from activities and/or clubs will be chosen for testing. A "week" is defined as any full or partial week that school and/or an extracurricular activity is in session. The day of the week on which the testing takes place will be chosen at random by the superintendent or his/her designee. If for any reason a full or partial week goes by without testing, this does not negate the policy.

Notification of Participant Selection. The selected student participants will be notified by pass to report to the office on test day. The student participant will then be escorted to the test site. If the results are positive, the student participants will be asked by a physician from the testing clinic to identify any prescription or over-the-counter drugs they are currently using.

Testing Procedures. Testing will be conducted by urinalysis. Students will be asked to produce a sample in a manner which maintains their privacy to the extent reasonably possible. Specimens will be produced in a private room occupied only by the student and a nurse or other health-care professional. Students will be permitted to produce samples in an enclosed bathroom stall where they can be heard but not observed. The superintendent shall select a licensed medical personnel and an independent laboratory for testing. The selected medical personnel shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen.

Testing Negative. When a student participant receives a negative test result, written notification will be mailed to the student and his/her parent or guardian within five (5) school days of the district's receipt of the information.

Testing Positive. When a student participant receives a positive test result, the student participant and his/her parent(s) or guardian(s) will be verbally notified as soon as possible after the district's receipt of the information. A copy of the written results will be sent to the parents upon receipt by the district. Within 24 hours after a student receives verbal or written notification of the positive test result, the student participant or his/her parent(s) or guardian(s) may request a second test at their own expense to confirm the test result.

First Offense. Suspension from one-third of the contests and/or meetings of the extracurricular activity. If the student seeks professional drug/alcohol services at his/her parent's expense and successfully completes the recommended program, this penalty may be reduced by one-half.

Second Offense. Suspension for one season/activity.

Third Offense. Suspension from all activities for one calendar year.

If a student is between seasons/activities or not currently participating, then the penalty may be imposed during the next season/activity. If the season/activity ends before the full penalty is served, the remainder of the penalty will be carried over to the next season/activity.

In addition, contact with the school's substance abuse coordinator may be required. The student may be prohibited from returning to his/her activity until the coach/advisor receives notification from the substance abuse coordinator that the student has made contact and is cleared to participate.

Enforcement. Test results will only be used for the purpose of determining eligibility for extracurricular activities and will not be used for regular school disciplinary purposes. However, nothing contained in this policy shall prohibit or limit the application of the district's regular student disciplinary rules and regulations to student participants who violate school rules. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

Hearing Rights. Prior to disqualification from extracurricular activities, a student participant and his/her parent(s) or guardian(s) will be provided an opportunity to explain positive test results. The superintendent or his/her designee will have sole discretion to accept or reject any such explanation. The student and his/her parent(s) or guardian(s) shall receive written notice of the superintendent's or designee's decision.

Expenses. Funding for this program will be paid by Board of Education action.

STUDENT TRANSPORTATION SERVICES

Bus Travel - The following rules and regulations of the State of Illinois and the district are for students' safety and protection.

1. The bus driver is in full charge of pupils and the bus. When teachers and coaches ride the bus, the bus driver is in charge. Students should obey the bus driver. The right of all students riding a bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any student persist in violating any of the rules, the bus driver will follow the following procedures:
 - a. First Offense: the student will be warned by the bus driver.
 - b. Second Offense: automatic suspension of riding privileges for three school days; required contact with parents.
 - c. Third Offense: automatic suspension of riding privileges for a minimum of ten school days and contact with the parents.
 - d. Fourth Offense: after four or more offenses or any one serious offense, the administration may determine not to return riding privileges to the suspended student.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

2. The bus driver or transportation supervisor may assign seats at any time as a disciplinary procedure.
3. The student must carry a bus pass at all times **which is on the back of their Student ID**. If a bus pass is lost, a duplicate may be obtained from the General Office.
4. Students must be on time at the designated stops; the bus cannot wait beyond its regular time schedule for those students who are tardy.
5. Students must stand at least five feet away from the traffic lane where the bus will stop. There must be a single file and orderly line.
6. Loading: When students must cross the road to load the bus, the bus driver will, after looking for approaching traffic, signal the students to cross. Students must cross at least ten feet in front of the bus.
7. Unloading: At all discharge points where it is necessary for students to cross the highway, students should cross the highway at least ten feet in front of the bus to a point where traffic in both directions may be observed. Students crossing such highways must receive permission from the bus driver before crossing. When a student lives to the rear of the bus stop or if the student stops for mail, the student shall remain standing on the shoulder of the highway until the bus has traveled a distance of 500 feet.

Students should then cross when traffic permits. Students are not to stand near the side of the bus after they have departed the bus.

8. Students must occupy the seats assigned to them.
9. Students must not, at any time, extend hands, arms, feet or heads out of the bus windows. Windows are lowered only to the black line.
10. The EMERGENCY door is used only for emergencies.
11. Classroom conduct is expected; ordinary conversation is permitted with persons sitting near the student.
12. Students must refrain from unnecessary conversation with the bus driver.
13. Throwing waste paper or other rubbish on the floor or out the window is not permitted. Discarding refuse materials on highways is contrary to state law and violators are subject to a fine.
14. Eating or drinking on the bus is not permitted.
15. Students must report at once to the bus driver any damage to the bus. Persons responsible for damage will not be transported until the damage is repaired or restitution is provided.
16. No tobacco of any kind, smoking or striking matches is permitted.
17. The use of profane or abusive language will not be tolerated.
18. No weapons or explosive materials of any kind are permitted and will be confiscated. This includes water guns, knives, fireworks, etc.
19. Students will transport no animals.
20. During transportation, the front and rear exits must be kept clear. Students will keep band instruments and sporting equipment with them in seats unless said instrument will not permit.
21. No equipment should block exits or the bus driver's view.
22. The use of cell phones on the bus is prohibited & No music is allowed to be played on the bus.

UT LIBRARY MEDIA CENTER

<http://www.uths.net/library> / Hours: 7:00 a.m. – 3:30 p.m. / Monday – Friday / 752-1626

GENERAL INFORMATION

The mission of the UT Library is to ensure that students and staff are effective users of ideas and information by providing instruction as well as access to materials in a variety of formats. The Library is “user friendly” and promotes reading for pleasure. Students are encouraged to use library resources at school and at home 24/7 through our website. Please call the library or email the librarian if you have any questions about our policies or procedures. The UT Library is a member of the Reaching Across Illinois Library System (RAILS) and uses the PrairieCat circulation and catalog system that serves Northern Illinois public, academic and school libraries. Our membership allows students to:

- Use their barcoded student ID to charge out materials at UT and other PrairieCat libraries (library barcode is located on the back of the ID card)
- Return materials borrowed at other libraries to UT & Pay fines owed to other PrairieCat libraries at UT
- Interlibrary loan materials locally, statewide, and nationally as needed for research
- Students cannot use their ID card to charge out materials for other students or family members. Library materials have a 3-week or overnight circulation period. Fines for overdue materials are \$.10 a day. When materials are overdue, students will receive a phone message from PrairieCat, followed by a paper bill/notice mailed home if materials are not returned in a timely manner. Students are required to pay replacement costs for all lost or damaged materials.

STUDENT ACCESS

1. Students may come to the Library/Lab before or after school and during lunch to study quietly, research, or work on class assignments.
2. Students must report to study hall for attendance before they are released to go to the library via a pass from library staff or a classroom teacher.

LIBRARY BEHAVIOR

Students will receive disciplinary referrals and may lose library access privileges during study hall if they fail to exhibit appropriate behavior during: a scheduled class, study hall, lunch and before/after school.

Students are expected to:

1. Be considerate to students who are working and to library staff, & use a quiet voice at all times.
2. Refrain from eating or drinking in the library & show care when using all library resources.
3. Follow school policies for behavior and computer use as described in the student handbook.

INTERNET ACCESS POLICIES

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This authorization does not attempt to state all required or prescribed behavior by users. **The failure of any user to follow the terms of the Authorization for Internet Access will result in loss of privileges, disciplinary action and/or appropriate legal action.**

TERMS AND CONDITIONS

1. Acceptable use. Access to the district's Internet must be for the purpose of education or research and consistent with the educational objectives of the district.
2. Privileges. The use of the district's Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The assistant principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke or suspend access for any given period of time.
3. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - a. using the network for any illegal activity including violation of the copyright or other contracts or transmitting any material in violation of any U.S. or state regulation;
 - b. unauthorized downloading of software regardless of whether it is copyrighted or devirused;
 - c. downloading copyrighted material for other than personal use;
 - d. using the network for private, financial or commercial gain;
 - e. wastefully using resources such as file space;
 - f. gaining unauthorized access to resources or entities;
 - g. invading the privacy of individuals;
 - h. using another user's account or password;
 - i. posting material authored or created by another without his/her consent;
 - j. posting anonymous messages;
 - k. using the network for commercial or private advertising;
 - l. accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, violent, sexually-oriented, threatening, racially offensive, harassing or illegal material; and
 - m. using the network while access privileges are suspended or revoked.

Notification Regarding Student Accounts or Profiles on Social Networking Websites: The superintendent or designee shall notify students and their parents/guardians of the following in accordance with the Right to

Privacy in the School Setting Act, 105 ILCS 75/15: School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite; do not become abusive in your messages to others.
- Use appropriate language; do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal address or telephone number of students or colleagues.
- Recognize that electronic mail (e-mail) is not private; people who operate the system have access to all mail; messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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 breach of this authorization

SECURITY

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

VANDALISM

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

TELEPHONE CHARGES

The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment or line costs.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is Congress's directive to schools receiving any federal funding to eliminate discrimination based on disability from all aspects of school operation. It states: "No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Since United Township High School is a recipient of federal dollars, we are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by our schools.

For a student to qualify for Section 504 protection the student must meet three criteria. The three criteria are **(1) A mental or physical impairment or has a record of an impairment or is regarded as having an**

impairment), (2) which substantially limits, (3) one or more major life activities. It is important to understand that all three criteria must apply to a student before that student is eligible for Section 504 protection. In addition, this disability must be why the student cannot equally access or receive benefit from the school's programs and services.

If you feel that your son or daughter is eligible for a Section 504 plan, Please call Regina Boland at 309-752-1658 for a possible evaluation.

SPECIAL EDUCATION SERVICES

United Township High School, in accordance with state and federal mandates, provides special education services to students with specific disabilities. These services are free of charge to the parents. UTHS is required to identify and provide appropriate educational programs for students with disabilities who are between 15 and 21 years of age who reside in District 30 and require such services. Services are available to students with the following disorders:

Speech/Language	Emotional Disability	Specific Learning Disability
Intellectual Disability	Hearing/Visually Impaired	Orthopedic Impairment
Severely/Profound Handicapped	Short-term Medical Problems	

Depending upon the needs of the student, programs are available in the following ways:

- Consultation (regular education classes)
- Resource (regular education classes more than 40% of the day)
- Instructional (regular education classes less than 40% of the day)
- Special Inter-district Programs
- Home/Hospital Instruction
- Private Facility

In order to comply with state and federal rules and regulations for special education and to provide needed support services for all United Township High School students, the following personnel are available: school nurse, school psychologist, school social worker, and school counselor.

The level of service will move from the least restrictive environment (regular class) to the most restricted environment (institutionalization) and is based on the identified needs of the student.

Special education students will continue to have access to the general curriculum, even if they receive a suspension. The PAWS program will be available to students as an alternative to suspension after administrative review.

Students who receive special education services are entitled to participate in graduation ceremonies upon the completion of their fourth year of high school.

To help identify students who might benefit from services through the Special Education Department, District 30 conducts screening for the following: vision/hearing, speech/language and general progress. For additional information, please contact Erin Terstriep, Director of Special Services, at 752-1658.

United Township Education Center

Description of UTEC:

United Township Education Center (UTEC) is separate campus for UTHS students. Students are provided with a different way to learn and earn credits. Students in the program have access to flexible scheduling, small group instruction, career and post-secondary development, and innovative approaches to learning. The goal of the program is to assist students in earning a high school diploma while preparing them to become productive members of the community. United Township Education Center strives to increase student employability and enhance life skills in a positive climate that promotes success in the present and beyond high school.

List of UTEC phone numbers:

UTEC Office/Attendance – Secretary	Cindy Ogle	752-6810
UTEC Director	Jennifer Webster	752-6810
Police Liaison at UTHS	Officer Kirk DeGreve, EMPD	752-1641
Truancy Officer at UTHS	Shannon Heimburger	752-1679
UTHS General Office – Secretaries	Deb Lofgren / Irma Martinez	752-1633 / 1600

Daily Schedule:

Schedules will vary from student to student based on their individual needs and academic standing.

Building Hours:

- 7:15 AM – 3:45 PM

UTHS Web-Site: <http://uths.net/hs>

- School Calendar can be found on school website & on inside cover of handbook
- Family Access – view grades, lunch account, attendance, discipline

Admission's Process:

Students interested in attending United Township Education Center (UTEC) must meet with a UTHS guidance counselor. The counselor will fill out a United Township Education Center referral form, and give the student an application. The student's parent will also be contacted. A committee comprised of UTHS administration and staff will review applications and make recommendations for placement at the beginning of each quarter. When there are more qualified applicants than spots open, students will be placed on a "wait list," and enrolled at UTEC as space becomes available. Once accepted, the student and their parent/guardian must attend a mandatory admissions meeting with the UTEC Director before the student can begin classes.

Priority will be given to students with the greatest need. The UTHS administrative team may recommend immediate placement.

Attendance Procedures:

If a UTEC student is unable to attend school, it is the responsibility of the parent/guardian to contact the school and give reason. Students are also encouraged to make contact with the UTEC office when they are going to be absent/tardy. The phone number is 752-6810. Messages may be left 24 hours a day/7 days a week. In the event that a parent contact is not made regarding an absence, an automated message will be left on the primary number listed, notifying the family of the absence.

Attendance / Tardy Policy / Truancy:

Regular attendance, punctuality, and participation in classes are necessary for success at UTEC and to reach individual and program goals. Student absences, tardiness and/or truancy from school will be recorded, and students may be dismissed from the UTEC program when the student exceeds 10 full days of absence per quarter. Once a student reaches 5 absences in a quarter, the UTEC Director will contact the parent/guardian and set up a mandatory meeting. At this meeting the student will be placed on *academic probation*. Absences are for ANY reason, including BUT NOT LIMITED TO:

Doctor appointments	Illness	Childcare issues
Court	Job interviews	Personal business
Family emergency	Death in the family	Pre-arranged family vacation

If a student has a serious medical situation or circumstance, the situation will be reviewed by UTEC Staff on a case by case basis. In such cases, though, a student must provide a physician's note or documentation explaining the nature of the illness or circumstance.

Tardy Policy:

Students are required to be punctual to school each day. The UTEC staff believes that tardiness has a negative impact on school work and performance. Therefore, tardiness to school will be recorded, and count toward the quarterly attendance requirement. When a student arrives late to school, they will be required to sign-in with the office, and provide a reason for being late.

Truancy:

Truancy is the absence from class or school without authorized permission by school officials or parents. Excessive truancy may lead to removal of the student from UTEC and/or truancy tickets.

Academic Probation:

Each week, all UTEC students will meet with a UTEC staff member to review their current academic progress. At the end of each quarter, if a student is not maintaining minimum attendance requirements and/or making adequate academic progress, s/he may be dismissed from UTEC or placed on *academic probation*. Ultimately the student may have to leave the program at the discretion of UTEC staff/administration.

Credits toward Graduation:

Students enrolled at the United Township Education Center must complete the same number of credits and the same core courses as UTHS students. Each student who completes the requirements will receive a UTHS diploma and may participate in the UTHS graduation ceremony at the end of the year.

Credits & Coursework:

Students will earn credits on a per semester basis. Credits will be combined from UTHS and UTEC. The majority of a student's classes will take place at UTEC. Courses required for graduation and not offered at UTEC, will be offered on-line via *PLATO™*.

All students are expected to spend all school attendance time, on task. The amount of time spent in school directly affects progress in each class. The less time a student spends in school, the less progress s/he will make toward completion of a credit and ultimately high school completion. All schoolwork will be completed at UTEC, and textbooks will remain in the school building. Students are expected to have materials needed for their classes such as paper and writing utensils.

Change of address / telephone:

Parents/guardians and students are required to inform UTEC immediately when they have a change of address /telephone.

Driver's Education:

Driver's Education is a requirement for a UTHS diploma. This course will be offered at the UTHS main campus on a limited basis, provided a student's attendance, attitude and behavior warrant such enrollment. In addition, the student must have passed at least 8 courses during the previous 2 semesters (Per Illinois School Code 1:140).

Dropped Students:

If a student is removed from UTEC due to insufficient academic progress and/or attendance issues, they will have to consider their other education options: (1) enrollment at Blackhawk Outreach Center (796-8200 / option #3) for diploma completion or GED. Students who are not 17 years old and are dropped from UTEC for attendance/behavior issues will be required to enroll at Blackhawk Outreach Center, re-enroll at UTHS main campus, or face truancy consequences in accordance with Illinois State law.

ID Badges:

ID badges will be issued to each student. If a student loses his/her ID, they will have to pay \$3 to replace it. ID's are required for school transportation, library services, and school functions.

Electronic Devices:

Cell phones should remain in the student's locker, or off and out of site in the classroom setting. Students are permitted cell phone use at lunch (11:50-12:25).

Those students who are in violation of the cell phone policy will be sent to the UTEC office, and the phone will be turned over to the Secretary or Director. Continued abuse of electronic devices will result in daily confiscation and/or parental pick-up. **Students who do not follow staff directives will be seen as insubordinate and may receive OSS.**

Emergency School Closings:

UTEC will follow the same schedule/procedures as UTHS when school is cancelled due to poor weather conditions. Therefore, when the local radio/TV stations display UTHS District #30, then UTEC will be cancelled as well.

Extra-Curricular Activities:

Any UTEC student is entitled to participate in extra-curricular activities at UTHS provided the student fulfills all eligibility requirements. UTEC students involved in extra-curriculars must notify the UTEC director so UTHS can be notified and transportation arranged. More detailed information regarding extra-curriculars and their policies can be found in the UTHS handbook.

Food Service:

School breakfast & lunch will be offered. Students may bring their lunches to school or purchase lunch at UTEC. Prices for lunches are the same as those at UTHS. The UTHS District uses a "cashless" system. Envelopes and deposits may be dropped off in the UTEC office. If you feel you are eligible for free or reduced lunch, all paperwork must be completed at registration, or through the cafeteria staff located in the main UTHS cafeteria. **Students will not be permitted to have restaurants deliver food to UTEC. Parents/guardians may deliver lunch during the designated lunch period (11:50-12:25).**

Career Exploration – Friday Class:

The Friday curriculum will focus on career and post-secondary plans and post-graduation realities. Students will learn: team building, character building, career exploration, study skills employability skills, and community awareness/service. An on-line instructional program called *Career Cruising™* will be used to assist students in the exploration of careers, while guiding them in the development of personal career portfolios & resume development. Students will earn credit for successful completion of the various components of a portfolio and for their participation in the Friday curriculum.

Internet Use:

All students and their parent/guardian will be required to fill out an Internet Usage Agreement. Student use of the Internet must be consistent with the educational goals of UTEC. Therefore, students may not use the Internet to access music/games, search for non-school related materials, or visit proxy sites in an attempt to get around the UTHS filters. A list of all Internet Access policies can be read on Page 26.

Leaving school during the school day:

In the interest of school safety, students are required to use the front door entrance only. Students ARE NOT allowed to leave school property during their scheduled hours of attendance, unless given permission by UTEC staff. If given permission, the student must sign-out in the UTEC office. Under no circumstances should the student leave the building without properly checking out. Students who leave without permission, will only be allowed to re-enter UTEC building to conference with the Director. Failure to follow this procedure may result in truancy violations, disciplinary action, or removal from the program.

Lockers & Personal belongings (book bags, purses, coats):

Lockers are provided to the students for the storage of their personal belongs necessary to navigate to and from school. Locker combinations should not be given out nor should lockers be shared at any time. No permanent decorations of any kind are to be affixed or writing of any kind inscribed outside a student's locker. Decorations within lockers must be in good taste and not of an obscene nature. Students are responsible for seeing that their lockers are locked. The school is not responsible for lost or stolen articles. A student will be held responsible for any items stored in their issued locker. **School authorities or designated personnel have the right to check and search lockers based on reasonable suspicion since lockers are the property of the school, are provided for the students' convenience and locker rental fees are not charged.**

Medical Needs:

UTEC will promote and protect the health of the students. The following procedures will be followed regarding medical care and/or concerns.

- Doctor's notes – Physician's notes excusing a student from school must be turned in to the UTEC office after an absence.
- Emergency & Medical Information – Parents and students are encouraged to keep all of their information current. Changes can be made by calling UTEC.
- First Aid – Minimal first aid is available for students who become ill or are injured at school. Students will report to the UTEC office for assistance.
- Medication – Medications must be given to the UTEC Director/Secretary and will only be administered at school with doctor's orders. All medications must be accompanied by a doctor's order and in the original bottle with the student's name and proper labeling. Over-the-counter medications (Tylenol, ibuprofen, aspirin, etc.) brought from home will be dispensed from the UTEC office with signed parent permission, and students must supply their own medications.
- Physical Education – In the event that a student needs to be excused from PE, the doctors' excuses must be given to the UTEC Director.
- Reports – Students must report any accidents or injuries to their teacher or the UTEC Director immediately after they occur. Documentation of such incidents will be recorded and kept in the student's temporary file. Parents will be contacted, and if unavailable, the emergency name/number listed will be used as the contact person.

Parking:

Students who drive to school must park in the designated student parking area. UTEC students will be required to register their vehicle(s) with the UTEC office. Students parking at UTHS for ACC classes will be required to have parking permits (available from ACC office). Students are responsible for following school rules regarding safe/defensive driving in the UTEC & UTHS school's lots. Any misconduct will result in losing the privilege of parking on school property. **UTHS reserves the right to search any vehicle in the parking lot. UTHS may deny parking privileges for any infraction of school rules. In addition, the City of East Moline may ticket violators.**

Phone Use (messages):

When necessary, students will be permitted to use the school phones, and messages will be delivered to students from parents/guardians.

PLATO™ Learning:

Internet based courses (*PLATO™*) will be offered to students to supplement classroom instruction, recover credits lost, and provide extra learning opportunities for students in need of additional core classes.

Re-entry procedure for UTHS:

Students wishing to re-enter at UTHS main campus, must meet the following guidelines:

- 95% attendance rate
- Passing all classes
- The absence of disciplinary problems
- On track for graduation – measured by credits
- Recommendation from UTEC staff
- Parental Agreement

Safety & Security:

Maintaining a productive learning environment is essential to student success. UTEC has a full camera security system in place. Students are expected to cooperate with staff, follow school procedures/rules, and respect school property. UTEC strives to assist students in becoming productive members of society. Therefore, students are expected to report suspicious behavior and alert staff to potential conflicts and problems.

Visitors:

Visitors other than parents/guardians will not be permitted to: (1) enter UTEC to contact a student or (2) attend classes with UTEC students.

Behavioral Expectations & Discipline at UTEC:

All students are expected to be courteous, cooperative and respectful when working with staff and students at UTEC. These behaviors are critical for success as a student, as well as a worker at any job. If students are disrespectful, uncooperative, or disruptive, s/he has the option to change the behavior or sign out for the day with an absence.

UTEC students must abide by the below behavioral expectations **in addition** to those outlined in the UTHS Student Handbook.

Dress code

The UTEC staff believes that student dress and grooming are the responsibility of the parent/guardian and the students. Staff will take action on student dress/grooming when such presents a clear and present danger to a student's health or safety, or causes an interference with school work and/or creates classroom disorder. No hats will be permitted. Students in violation of the dress code policy will be required to change to appropriate clothing at school, or will be sent home to do so. **Since it is not possible to list all infractions of these rules, it will be the responsibility of the UTEC Staff to determine what is appropriate attire for the school setting. Specific guidelines pertaining to personal appearance / dress code can be found in the UTHS handbook (page 12-13).**

Drug / Alcohol violations (Drug Free Zone Ordinance)

- Please refer to PAGE 13 for description of these behaviors & school policies.

Gangs / Bullying / Cyber-Bullying / Intimidation

- Please refer to PAGE 16 for description of these behaviors & school policies.

Internet / Computer violations

All students and their parent/guardian will be required to fill out **and** abide by the Internet Usage Agreement. Student use of the Internet must be consistent with the educational goals of UTEC. Improper use of the Internet will result in a cancellation of that privilege and may result in a disciplinary F for that course, or an out-of-school suspension. Students may not use the Internet to access music/games, search for non-school related materials, or visit proxy sites in an attempt to get around the UTHS filters. Specific terms and conditions for the Internet can be found in the "Internet Access Policies" section (Page 26-27) of the UTHS handbook.

Open and willful defiance, disobedience, noncompliance or insubordination

A student, while on school property, on school busses or at any school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver or other authorized school personnel. Students are expected to identify themselves when requested by school personnel. Failure to do so will be considered insubordination.

Physical altercations / Fighting and verbal altercations

No student shall engage in fighting or incite a fight while on school property, on school busses or at any school-sponsored activity. School officials' reserve the right to have any student arrested who participates in a fight. In addition, words, actions, and behaviors that threaten the safety of the student and school atmosphere may be dealt with in the same manner as fighting/physical aggression. UTEC students who engage in such behaviors may be removed from the program.

UTHS property

Students will be allowed to be on the main UTHS campus during regular school hours, if, and only if, the student's schedule calls for him/her to take a class or is participating in an extra-curricular activity. Any student causing disturbances or skipping classes at UTHS may be immediately dropped from those classes at the discretion of the UTHS & UTEC administration. Upon completion of the student's scheduled hours at UTHS and/or UTEC, the student is expected to leave ALL school premises. UTEC students who are permitted on UTHS building and grounds under the following conditions must abide by the procedures below:

- **Waiting for morning shuttle service to UTEC** – Students must wait outside. During inclement weather students will be permitted to wait inside the doorway. Restroom use will be limited to the downstairs, East side of UT.
- **Waiting for afternoon bus service home** – Students must wait outside. During inclement weather students will be permitted to wait inside the doorway. Restroom use will be limited to the downstairs, East side of UT.
- **Breakfast** – Those wishing to participate in the breakfast program may enter UT on the East side of the building, dine in the café, and then exit the building using the East exit. Restroom use will be limited to the downstairs, East side of UT.
- **ACC classes &/or Driver's Education** – Students enrolled in ACC and/or Driver's Ed. classes must report directly to their assigned class, and then leave school property after the class dismisses.
- **Extracurricular Activities** – UTEC students involved in any extracurricular activities must notify UTEC director so UT staff can be notified and transportation arranged.
- **Walkers** – Students who walk to UTEC may ride the afternoon shuttle back (across Ave of the Cities) to UTHS. Once shuttle bus arrives at UTHS, students must walk immediately off UTHS grounds, and may not enter building or congregate outside.
- **Behind the Wheel** – Students waiting for their Behind the Wheel to start must wait outside the building. During inclement weather, students may enter the main South entrance and wait inside the doorway. Restroom use will be limited to the downstairs, South side of UT.

Failure to comply with the above policies will result in disciplinary action at UTEC.

Discipline Actions:

The following levels of intervention and disciplinary action for violation of school policies and procedures may include, but need not be limited to: (1) Student conference and warning, (2) Student kept out of a class period, (3) Parent telephone conference, (4) Parent conference at school, (5) Out of School Suspension, (6) Police ordinance violation tickets, (7) Truancy tickets, (8) Discharge from the UTEC program and referral to Black Hawk Outreach, (9) Expulsion - Please refer to PAGE 13 for a listing of critical incidents and expellable offenses.