



United Township High School

Home of the Panthers

2009-2010 Student Handbook

1275 Avenue of the Cities
East Moline, IL 61244
(309) 752-1633 – general office
<http://uths.revealed.net>

This Handbook Belongs to:

Name:	_____
Address:	_____ _____
Phone #:	_____

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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

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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.

SCHOOL PHONE NUMBERS

STUDENT SERVICES / ATTENDANCE OFFICE

Student's Last Name A - G:

Mark Pustelnik, Assistant Principal 752-1630

Student's Last Name H - O:

Erin Terstriep, Dean of Students 752-1660

Student's Last Name P - Z:

William Bradford, Dean of Students 752-1665

Shannon Heimburger, Truant Officer 752-1679

Police Liaison, Mike Cornell 752-1641

GENERAL OFFICE

Fred Segura, Principal 752-1633

David M. Ross, Associate Principal 752-1633

Terri VandeWiele, Assistant Principal 752-1633

Gail Nimrick, Secretary 752-1633

Irma Martinez, Secretary 752-1600

COUNSELING OFFICE

Jan Stevens (A - Con) 752-1670

Jon Mychel Nelson (Coo - Hc) 752-1641

Stacy Drish (Hd - Mei) 752-1673

Patrick Green (Mek - Sg) 752-1643

Doug Greer (Sh - Z) 752-1644

Holly Schneider, Secretary 752-1640

Marcy Johnson, Registrar's Secretary 752-1650

SPECIAL EDUCATION DIRECTOR

Angie Ashcraft 752-1658

P.E., HEALTH AND DRIVER EDUCATION DIRECTOR

Sue Rosenthal 752-1648

FRESHMAN ACADEMY COORDINATOR

Kai Killam..... 752-1601

SCHOOL NURSE

Kelly Pustelnik 752-1647

ATHLETICS/ACTIVITIES

Mike Tracey, Athletic Director 752-1621

Sherri Harding, Secretary to Athletic Director 752-1621

Michael Longest, Ticket Manager 752-1629

AREA CAREER CENTER

Larry Shimmin, Director..... 752-1691

Deb Meersman, Secretary..... 752-1691

Jill Finn, Programs Manager..... 752-1675

EAST MOLINE MUNICIPAL SWIMMING POOL

Dave Busch, Manager 752-1624

Physical Education 752-1625

TRANSPORTATION

Cherie Werner, Supervisor 752-1682

ADMINISTRATION

Dr. Jay Morrow, Superintendent..... 752-1611

Tracy DeClerck, Comptroller 752-1622

RESPONSIBILITIES

As part of the education team, students and 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 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.

NONDISCRIMINATION

It is the policy of United Township High School District 30 not to discriminate on the basis of race, color, national origin, age, religion, gender, or disability in its educational and extracurricular programs and activities or its employment policies as required by Illinois Public Act 79-597, Title IX and Section 504 of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois Sex Equity Rules, the Title IX Regulation and Section 504 may be directed to the Coordinator for Nondiscrimination (the Superintendent of Schools).
 Adopted by the Board of Education on May 11, 1992 Revised: May 2003

NO DISCRIMINACION

Es reglamento de United Township High School Distrito 30 no discriminar en el base de raza, color, origen nacional, edad, genero, religion, o discapacidad en sus programas educativos, extracurriculares, actividades, o reglamento de empleados en la manera de requisito por el Acta publico de Illinois 79-597, titulo IX (Illinois Public Act 79-597, Title IX) y la seccion 504 (Section 504) de las enmiendas educativas de 1972 (Education Amendments). Preguntas sobre el acatamiento de las reglas de Igualdad de Sexos, titulo IX reglamento y seccion 504 podran ser dirigidas al Director, 1275 Avenue of the Cities, East Moline IL 61244-4100, (309) 752-1611.
 Adoptado por la mesa directive de educacion: 05/11/1992

2009 - 2010 SCHOOL CALENDAR

FIRST SEMESTER

Teacher Institute Day (no school for students).....	August 3
Freshman Only	August 4
All Students – All Day	August 5
School Improvement Day (2-hour delay – Classes start 10AM)	August 19
School Improvement Day (2-hour delay – Classes start 10AM)	August 28
Labor Day	September 7
School Improvement Day (2-hour delay – Classes start 10AM)	September 23
End of First Quarter	October 2
Fall Intersession	Monday, October 5 through Friday, October 16
Columbus Day	October 12
Parent/Teacher Conferences (8am – 12pm).....	Friday, October 23
(Evening Parent/Teacher Conferences ----- Thursday, October 22, 5:30-8:30pm)	
School Improvement Day (2-hour delay – Classes start 10AM)	October 28
Veterans' Day	Wednesday, November 11
School Improvement Day (2-hour delay – Classes start 10AM)..	November 18
Thanksgiving Break	Thursday-Friday, November 26-27
School Improvement Day (2-hour delay – Classes start 10AM).....	December 4
First Semester Exams	Thursday, Friday, and Monday December 17, 18, 21
End of First Semester	Monday, December 21
Winter Intersession **	Tuesday, December 22 through Friday, January 1

SECOND SEMESTER

Classes begin for 2 nd semester.....	January 4
School Improvement Day (2-hour delay – Classes start 10AM).....	January 13
M.L. King Day	January 18
Teacher Institute Day (no school for students).....	February 5
Presidents' Day	February 15
School Improvement Day (2-hour delay – Classes start 10AM).....	February 24
Pulaski Day.....	March 1
School Improvement Day (2-hour delay – Classes start 10AM).....	March 10
End of Third Quarter.....	March 12
Spring Intersession.....	Monday, March 15 through Friday, March 26
Friday before Easter	April 2
School Improvement Day (2-hour delay – Classes start 10AM).....	April 14
Teacher Institute Day (no school for students).....	Friday, April 23
School Improvement Day (2-hour delay – Classes start 10AM).....	May 14
**Final Exams	Friday, May 28; Tuesday, Wednesday, June 1 & 2
Memorial Day	Monday, May 31
**End of Second Semester.....	Wednesday, June 2
**Last Day of School for Students/Staff.....	Wednesday, June 2
Emergency Days (if necessary)	Thursday, Friday, June 3, 4
.....	and Monday, Tuesday, June 7, 8
Graduation.....	Sunday, June 6 @ 2pm (tentative)

****Unless emergency days are necessary**

REGULAR DAILY SCHEDULE

Period 0	7:05 – 7:55
Period 1	8:00 – 8:48
Period 2	8:53 – 9:41
Reading	9:41 – 9:56
Period 3	10:01 10:49
Period 4	10:54 – 11:42
Period 5	11:47 – 1:10
A Lunch	11:47 – 12:22 (Class 12:22-1:10)
B Lunch	12:02 – 12:37 (Class 11:47-12:02 and 12:37-1:10)
C Lunch	12:17 – 12:52 (Class 11:47-12:17 and 12:52-1:10)
D Lunch	12:35 – 1:10 (Class 11:47-12:35)
Period 6	1:15 – 2:03
Period 7	2:08 – 2:56

SCHOOL IMPROVEMENT DAY SCHEDULE – 2 HR LATE START -

Period 1	10:00 – 10:30
Period 2	10:35 – 11:05
Period 3	11:10 – 11:40
Period 4	11:45 – 12:15
Period 5	12:20 – 1:45
A Lunch	12:20 – 12:55
B Lunch	12:40 – 1:15
C Lunch	1:00 – 1:35
D Lunch	1:10 – 1:45
Period 6	1:50 – 2:20
Period 7	2:25 – 2:56

FINAL EXAM SCHEDULE

DAY 1

<u>Period</u>	<u>Time</u>
1.....	8:00 – 9:20
2.....	9:25 – 10:45
3.....	10:50 – 12:10

DAY 2

<u>Period</u>	<u>Time</u>
4.....	8:00 – 9:20
5.....	9:25 – 10:45
6.....	10:50 – 12:10

DAY 3

<u>Period</u>	<u>Time</u>
7.....	8:00-9:20

Please note that all times and schedules are subject to change.

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 3:15 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.
- 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--no purchase of lunch is possible without an 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.

SCHOOL FUNCTIONS AND DANCE REGULATIONS

- ID cards must be presented to obtain admission to school functions.
- Once a student enters an activity, s/he cannot leave and return.
- Advisors and two or more adult couples will act as chaperones.
- No one (guest or student) will be admitted to school functions or dances with the smell of alcohol or any illegal substance on his/her person.
- No smoking is permitted by students on school grounds or at school functions or dances.
- Any student who violates school regulation will be removed from the school function or dance and will be disciplined by the administration.

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. *Cont. on next page*

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:

- activity ticket (admission to athletic events)
- Skyline (yearbook)
- insurance (private company)
- parking fee
- 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 medications must be accompanied by a doctor's order and in the original bottle with the student's name and prescription. No over-the-counter medications (Tylenol, ibuprofen, aspirin, etc.) will be given without a doctor's order.

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 basic identifying information, academic transcript, attendance record, accident reports and health record, record of release or permanent information and other basic information. 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 EXAMS

Final exams will be given at the end of each semester and are usually spread over two or three days. The final exam will be valued at 20% of the student's final semester grade. Students must complete the exam or be granted an exemption.

SEMESTER EXAM OPTIONS

Students will be exempt from taking the semester final exam if they meet the following requirements:

- student has never been truant or suspended from the class
- student has no more than two absences from the class
- student has no more than five tardies per semester in the class
- student has a passing grade for both quarters of the semester

Class absence resulting from school-related activities will not count against a student's attendance record. College visits will count against a student's attendance record for the final exam exemption.

The semester grade will be determined by averaging both quarter grades. Students who qualify for the semester exam option may elect to take the semester exam but it will only be counted if it improves the student's final grade. Students striving to take advantage of the semester exam option need to understand the following guidelines:

- The semester exam option is an incentive to improve attendance and academic achievement. Prior to this attendance policy, everyone was required to take semester exams. A student has eight opportunities in his/her high school career to work toward this goal.
- Perfect (100%) attendance is difficult to achieve. UTHS recognizes that circumstances arise that would make perfect attendance impossible. We expect and understand that students will miss school on these occasions (with parent verification). In order to meet requirements of the semester exam option, students may request an administrative review of certain absences. A written request must be submitted to the Principal two weeks prior to the end of the semester. Any clarification of questions should be directed to the 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.

CREDITS

First year high school students will be considered Freshman. In order to advance to Sophomore status, a student must earn at least 5 credits. To achieve Junior status, a student must earn at least 10 credits. Senior level status will require at least 15 credits. Mid-year promotion or status changes will not take place. Students will be subject to the policies, rules and regulations pertaining to their earned grade/status level.

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-G, call 752-1630
- H-O, call 752-1660
- P-Z, call 752-1665

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.

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 nine days of absence (as defined by the student's schedule) of a semester may be excused for the following reasons:

- illness
- death in the immediate family
- family emergency
- pre-arranged family vacations

After nine absences, a doctor's excuse 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
- leaving school without permission from the nurse or administration
- oversleeping
- court traffic tickets
- no transportation
- 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.**

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 absence 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. Counselors will notify teachers of the reason for absences and provide the teachers with makeup work assignment sheets. Teachers are to submit the completed forms to the counselors prior to the time indicated on the forms so that they may be available for parents.

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 for three days or more, 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 DISCIPLINE

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, Saturday 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.

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.

- **Saturday Detention**

Saturday detentions are served from 9:00 a.m. to 12:00 noon. Students must enter the building on the east side near the cafeteria. Students will not be allowed to enter the building after 9:00 a.m. They must bring schoolbooks and study materials. UTHS will **not** provide transportation.

- **In-School Suspension (ISS)**

Students are required to report to the ISS room either by period or all day and are expected to complete their school assignments.

- **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. 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. 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.
- Clothing that is excessively revealing will not be allowed, such as:
 - short mini-skirts or shorts that are less than mid-thigh in length
 - loosely fitting and low cut halter tops
 - mesh shirts (unless a t-shirt is worn underneath)
 - shirts that expose the midriff, stomach or lower back area
- All shirts or tops **MUST** cover the shoulders. No spaghetti straps or tank tops will be allowed for girls or boys.
- All pants must be worn at or above the waist.
- Coats and jackets must be kept in the student's locker.
- No book bags or purses can be carried to and from class, and 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.

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 are subject to expulsion by the board of education for the following offenses:

- Sell, possess, distribute, participate in the consumption of, or be under the influence of any controlled substances (alcohol, narcotics, and marijuana) or look-alike drugs. In addition, misuse of prescription or over-the-counter medications are subject to discipline.
- 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 Board of Education, 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.**
- Any third incident of a serious offense including, but not limited to the following could result in expulsion:
 1. Gang related activities (which includes wearing of "colors" and the possession of gang related graffiti)
 2. Fighting
 3. Insubordination

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

The Behavior Code applies to all school functions on and off school grounds. This includes, but is not limited to, traveling to and from school and participation in or attendance at athletic functions held at other schools.

Two principles govern all rules at United Township High School:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.

The action of a student committing any infractions listed below will not be tolerated and may result in the student being suspended from classes or school. Repeated offenses may result in more severe consequences, up to and including expulsion.

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. Actions that are major offenses and that may lead to suspension are:

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 or incite 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.** Use of or possession of smoking materials, chewing tobacco and/or snuff is 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 result in the offending student losing credit for the assignment. Any second offense of cheating will cause the offending student to be removed from the course in which the second incident occurred and assigned to study hall. The student will not receive credit for the course for that applicable semester.
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. **Communication / Electronic devices.** The use of communication and/or electronic devices, such as radios, CD or MP3 players, pagers, cellular telephones, etc. are prohibited at school. Students are not allowed to use cell phones in the school building during school hours. Phones cannot be visible. If a phone or other electronic device is seen, it is subject to confiscation by school staff. A first violation will result in the confiscation of the phone/device and a warning. The student may pick-up the phone in Student Services at the end of the day. A second offense will result in the confiscation of the phone/device, **and will require the parent to come and get the device.** Third, and subsequent offenses, will follow the above procedure, and may be subject to detention or suspension. Failure to hand over the phone/device will be treated as insubordination, and may result in a 1-3 day OSS.
10. **Calls to 911.** Making an unauthorized 911 call for unfounded reasons is a major offense and shall lead to police involvement.
11. **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.
12. **Missed disciplinary actions.** Students who miss disciplinary consequences face additional, more severe consequences.

13. **Vandalism.** Willfully damaging or destroying personal or school property will result in consequences determined by administration.
14. **Tardies.**
(On a quarterly basis)
 - a. First and second tardies – warning by teacher
 - b. Third tardy– referral to Student Services. Students will be assigned to in-school suspension for the remainder of the period. Additional tardies may result in longer term suspensions from the class.
15. **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 expulsion.
16. **Behavior at events.** Courteous, polite, sportsmanlike behavior is an expectation for all students at any school events involving United Township High School.
17. **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 (bib overalls with straps up, etc.). No bare midriff will be allowed. Shoes must be worn at all times. Jackets and headgear (hats, bandannas, etc.) will not be worn during the school day. Additional restrictions may apply, on a situational basis.
18. **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.
19. **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.
20. **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. 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.

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 an 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 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 will 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.

RIGHTS RESERVED STATEMENT

The provisions of this publication are not to be regarded as an irrevocable contract. 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.

STUDENT GRIEVANCES

A grievance is a difference of opinion raised by a student or group of students involving the meaning, interpretation, or application of established policies, a perceived difference of treatment, or questions regarding the application of the legal requirements of civil rights legislation. For grievances, the following procedure has been established:

- Step One- The student and/or parent should discuss the matter with the person directly responsible for the grievance issue.
- Step Two- If the problem is not resolved, the grievance should be referred to the Student Services office.
- Step Three-If the problem is still not resolved, the grievance should be referred to the high school principal.
- Step Four- Submit a document in writing to the Superintendent of Schools, should the above steps fail to resolve the grievance.

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. Counseling can help the student in making the necessary adjustments and modifications of his/her plan to attain goals. Counseling services are available to all students at United Township High School.

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. It is not easy to provide satisfactory answers. The Counseling Center, the UT webpage, and the Library/Media Center are excellent sources of information. Counselors can be a great help in locating needed information such as qualifications for various careers.

Counselors can help students find information regarding careers, apprenticeships, college/university admission, business/trade/technical schools, armed forces programs and financial assistance. Every year the counseling department schedules representatives to come to UTHS to talk with students about opportunities in the various programs. These visitations are always announced in advance so students can make arrangements with their teachers to attend these informational sessions.

To assist students in self-assessment and self-evaluation several tests/inventories are offered and interpreted. These include the EXPLORE for ninth grade students, the PLAN for tenth grade students, and the state mandated ACT/PSAE for eleventh grade students. Voluntary tests are offered to students interested in the military (ASVAB) and college (PSAT).

Scholarships for post high school training/education are publicized through the counseling department. Information about scholarships is collected and posted in the counseling department, provided to all English 4 classrooms, posted on the UT webpage, and included in daily announcements. Typical information includes criteria for applicants, deadlines, and where to obtain an application. Scholarship opportunities are received at various times during the year, so seniors should monitor the information regularly. Many awards from institutions require the Free Application for Federal Student Aid (FAFSA) to be filed. The counseling department offers a workshop for parents/students in January to help them with this process. Current FAFSA copies are usually available in the counseling department.

COLLEGE VISITS

Junior and seniors may use a maximum of two school days to visit colleges, universities, or other post-secondary institutions in accordance with the following guidelines:

1. The student assumes responsibility for completing class work missed.
2. Days missed will be recorded as excused absences and count against the final exam exemption policy.

Administrator approval is required for any deviation from the above guidelines

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, perspective employer, government agency, or the student free of charge. For each additional transcript there will be a charge of \$3.

ACADEMIC AWARDS AND SCHOLARSHIPS

CHAMBER OF COMMERCE AWARDS

The Academic Achievement Awards Committee of the Chamber of Commerce of Rock Island and Upper Rock Island County sponsors awards to the top ten students from the freshman, sophomore, junior and senior classes and the top two students from the Business, English, Fine Arts, Foreign Language, Mathematics, Science, Social Studies and Vocational Education Departments 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 and scholarships. All the scholarships and honors listed below are usually awarded at the Senior Honors Night.

SCHOLARSHIPS AND AWARDS:

- Arthur E. Brown Scholarship
- Carol Miller Scholarship
- Corey Arvanis Scholarship
- Elizabeth M. Anderson Scholarship
- Carl Killam Memorial Scholarship

- Irma Jones Scholarship
- Booster Club Memorial Scholarship
- Jeff Leibovitz Memorial Scholarship
- Alexander Wasson Award
- Bill Stotts Memorial Scholarship
- East Moline-Silvis Exchange Youth of the Year Award
- Gail Vogler Award
- Gene McCarter Memorial Award
- Kiwanis Club Scholarship (Ed Hill Award)
- Optimist Club Foundation of Silvis Scholarship Award
- Ron Ryerson Award
- Rotary Club Scholarship (George Ostrom Scholarship Award)
- Walter Zude Award
- William Frey Award

HONORS FOR UTHS STUDENTS

- All Conference, All State and Scholar Athletes
- Illinois Scholar-Illinois State Scholarship Commission
- American Legion Award-American Legion Post 227
- DAR-Mary Little Deere Chapter of Daughters of the American Revolution
- Bausch and Lomb Science Award
- John Phillip Sousa Award
- Presidential Scholar
- Rotary Club of East Moline Junior Rotarian
- Exchange Club of East Moline –Silvis Youth of the Month

ACTIVITIES AND ATHLETICS SERVICES

EXTRACURRICULAR PARTICIPATION POLICY

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.

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, Student Council, National Honor Society, Spanish National Honor Society, Letterman's Club, Panther Players, Marching Band, Fellowship of Christian Athletes, Authentic Voices, Interact Club, Key Club, Ski Club, Quad City Scholars, Martial Arts Club, school publications, 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 office.

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. Each week, 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 student is absent from school, s/he may be automatically tested on the next test date. 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.

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.

- **National Spanish 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.

- **School Publications**

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**

*Authentic Voices (females), Red Cross Club, Panther Players, Diverse Student Union, Speech Club, FCA (Fellowship of Christian Athletes), Interact Club, Key Club, Letterman's Club, LEAP (Leaders in Environmental and Animal Protection), Panther Press (school newspaper), & Panther Dancers.

DO YOU WANT TO BE A COLLEGE ATHLETE?

These are the eligibility requirements for Division I athletes. Division II will institute these requirements in 2013.

- Graduate from high school
- Present a minimum grade-point average (GPA) in core courses
- Present a qualifying test score on either the ACT or SAT test
- Complete a minimum of 16 core courses in the following breakdown:
 - 4 years of English
 - 3 years of Mathematics (Algebra I or higher)
 - 2 years of Natural/Physical Science (1 must be a lab science)
 - 1 year of additional English, Mathematics, or Natural/Physical Science
 - 2 years of Social Studies
 - 4 years of additional core course (from any area listed above, or from foreign language, non-doctrinal religion or philosophy.)

For more information visit: <http://www.ncaa.org>

ATHLETICS

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 Athletics**

United Township High School offers students the opportunity to participate in the following athletics:

BOYS	GIRLS
Baseball	Softball
Basketball	Basketball
Cross Country	Cross Country
Soccer	Soccer
Swimming	Swimming
Tennis	Tennis
Track and Field	Track and Field
Football	Volleyball
Wrestling	Golf
Golf	Bowling

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

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

• **Physical Examination**

UTHS 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 365 days preceding any date of participation in any such practice, contest or activity.

• **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.

- **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!

- **Western Big Six**

Alleman HS, Galesburg HS, Moline HS, Quincy HS, Rock Island HS, and UTHS

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. The bus driver's relationship with the students should be the same as that expected of a teacher. 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.
2. The bus driver or transportation supervisor may assign seats at any time as part of the disciplinary procedure.
 3. The student must carry a bus pass at all times. 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.
 23. No music is allowed to be played on the bus.

UT LIBRARY MEDIA CENTER

<http://www.utlibrary.info> / 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 Prairie Area Library System 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 area 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 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. Students are required to pay replacement costs for all lost or damaged materials.

The UT Library provides computers with school network and Internet access. Students must have signed Internet permission on file in the library to access school computers. Students are encouraged to save, e-mail, or print appropriate information documents for school and home use. Photocopies are \$.10 cents per page and computer prints are \$.5 cents per page.

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.

Students are expected to:

1. Present their ID card for charge out of materials.
2. Be considerate to students who are working and to library staff
3. Use a quiet voice at all times
4. Not eat or drink in the library
5. Use appropriate language
6. Follow school policy for computer use
7. Show care when using all library resources

INTERNET ACCESS

Every student must have

- a completed Internet use form on file in the library.
- permission from the library staff or your instructor to
 - o access the Internet.

- o print from the Internet.
- o use e-mail on the Internet.

Students are not allowed to

- access Internet games.
- use chat rooms.
- sign up or request information.
- visit inappropriate sites.

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 the 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.

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.

Students, parents/guardians and teachers need only sign this Authorization for Internet Access once while enrolled or employed by the district.

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 22 years of age who reside in District 30 and require such services. Services are available to students with the following disorders:

Speech/Language	Emotionally Disturbed
Learning Disabilities	Mental Retardation
Visually Impaired	Hearing Impaired
Trainable Mentally Handicapped	Physically Handicapped
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 50% of the day)
- Instructional (regular education classes less than 50% of the day)
- Special Inter-district Programs

- Home/Hospital Instruction
- Institutional/24-hour Residential Programs

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 Angie Ashcraft, Director of Special Education, at 752-1658.