This handbook contains calendars, schedules, information about University High School, policies for student conduct which affect student enrollment and participation in interscholastic and co-curricular activities, and other important information pertaining to student life at University High School. We invite you to use this handbook as a valuable resource and encourage you to read through the following pages carefully.

University High School reserves the right to modify the policies and procedures in this handbook as necessary. Existing policies or procedures are reviewed annually by the Student Conduct Committee, which is comprised of the Assistant Principal, members of the faculty/staff, students, and parents of current U-High students. The assistance of this committee is also used when new policies and procedures are developed as needed. Final recommendations of this committee are reported to the Administration for final approval.

Any modifications to the handbook during the school year will be reported to students and parents/guardians accordingly.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Preamble</td>
<td>2</td>
</tr>
<tr>
<td>II. Calendars &amp; Schedules</td>
<td>4-8</td>
</tr>
<tr>
<td>III. Introduction</td>
<td>9-13</td>
</tr>
<tr>
<td>a. University High School Creed</td>
<td>9</td>
</tr>
<tr>
<td>b. University High School Mission and Beliefs</td>
<td>10</td>
</tr>
<tr>
<td>c. Laboratory School Mission</td>
<td>10</td>
</tr>
<tr>
<td>d. History</td>
<td>11-12</td>
</tr>
<tr>
<td>e. Frequently Called Numbers</td>
<td>13</td>
</tr>
<tr>
<td>IV. Student Conduct &amp; Disciplinary Policies</td>
<td>14-32</td>
</tr>
<tr>
<td>a. Policies &amp; Procedures</td>
<td>14-23</td>
</tr>
<tr>
<td>b. Student Code of Conduct</td>
<td>24-32</td>
</tr>
<tr>
<td>V. Student Services</td>
<td>33-48</td>
</tr>
<tr>
<td>a. Counseling Services</td>
<td>33</td>
</tr>
<tr>
<td>b. Learning Center</td>
<td>33-34</td>
</tr>
<tr>
<td>c. Section 504, Rehabilitation Act of 1973</td>
<td>34</td>
</tr>
<tr>
<td>d. Student Assistance Program</td>
<td>35</td>
</tr>
<tr>
<td>e. Graduation Requirements</td>
<td>36</td>
</tr>
<tr>
<td>f. Courses</td>
<td>37-44</td>
</tr>
<tr>
<td>g. Grading Information</td>
<td>45</td>
</tr>
<tr>
<td>VI. Library/Media Services</td>
<td>49-50</td>
</tr>
<tr>
<td>VII. Computer Use &amp; Ethics</td>
<td>51-57</td>
</tr>
<tr>
<td>a. Authorization for Internet Access</td>
<td>52-57</td>
</tr>
<tr>
<td>VIII. Health Services</td>
<td>58-60</td>
</tr>
<tr>
<td>a. Medication</td>
<td>58</td>
</tr>
<tr>
<td>b. Physical Examinations &amp; Immunization Records</td>
<td>59</td>
</tr>
<tr>
<td>IX. Student Activities</td>
<td>61-76</td>
</tr>
<tr>
<td>a. Activities List</td>
<td>61</td>
</tr>
<tr>
<td>b. Student Athlete Information</td>
<td>63-65</td>
</tr>
<tr>
<td>c. Activities Code of Conduct</td>
<td>65-69</td>
</tr>
<tr>
<td>d. IHSA Eligibility Requirements</td>
<td>70-74</td>
</tr>
<tr>
<td>e. NCAA Eligibility Requirements</td>
<td>75-76</td>
</tr>
<tr>
<td>X. Parent Information</td>
<td>77</td>
</tr>
<tr>
<td>XI. Parent &amp; Community Involvement</td>
<td>78</td>
</tr>
<tr>
<td>XII. Index</td>
<td>79-82</td>
</tr>
<tr>
<td>Month</td>
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### 2009-2010 Calendar of Events (cont’d.)

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<th>Month</th>
<th>Date(s)</th>
<th>Event(s)</th>
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<tr>
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<td>End of 3rd Quarter Grading Period</td>
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<td>8-12</td>
<td>Spring Break</td>
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<td>Parent/Teacher Conferences (By Appointment)</td>
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<td></td>
<td>23</td>
<td>Schedule B – Student Senate Officer Speeches</td>
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<td>Schedule B – Class Officer Speeches</td>
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<td>16</td>
<td>4th Quarter Midterm</td>
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<td>28 &amp; 29</td>
<td>Prairie State Achievement Exams</td>
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<td>May</td>
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<td>Awards Assembly 9:30</td>
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<td>Final Exams (Even Hours)</td>
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<td>21</td>
<td>Graduation – Braden Auditorium 8:00</td>
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All dates on the preceding and following calendars are subject to change, updates to the calendar will be posted on the U-High website at www.uhigh.ilstu.edu.
### 2009-2010 Laboratory Schools Calendar

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
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<tbody>
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<td>S M T W T F S</td>
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<tr>
<td>24 25 26</td>
<td>26 27 28 29 30</td>
<td>27 28 29</td>
<td>29 30</td>
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</tbody>
</table>

**Dates:**
- 13 - Teacher Institute - NO SCHOOL
- 14 - Teacher Institute - NO SCHOOL
- 17 - First Student Day - 11:00 Dismissed

<table>
<thead>
<tr>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
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<td>S M T W T F S</td>
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<td>14 15 16</td>
<td>14 15 16 17 18</td>
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<tr>
<td>25 26 27</td>
<td>26 27 28 29 30</td>
<td>28 29</td>
<td>28 29 30 31  1</td>
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**Dates:**
- 21 - Winter Break - NO SCHOOL
- 4 - President's Day - NO SCHOOL
- 18 - Martin Luther King Day - NO SCHOOL

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
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</thead>
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<tr>
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<tr>
<td>25 26 27 28</td>
<td>25 26 27 28</td>
<td>25 26 27 28</td>
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</table>

**Dates:**
- 21 - Last Student Day - 11:00 Dismissed
- 24 - Teacher Institute - NO SCHOOL
- 11 - Memorial Day - NO SCHOOL
- 23-28 - Emergency Days

**Notes:**
- All additional early release will be scheduled by each building to accommodate parent/teacher conferences.
### REGULAR DAILY SCHEDULE

<table>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
<td>9:00 - 9:55</td>
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<td>4</td>
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<tr>
<td>6</td>
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<td>55 Minutes</td>
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<tr>
<td>7</td>
<td>1:00 - 1:55</td>
<td>55 Minutes</td>
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<tr>
<td>8</td>
<td>2:00 - 2:55</td>
<td>55 Minutes</td>
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</table>

Due to special programs, assemblies, and meetings, it is occasionally necessary to operate on alternative time schedules. It is the student's responsibility to know when we are on a special schedule and when their classes meet. The daily announcements and the school calendar will be used to notify students and parents when there is a special schedule.

### SPECIAL SCHEDULES

**A**

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<thead>
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<td>3</td>
<td>10:00 - 10:45</td>
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<td>45 Minutes</td>
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<tr>
<td>8</td>
<td>2:10 - 2:55</td>
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**B**

<table>
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</tr>
<tr>
<td>2</td>
<td>8:00 - 8:55</td>
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</tr>
<tr>
<td>3</td>
<td>9:00 - 9:55</td>
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</tr>
<tr>
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<tr>
<td>4</td>
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<td>8</td>
<td>2:10 - 2:55</td>
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### SPECIAL SCHEDULES (cont’d.)

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<tr>
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<td>8:00 – 8:55</td>
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<tr>
<td>Meeting</td>
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| **D** |               |       |
| 1 | Does Not Meet |       |
| 2 | 8:00 - 8:30   | 30 Minutes |
| 3 | 8:35 – 8:55   | 20 Minutes |
| 4 | 9:00 – 9:20   | 20 Minutes |
| 5 | 9:25 – 9:45   | 20 Minutes |
| 6 | 9:50 – 10:10  | 20 Minutes |
| 7 | 10:15 – 10:35 | 20 Minutes |
| 8 | 10:40 – 11:00 | 20 Minutes |

| **E** |               |       |
| 1 | 7:00 – 7:55   | 55 Minutes |
| 2 | 8:00 - 8:40   | 40 Minutes |
| 3 | 8:45 - 9:25   | 40 Minutes |
| 4 | 9:30 - 10:05  | 35 Minutes |
| 5 | 10:10 - 10:50 | 40 Minutes |
| 6 | 10:55 - 11:35 | 40 Minutes |
| 7 | 11:40 - 12:15 | 35 Minutes |
| 8 | 12:20 - 1:00  | 40 Minutes |

### FINAL EXAM SCHEDULES

**Even Hour Classes**

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<td>8:00 Classes</td>
</tr>
<tr>
<td>9:40</td>
<td>10:00 Classes</td>
</tr>
<tr>
<td>11:10</td>
<td>Open Lunch</td>
</tr>
<tr>
<td>12:00</td>
<td>12:00 Classes</td>
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<tr>
<td>1:40</td>
<td>2:00 Classes</td>
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**Odd Hour Classes**

<table>
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<td>11:00 Classes</td>
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<td>11:10</td>
<td>Open Lunch</td>
</tr>
<tr>
<td>12:00</td>
<td>1:00 Classes</td>
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</table>
INTRODUCTION

The University High School Handbook is provided to all students and their parents/guardians as a central reference to the services, policies, and regulations of University High School. Students and parents/guardians are strongly encouraged to read the handbook carefully and to become familiar with the contents. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and, as such, are subject to change. University High School does not discriminate in its admissions policies upon the basis of race, sex, national origin, physical or mental disability, or religion.

UNIVERSITY HIGH SCHOOL CREED

To develop in myself an appreciation for the finer things of life,
To build a strong foundation for my future life on sterling character, unselfish service, superior scholarship, and commanding leadership,
To acquire self-control and self-reliance,
To cooperate with others in student activities for the best welfare of the school,
To conduct myself at all times in such a manner as to reflect credit upon U-High, and
To be loyal to my school and give it my strongest support at all times shall be my purpose during my attendance at U-High.

Prepared by the Walter Dill Scott Chapter of the National Honor Society (1934), University High School
U-HIGH MISSION AND BELIEFS

The mission of University High School is to be a PIONEER in research, service, and excellence in education. We believe that University High School should do the following:

1. Share insights into effective teaching and learning with the educational community,
2. Involve students preparing for a career in education in a variety of classroom and co-curricular experiences which reflect current practices and explore innovative approaches,
3. Represent a diversity of learners in order to enhance teacher preparation and research,
4. Encourage individual development and freedom of expression in a secure environment,
5. Provide a climate of respect and trust,
6. Engage in a collaborative process to secure resources necessary to accomplish its mission,
7. Create staffing plans which recognize individual strengths and contributions to the mission of the school,
8. Provide all students with the support and resources they need to maximize their potential,
9. Be a laboratory in which research focuses on questions, and
10. Collaborate with university faculty to develop and implement appropriate research agendas.

LABORATORY SCHOOLS MISSION

- To provide a school in which excellence in education theory and practice can be observed, studied, and practiced by teacher candidates and other pre-service school professionals,
- To provide an environment in which research and development activities may be conducted,
- To provide a comprehensive, high-quality academic program for Metcalf and University High School pupils, and
- To promote effective, high-quality education throughout the teaching profession and to aid other educators in the process of improving the quality of education in their schools.
TRACTIONS

Emblem: The emblem features a cogwheel symbolic of cooperation in the upper left-hand corner. The lamp in the lower right-hand corner represents the Lamp of Knowledge which the seniors annually pass down to the juniors at Class Night.

Colors: Green and Gold

Mascot: The Pioneer

Song: Go it, U-High! Go it, U-High! We are doing fine! There is no one that can beat us. We are right in line. RAH! RAH! RAH! Go it, U-High! Go it, U-High! Fight to win or die. Fight, U-High, fight and we will win this ga-a-ame.

Alma Mater: Proudly hail our Alma Mater, to her e’re be true. Sing her praise in mighty chorus, laud and glory, too. Cheer the team, support its standards, back the Pioneers. Gladly say that you’re from U-High, uphold her through the years.

HISTORY OF UNIVERSITY HIGH SCHOOL

University High School (called the "Model School" in the 1860 Catalogue of the State Normal University) dates back to the early days of Illinois State University and was, at that time, one of the very few high schools in the state of Illinois. Members of the first class to be graduated were awarded diplomas in June of 1865.

The term "Model School" indicates that the school at that time was used for demonstration teaching and observation in the teacher education program of the University. Later, student teaching was an added function. The Index of 1922 announced that on February 4 of that year, the Academy (formerly the Model School) had become University High School.

During the early years, students came to University High from all parts of Illinois and from other states as well. From an enrollment of 115 students in 1875, only 64 pupils came from McLean County; five pupils were from outside the state, and one was from Vermont.
The close relationship between the high school and the University in curriculum and activities is mentioned in the 1895 Catalogue of the State Normal University:

It [the high school] has the advantages of the University equipment. Its pupils use the scientific apparatus, the museum, the library, the reading room; they attend the lecture courses, belong to the literary societies, and share the spacious grounds. The professors of the high school and the Normal Department may be said to "trade" work. The former teach the Latin, Greek, and German for both departments; in return the high school pupils enter the regular Normal classes in civics, history, literature, English, drawing, math, science, etcetera.

University High School was first housed in Majors Hall in Bloomington; later, in 1860, it was moved to Old Main. In 1913, the high school moved into the recently completed Metcalf Training School building. The elementary grades were also housed in this building until 1957, when Metcalf Elementary School moved to its present location. At that time the high school took over all the classrooms in what is now Moulton Hall. On April 2, 1965, University High School moved into its present facility on the North Campus.

University High School is a comprehensive secondary school with course offerings paralleling nearly every college department so that the students in the teacher education program may be served. University High School has been an integral part of the teacher education program of Illinois State University during the 150 years of its existence.

## FREQUENTLY CALLED PHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>438-8346</td>
</tr>
<tr>
<td>Attendance (24 hour availability)</td>
<td>438-3349</td>
</tr>
<tr>
<td>Director of Lab Schools</td>
<td>438-8542</td>
</tr>
<tr>
<td>Principal</td>
<td>438-8346</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>438-8346</td>
</tr>
<tr>
<td>Activities/Athletic Director</td>
<td>438-7373</td>
</tr>
<tr>
<td>Counseling/Guidance Office</td>
<td>438-5691</td>
</tr>
<tr>
<td>Librarian</td>
<td>438-5520</td>
</tr>
<tr>
<td>Registrar</td>
<td>438-8162</td>
</tr>
<tr>
<td>FAX Number</td>
<td>438-5198</td>
</tr>
<tr>
<td>Parking Services</td>
<td>438-8391</td>
</tr>
<tr>
<td>ISU Police (Non-Emergency)</td>
<td>438-8631</td>
</tr>
<tr>
<td>Metcalf Elementary School</td>
<td>438-7621</td>
</tr>
</tbody>
</table>

### Department Offices:

- **Art**: 438-8304
- **Band**: 438-8355
- **Biology**: 438-8479
- **Chorus**: 438-8052
- **Consumer Science**: 438-8188
- **English**: 438-2828
- **Freshman Program**: 438-8448
- **Foreign Language**: 438-3846
- **Mathematics**: 438-3556
- **Orchestra**: 438-8355
- **Science**: 438-8106
- **Social Science**: 438-8350
- **Special Education**: 438-5268
- **Technology Education**: 438-5513
- **Wellness**: 438-8913

[www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu)
The "U-High Way of Life," based on self-discipline and mutual respect, is essential to the learning process. The following policies are designed to teach self-discipline and good citizenship.

STUDENT RESPONSIBILITIES

• Students must take responsibility for their actions and education.
• Students must respect classroom decorum. This includes all rules dealing with disruption, tardiness, and preparedness.
• It is the student's responsibility to present original work. Plagiarism and any other forms of cheating are not allowed. Any student engaging in such activity will be punished.
• Students must be courteous and respect fellow students, staff, and visitors.
• Students must protect and respect school property.
• Students must obey all school rules and regulations when in the building on campus, or at any off-campus, school-sponsored activities.

STUDENT RIGHTS

All students are entitled to enjoy those rights protected by the federal and state constitution and laws for persons of their age. Students who violate the rights of others or violate school policies or rules will be subject to disciplinary measures. Student Discipline Guidelines will be explained to students the first day of school and upon enrollment for students moving into U-High after school has started. An acknowledgment of receipt and review of those policies will be required in the form of signatures by student and parent on an appropriate form to be returned to the appropriate school office.

• All students have the right to be free from harassment and discrimination based on race, sex, physical or mental disability, sexual orientation, or national origin and religion in accordance with State and Federal laws, as well as University policy available in the Main Office and also available on the ISU home page (www.iIstu.edu).
• Students have a right and are encouraged to participate in student government through the Student Senate. Through their direct participation, or through their representatives, they have the right to participate in decisions affecting the curriculum and disciplinary procedures.
• Students have the right to present petitions and grievances to teachers and administrators and have the right to a prompt reply.
• Students shall have reasonable access to faculty, staff, and administration, in order to consult regarding school-related activities and have the right to be treated fairly by faculty, staff, and administrators.
• Students have the right of physical safety and protection of personal property.
• Students have the right to inspect their academic records (from which transcripts are made) and are entitled to an explanation of information recorded on them. Documents submitted by or for the student in support of his/her application for admission or for transfer credit shall not be returned to the student, nor sent elsewhere at his/her request.
• Students have the right to an alcohol and drug-free school.
• Students have a right to a safe environment.

Absences
Absences due to illness, participation on a school-sponsored Field Trip, observance of a religious holiday, death in the immediate family, family emergency, suspension, and/or other situations beyond the control of the student as determined by the Administration, or other circumstances which cause reasonable concern to the parent for the safety or health of the student will be Excused. Because school attendance is a requirement imposed by the State of Illinois, parents may not, at their discretion, excuse students from the school's attendance requirements. The administration has the sole authority in assessing the validity of an absence, and may require documentation from a credible source to verify the legitimacy of an absence.

When a student is absent from school, his/her parent must call the attendance office at 438-3349 to report their student’s absence and supply written documentation in the form of a signed note from the parent/guardian or other documentation (such as a note from a doctor’s office to verify an appointment) when the student returns to school. The attendance line is accessible 24 hours a day and messages can be left on the voice mail. E-mails will not be accepted to document student absences. Students then need to secure a pass from the Attendance Secretary to return to class. The administration has the sole authority to make the final decision regarding the validity of the documentation.

When leaving a class for any reason each student must provide a pass to leave. This can be acquired from the main office with the appropriate documentation. Examples include a written note from the student’s parent(s)/guardian(s) stating the reason for leaving or an appointment card from their physician. Upon returning to school, the student must report in the attendance office to receive their pass to return to class. Students may not leave campus for appointments without following the above procedure. The Administration encourages parents to schedule appointments outside of regular class hours whenever possible.
The above procedure should also be followed when leaving campus because of illness. Parent notification is required before a student goes home due to an illness. This must take place thru the nurse’s office or the main office. Students may not go home unless their parent(s)/guardian(s) has been notified. Students will not be excused from a class if they leave school without proper notification.

All other absences will be identified as Unexcused. Unexcused absences will be addressed through disciplinary measures.

**Appearance**
The administration, faculty, staff, and Student Senate believe that the students of University High School will display good taste in individually determining their modes of school dress. Therefore, there shall be no restriction on a hairstyle or manner of dressing unless these present a clear and present danger to a student's health and safety, or create classroom/school disorder. Clothing which is lewd, obscene, offensive, vulgar, defamatory, or that references tobacco, drugs, alcohol, or sexual innuendo is not considered to be in good taste and will not be permitted. Clothing which is revealing, which fails to adequately cover the body, or which is torn or altered in a sexually explicit or suggestive manner will not be permitted. Students found to be in violation of this expectation will be given the opportunity to make the necessary changes to comply with this expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration.

**Attendance Procedures**
Regular attendance and punctuality are essential and expected at University High School. Parents and guardians shall be responsible for their children's regular school attendance, while U-High students are responsible for their use of time.

U-High students shall attend school during all times when school is in session, including scheduled classes, class meetings, pep sessions, and assemblies scheduled during the regular school day (unless an Excused absence is granted). Students who are frequently absent may experience an impact on their grades. Tardiness and truancy are disruptive to learning and will be disciplined. In order to secure an Excused absence, a student must bring a note signed by the parents or guardians explaining the absence.

**Attendance Letters**
In order to encourage good attendance, University High School will provide written notification to parents/guardians of students who accumulate five (5) Excused or Unexcused absences during any nine-week grading period, or quarter. The intent of this letter is to draw the attention of the parents/guardians and their student to their attendance and to encourage good attendance. While
there are good reasons for students to miss school, every absence creates a loss of instructional time. There will be no disciplinary action for excessive Excused or School-Related absences, however the administration reserves the right to require written documentation from someone other than the parent/guardian for student absences. Parents/Guardians are encouraged to contact the Counseling Center when their student needs to be absent for more than five (5) days during the quarter to investigate options to support their student. Contact for this purpose should be initiated through the Counseling Center.

**Bullying**
University High School has zero tolerance for any form of harassment or bullying. Bully/victim violence occurs whenever anyone intentionally, repeatedly, and over time inflicts or threatens to inflict physical or emotional injury or discomfort upon another person’s body, feelings, or possessions. If a student feels he/she has been subjected to some form of intimidation or bullying, that student should report the incident to the office or to school personnel immediately. (P. A. 92-0260, amending 105 ILCS 5/10-20.14).

**College Visits**
Juniors and seniors may elect to use three (3) days per year for college visits. These visits must be pre-arranged with the Attendance Secretary. Additional days must be approved by the Assistant Principal. Additional days not approved by the Assistant Principal will be identified as Unexcused.

**Distribution of Materials**
Occasionally, various school-related organizations request permission to distribute materials to the University High School population. The following policy is intended to insure the rights of individuals and organizations:

1. A prior written request to distribute materials must be submitted to the principal or his/her designee, who is responsible for approving or denying any requests. The request to distribute materials must include copies of the material to be distributed/posted, the names of people who will be distributing the materials, the time, place, and manner in which the materials are sought to be distributed, and the approval and name of the organization or sponsor.
2. Groups and organizations that are not related to the school co-curricular activities will not be allowed to distribute or display materials at University High School.
3. Requests from students shall be approved as long as they meet the following criteria:
   a. The material does not relate to a private business or promote a sale for individual gain or profit;
   b. The material is not defamatory, obscene, vulgar, or in bad taste;
c. The distribution will take place in such a way to not disrupt the conduct of normal school activities;

4. The Principal or his/her designee shall respond to all requests to distribute/post within three school days and shall indicate the specific reasons for any denial of request.

Violations of this policy may result in both the confiscation of the materials involved and disciplinary or legal action against the violators.

**Electronic Door System**

In the Fall of 2008, University High School implemented an electronic door system to help secure the building and in doing so create additional protection for our students, faculty, and visitors. The doors are maintained and monitored in the Main Office, as well as through the ISU Facilities Department and the ISU Police Station. Students can use their Redbird Card to access the building during the day when school is in session. Students who lose their card and acquire a replacement must visit the Main Office to have the new card activated in our system. Students should never give their card to anyone else to use for any purpose, including using the card to gain access to the building. In addition, students are strongly encouraged not to open the door for anyone else attempting to gain access to the building. Students who do not have a card or whose card is not working, as well as all visitors, may gain access to the building by using the intercom system on the 2nd floor entrance on the South side of the building.

**Field Trip Policy**

Student participation on a field trip is required. Exceptions to this policy can only be made with the Field Trip organizer. Students are to consider their current absence record, academic standing, content/assignments missed, as well as future obligations requiring absence(s) from class, when planning to request to not participate on a field trip. The decision to participate or not participate should reflect sound judgment and should be done in conjunction with students' parents/guardians, sponsors, and teachers. Students who know in advance that they will be out of class for a school field trip must make every effort to discuss with teachers how they can make up their work prior to leaving. Final permission for field trips will be determined by the administration on an individual basis. Students opting not to participate in a Field Trip are required to attend school.

**Gang Activity**

Being a member of, joining, or promising to join, or become pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, secret society, or gang is prohibited. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or other item, which is evidence of membership in any fraternity, sorority, secret society, or gang is
also prohibited. All verbal and non-verbal action or behavior, like gestures, handshakes, drawings, graffiti, tattoos, indicating any prohibited membership or affiliation with such groups is strictly prohibited. Students engaged in any gang-related activity, on campus or off campus throughout the calendar year, will be subject to any of the following disciplinary action(s):

- Removal from the co-curricular activities;
- Conference with parent(s)/guardian(s);
- Referral to appropriate law enforcement agency;
- Suspension for up to ten (10) days;
- Expulsion for the remainder of the school term; and/or
- Permanent expulsion.

**Harassment**

It is the policy of University High School to provide an environment free of any harassment, threatening behavior or intimidation and to resolve complaints of harassment by any member of the school community, including faculty, staff, and students. Everyone has a responsibility to maintain a school free of harassment. The responsibility of supervisors includes discussing this policy with all members of the U-High community, including the warning that false accusations will result in disciplinary action. Harassment is a form of intimidation and discrimination and will not be tolerated by University High School. Harassment committed by a student against another student or staff member is defined for purposes of this policy as:

*Any behavior that has the result of substantially interfering with the student’s educational performance or an employee’s work performance or creating an intimidating, hostile, or offensive educational environment or employment environment.*

**Hazing**

University High School recognizes the dignity and worth of all individuals and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school-sponsored club, activity or athletic team. This includes behavior, which is demeaning, degrading, or contrary to accepted standards of common decency and is based upon affiliation with any group, sex, race, religion, or economic status.

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the co-curricular activities;
- Conference with parent(s)/guardian(s); and/or
• Referral to appropriate law enforcement agency.

Students’ engaging in hazing which endangers the mental or physical health or safety of another may also be subject to one or all of the following disciplinary actions:

• Suspension for up to ten (10) days;
• Expulsion for the remainder of the school term.
• Permanent expulsion.

**Lockers**

An individual locker is assigned to each student free of charge. Students taking physical education courses will be assigned an extra locker. A lock purchased from the P.E. Department is required. Students should not give out their lock combinations to others or put their belongings in a locker assigned to someone else. Lockers are school property and may be examined at any time by the Principal or his/her designee.

**Lounge Rules**

The lounge is designed for use by students who wish to relax or study. The use of the lounge is a privilege. While the lounge is intended to be informal, students are expected to follow some basic rules. All directions from lounge supervisors must be followed. The following behaviors are not acceptable and may result in a student losing the privilege of the use of the lounge:

1) Swearing/cursing
2) Pushing, shoving, wrestling, running, shouting, or throwing of food
3) Leaving trash or spills on tables
4) Showing disrespect towards lounge supervisors
5) Placing feet on tables and chairs
6) Removing food or drink from the lounge
7) Sitting or standing on tables
8) Playing with sport balls, athletic equipment, etc.

“University High School does not participate in the Federal Food Lunch program. Food is provided by ISU Food services on a daily basis and includes one entrée and several a la carte items. Additionally, vending machines are located in the Student Lounge. All food and drinks are to remain in the Lounge area to assist in maintaining an appropriate environment. Students who are in possession of food and/or drinks within the building, but outside of the immediate Lounge area, will be asked to return to the Lounge or dispose of the item(s). Students opting to return to the lounge to consume the food and/or drink will not be excused from class. The only exception to this policy is bottles containing water. Bottles containing water will be allowed outside of the Lounge, but must have a sealable lid and contain only water. Sport drinks, soda, juice, milk, and other drinks must remain in the Lounge.
Make-Up Work Policy
Students will have one day for each day they are absent to complete make-up work. In the case of Unexcused absences, the teacher in collaboration with the Assistant Principal, may use their discretion in permitting a student to make up work. Teachers are strongly encouraged not to allow make-up work for Unexcused absences. Make-up tests or quizzes may be administered outside of school hours at the teacher’s discretion. Students are expected to complete all make-up work in a timely manner.

Mobile Devices
Students are allowed to possess and use a mobile device in school, provided that it does not disrupt class or instructional time. Mobile devices should not be used, seen or heard during class time. Students may not make or receive phone calls or text messages on a mobile device during class time. Students found in violation will have their mobile device confiscated. There is no expectation of privacy for a mobile device that has been confiscated. The consequences for having a mobile device confiscated are:

<table>
<thead>
<tr>
<th>Number of Offenses</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Confiscated phone given to Asst. Principal. Student may retrieve phone from the Main Office at the conclusion of their day. Verbal Warning will be issued.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Confiscated phone given to Asst. Principal. Parent/Guardian of student must contact Main Office for phone to be retrieved. Detention issued to student.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Confiscated phone given to Asst. Principal. Student will not be allowed to possess a mobile phone for the remainder of the semester. 2-Hour Saturday School detention issued.</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Confiscated phone given to Asst. Principal. Student will not be allowed to possess a mobile phone for the remainder of the school year. 4-Hour Saturday School detention issued.</td>
</tr>
<tr>
<td>Further Offenses</td>
<td>More than four (4) offenses will be handled on an individual basis by the administration. Disciplinary consequences may include, but are not limited to, a Detention, Saturday School Detention, or Suspension.</td>
</tr>
</tbody>
</table>

Open Campus
Open campus is a policy that requires students to attend their classes, but does not require their attendance during unscheduled periods (i.e. free
periods). Students may elect to read in the library, to seek assistance from teachers, to utilize the services of U-High's Counseling Center and Main Office, to leave school to run errands, etc., or simply to take a break in the lounge. The purpose of this policy is to develop self-discipline and personal responsibility. Abuse of the open campus privilege is subject to loss of this privilege.

**Searches and Seizures**
Certificated employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting the search will produce evidence the particular student has violated or is violating either the law or the Laboratory School's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Evidence of a crime will be turned over to police. Authorities shall have the power, as provided by law, to seize objects encountered in a search. The school administration retains control over lockers and desk space and regulates admission and parking of automobiles on school grounds. School administrators, therefore, have the right and duty to inspect and search student lockers and desks where reasonable suspicion exists that evidence of illegal activity or violation of a school rule will be uncovered. This right to search extends to student cars parked on school grounds.

**Sexual Harassment**
It is the policy of University High School to provide an environment free of any sexual harassment and to resolve complaints of sexual harassment by any member of the school community, including faculty, staff, and students. Everyone has a responsibility to maintain a school free of sexual harassment. The responsibility of supervisors includes discussing this policy with all members of the U-High community, including the warning that false accusations will result in disciplinary action. Sexual harassment is a form of sex discrimination and will not be tolerated by University High School. Sexual harassment committed by a student against another student or staff member is defined for purposes of this policy as:

*Any unwelcome sexual advances or requests for sexual favors made by one student to another student or staff member, or any conduct of a sexual nature exhibited by a student toward another student or staff member, when such conduct has the purpose of substantially interfering with the student's educational performance or an employee's work performance or creating an intimidating, hostile, or offensive educational environment or employment environment.*
Anyone who feels that he/she has been sexually harassed should consult the Principal, Assistant Principal, or any other staff member to whom they feel comfortable disclosing such sensitive facts for appropriate action. All school officials and students have a duty to report sexual harassment of students.

**Tardy Policy**
The administration follows the guidelines of the Illinois School Code with regards to the tardy policy. It is the feeling of the administration that students should attend, and be on time to, all classes unless there are extenuating circumstances that prohibit the student from attending. For the purposes of this policy, “tardiness” is defined as reporting late to class without valid cause. Written notification must be presented when arriving to school late. Because of the absence of bells, students are responsible for being on time to class.

Incidents of tardiness will be counted in any combination of classes, and will accumulate by academic quarter (9-week grading period).

<table>
<thead>
<tr>
<th>Number of Offenses</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(^{st}) Offense</td>
<td>No formal action, a verbal warning may be given</td>
</tr>
<tr>
<td>2(^{nd}) Offense</td>
<td>Verbal warning</td>
</tr>
<tr>
<td>3(^{rd}) Offense</td>
<td>1-Hour After-school detention</td>
</tr>
<tr>
<td>4(^{th}) Offense</td>
<td>2-Hour Saturday detention</td>
</tr>
<tr>
<td>5(^{th}) Offense</td>
<td>4-Hour Saturday detention</td>
</tr>
<tr>
<td>Further Offenses</td>
<td>More than five (5) tardies will be handled on an individual basis by the administration.</td>
</tr>
</tbody>
</table>

**Threatening Behavior**
Threatening behavior consists of any words or deeds that intimidate a staff member or student or cause anxiety concerning his/her physical well-being. This behavior is strictly forbidden. Any student, parent, visitor, staff member, or agent of University High School who is found to have threatened a staff member or student will be subject to discipline and/or reported to appropriate authorities.

**Truancy**
Truancy is an absence without valid cause or parental permission. This would include a full day, a partial day, a single class period, or part of an class. Determination of a valid cause is the responsibility of the administration and will follow the provisions of Section 26-12 of the Illinois School Code.

Teachers shall report the names of students absent to class each hour to the Main Office. Students identified as “Unexcused” will be disciplined. Disciplinary measures are at the discretion of the administration and may include, but are not limited to, After School detentions, Saturday detentions, and Suspensions.
Recurrences of missing of classes will result in additional disciplinary action and may result in dismissal from a class or from University High School.

A student who is absent without valid cause from school for 10% or more of the previous 180 regular attendance days shall be considered a “chronic truant” and will be reported to the Regional Office of Education. “Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal or Lab Director, or other circumstances, which cause reasonable concern to the parent for the safety or health of the student. The school will make available to any chronic truant the appropriate support services in order to correct the chronic truant’s behavior before taking any disciplinary action against the chronic truant for such truancy; most likely, however, such a student will be dismissed from University High School.

Visitor Policy
All visitors are required to sign in at the Main Office upon arrival at U-High. Student visitors from other schools should also pre-arrange their visit by obtaining a visitation form from the Assistant Principal to be completed by the visiting student’s parents and personnel at their current school. Failure to comply with this procedure may result in visitors being denied visitation privileges.

Illinois State University and Heartland Community College students assigned to complete coursework at U-High are not considered visitors, nor are parents of current students, but both are required to sign in when at school.

Groups, organizations, and individuals other than those listed above must receive prior authorization from the administration to visit University High School.

Visitation with U-High students for social purposes during the school day is not permitted at University High School. Anyone not properly registered in the Main Office will be asked to leave the building. U-High Students are not to visit other intercity schools, unless approved by administration from both schools.
Definition: All students (who) during school hours (when) or school related activities (where).

It is the responsibility of the teachers and administrators involved to work with the student, his or her parents/guardians, and other support personnel to help the student correct his or her behavior. All progressive disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, or corporal punishment) which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether certificated or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense or property. Teachers may remove students from classroom for disruptive behavior.

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

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

The Lab School Director, Principal, or Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions), provided the appropriate procedures are followed.

The Lab School Director may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Lab School Director.
The administration reserves the right to consider individual student needs and special circumstances that may warrant the intervention of counseling or other services in conjunction with the disciplinary measures described in this handbook.

**Discipline Definitions**
1. “Exclusion” means any denial of educational services, programs, or transportations, as the case may be, to which a student would otherwise be entitled.

2. “Suspension” means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension will be imposed in or carried forward to a succeeding school term.

3. “Expulsion” means an exclusion of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.

4. “Emergency” means a situation where a student’s presence poses an immediate or a continuing danger to himself or herself, other persons or property, or constitutes an on-going threat of disrupting the education process.

5. “Certificated Person” means any person who is duly certificated under the provisions of the Illinois School Code and who is employed by the Illinois State University Lab Schools in a position requiring a certificate.

**Reporting of Offenses**
Violations of law or school rules should be reported to the Principal or his/her designee by ISU Lab/School personnel, or law enforcement officials. All reported infractions, as well as rumors of violations, will be thoroughly investigated by the administration. Sources used to identify violations may include police reports, public notices of offenses, court dispositions, staff/teacher and student witness accounts, and information provided by law enforcement officials. The administration shall reserve the right to interview students regarding disciplinary situations.

**Reporting of Threatening Behavior**
Threatening behavior consists of any words or deeds that intimidate a staff member or student or cause anxiety concerning his/her physical well-being. This behavior is strictly forbidden. Any student, parent, visitor, staff member, or agent of University High School who is found to have threatened a staff member or student will be subject to discipline and/or reported to appropriate authorities.
Upon the identification of behavior or behaviors that either by themselves or in combination with other information might produce a threat to the school environment, school personnel should immediately notify a school administrator, who will investigate the reported incident or behavior. All reports will be thoroughly investigated. Students and school personnel may be interviewed and all evidence will be reviewed to determine the credibility of a threat. If necessary, a school threat assessment team will assist with the investigation. All necessary precautions will be taken to ensure student and staff member safety.

**Emergency/Temporary Suspensions**
In cases where the student's continued presence in the school may reasonably be deemed threatening to the safety or welfare of the student, other students, school personnel, or school property, the suspending official may suspend the student temporarily, but only after notifying the student of the charges and providing an opportunity for the student to explain the incident. The temporary suspension shall last no more than two school days during which time an informal hearing shall be held for the purpose of determining further action. The Principal shall notify the parents/guardians of students temporarily suspended under this provision as soon as possible.

If the school administrators deem necessary, students who have exhibited threatening behavior may be required to obtain an evaluation by appropriate members of the medical/mental health profession as part of the risk assessment process (at the student's own expense). Student(s) will be excused from school to complete any requested assessment. Decisions regarding disciplinary action and/or readmission to school will be determined by school administration.

**Suspensions**
Before a student may be suspended for gross disobedience, misconduct, or for exhibiting threatening behavior the following procedures shall apply:

1. The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of the evidence which supports said charges.
2. If the student denies the charges, the official shall give the student an opportunity to explain the incident.
3. The official shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension is appropriate.
4. The official shall thereafter promptly send written notice to the student's parents or guardians informing them of the suspension, stating the reasons for the suspension, and informing them of their right to an informal meeting with the suspending official to review the suspension.
5. Failure to request such a review within five (5) school days after receipt of the notice shall constitute a waiver of the right to such review.
6. At the parent's/guardian's request, an informal meeting to review the suspension will be held with the suspending official.
7. The only persons allowed at the meeting shall be the student, the parents or guardians, the Principal or Lab Schools Director, and any other appropriate school officials. No attorneys may be present during the informal meeting of explanation.
8. The rules of evidence shall not apply during the informal meeting.
9. If the parents/guardians and student remain unsatisfied with the decision of the suspending school official, they may appeal to the Director of Lab Schools within five (5) days of the decision, who shall review all cases in which an appeal is filed. The Director may request further information from any party to the suspension review proceedings and may hold further hearings if he or she deems it necessary. The Director shall give due consideration to the decisions of the suspending official, but shall not be bound thereby. The Director may appoint some other person not involved in the case to act in his or her stead, and shall do so if the Director is a material witness in any case. The Director or his/her designee shall issue a written decision and mail it to the parents or guardian promptly after reaching a decision.

**Expulsions**

Before a student may be suspended for more than ten (10) days or expelled for gross disobedience or misconduct, the following procedures shall apply:

1. The suspending or expelling official shall give the student oral or written notice of the charges, which constitute the student's gross disobedience or misconduct, and a summary of the evidence, which supports the charges.
2. If the student denies those charges, the official shall give the student an opportunity to explain the incident.
3. The school officials shall determine whether the student is disabled within the meaning of the Individuals with Disabilities in Education Act, 20 USC 1401 et seq., or under Article 14 of the Illinois School Code and the Special Education Regulations, 23 Ill. Admin. Code 226.552 or Section 504 of the Rehabilitation Act.
4. A formal hearing before the Lab Schools Director shall be held within ten (10) days of the incident or within thirty (30) days by mutual agreement.
5. The Lab Schools Director shall send written notice to the student's parents or guardians by registered or certificated mail, of the charges against the student and the time and place of the pending hearing and their right to appear and present evidence to refute the charges.
6. The only persons allowed to be present at the hearing shall be the student, his/her parents or guardians, the Principal, the Lab Schools Director, and any other appropriate University High School teacher or administrator. No attorneys shall be present at the expulsion hearing.

7. The rules of evidence shall not apply at the hearing. The student shall have the right to present evidence and testimony to refute the charges.

Section 1: Gross Disobedience or Misconduct

"Gross Disobedience or Misconduct" specifically includes, but is not limited to, any of the following acts or behaviors which occur at school, at any school-related or school-sponsored activity, or which directly hinder the operation of the school:

a. Refusal to obey the policies, rules, and regulations of the Laboratory School or administrative staff;

b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, non-certificated supervisory personnel, or bus driver;

c. Behavior, which interrupts the orderly process of school affairs;

d. Conduct, which is or may be physically injurious to persons or property;

e. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter;

f. Repeated minor incidents of misbehavior that violate or attempt to violate Lab School policy, rule, or regulation;

g. Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, and non-certificated staff;

h. Being in possession of a firearm or ammunition;

*Special Note:* [Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools Act, a child who violated this provision shall be expelled from school for a period of not less than one (1) year, except that the Director may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing firearms to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. This provision shall not apply to any student who is or should have been determined to be disabled within meaning of the Individuals with Disabilities in Education Act.]
For purposes of this clause (h) “Weapon” means:

1) Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2) The frame or receiver of any such weapon;
3) Any firearm silencer;
4) Any destructive device as defined in 18 USC §921, including, but not limited to, any explosive, incendiary, or poison gas bomb or grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than ¼ ounce; mine or device similar to any of the devices described in the preceding clauses;
5) Knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm.

i. Possessing, selling, using, or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm;

j. Vandalizing or otherwise intentionally damaging property of a teacher or administrator on or off campus or harassing or intimidating a teacher or administrator on or off-campus;

k. While driving, failing to follow traffic safety rules on or off-campus with regard to school buses, student or school employees, going to and from school or to any school-sponsored activity;

l. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property;

m. Fighting;

n. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;

o. Using or possessing electronic signaling devices, laser pens and pagers.

p. Harassment and discrimination based on race, sex, physical or mental disability, national origin, or religion;

q. Refusal and failure to serve appropriate punishment imposed for any discipline violation.

r. Exhibiting threatening behavior.

Section 2: Academic Misconduct

Academic Misconduct by a student shall include, but is not limited to:
a. Academic disruption of classes;
b. Providing or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments;
c. Knowingly misrepresenting the source of any academic work;
d. Falsification of research results;
e. Plagiarizing of another’s work;
f. Violation of regulations or ethical codes for the treatment of human and animal subjects;
g. Otherwise acting dishonestly in research.

Teachers will work in collaboration with the Assistant Principal to determine the appropriate form of discipline which may include, but is not limited to, denial of credit for the assignment, completing an alternative assignment with or without credit, detention, suspension, or expulsion.

Section 3: Alcohol and Other Drugs Policy
Student use of alcohol and other mind-altering drugs is illegal and interferes with the learning process. These mind-altering drugs are capable of producing the organic disease of substance abuse and chemical dependence. University High School includes tobacco as a drug; tobacco is, however treated slightly different in terms of sanctions. It is the policy of University High School to support abstinence from alcohol and other drugs for all students in order that their development can reach full intellectual, emotional, social, and physical potential. This policy is, therefore, a “no-use” policy. “No use” refers to our expectation that no alcohol or other drugs, nor drug paraphernalia, be present or provided at school, on the ISU campus, or at school-sponsored events. These include but are not limited to, athletic contests, field trips, assemblies, and school trips. While University High School student may have hours throughout their day that do not involve classroom instruction (student preparation hours), this time is nonetheless school time. Therefore, this policy is in effect for the entire school day from 7:00 a.m. until 3:00 p.m. and in effect for activity participants outlined in the Activity Code of Conduct.

Given the pervasively high rates of adolescent use of alcohol and other drugs, University High School is committed to a comprehensive home-school-community partnership supported program which includes the following as essential components: prevention, intervention, community treatment referral, and aftercare. University High School will continuously develop and maintain programs in prevention, intervention, and school re-entry support. Professional treatment and aftercare, when needed, will remain the responsibility and expense of the student and parent or guardian and will include outside assessment procedures. Determination of professional treatment will include
University High School administrative and/or counseling staff. University High School is committed to cooperation with parents/guardians during both treatment and aftercare.

The purpose of this policy and its administrative procedures is to provide direction to school staff in the development of a comprehensive program designed to address the issues related to student use of alcohol and other drugs. Implementation of this policy, including staffing, in-service training, and instructional materials, will be provided within the resources allocated in the annual budget. This policy will be reviewed on an annual basis.

All violations of the AOD policy are cumulative for a student’s entire attendance at University High School.

The school reserves the right to determine that certain actions, such as hosting a party where alcohol or other drugs are present, and providing or selling alcohol or other drugs to students, are so detrimental to the student population that they may result in the recommendation for immediate suspension or expulsion.

When there are reasonable grounds (e.g., erratic behavior, smell of alcohol) for suspecting that a student is under the influence of alcohol, the school reserves the right to administer a breathalyzer test to the student to verify the presence of alcohol. This may be done in conjunction with Law Enforcement Officials. If the student tests positive, parents/guardians will be notified immediately. Consequences for violating the Alcohol and Other Drug Policy will be determined in accordance with applicable sanctions as outlined in the Student Handbook. If a student refuses to take a breathalyzer test, the case will be referred to the Police Department at Illinois State University. Parents/guardians will be notified of the referral.

The administration and counseling office will provide a re-entry program for those students returning to school following suspension, and for those who are participating in an AOD treatment/education program. The re-entry program is mandatory and is a condition for a student’s re-entry after suspension or expulsion.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Disciplinary Sanctions/Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Five (5) day suspension from school and enrollment in/and successful completion of a school-approved AOD treatment program. The police may be notified. Failure to enroll or successfully complete a treatment program will result in sanctions agreed upon by the administration and the school counseling office, including the probable expulsion of the student.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Seven (7) day suspension and enrollment in and successful completion of a school-approved AOD treatment program. The police may be notified. Failure to enroll or successfully complete a treatment program will result in sanctions agreed upon by the administration and the school counseling office, including the probable expulsion of the student.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Ten (10) day suspension with a recommendation for expulsion from school. The police may be notified.</td>
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</tbody>
</table>

**Other Disciplinary Actions**
While the University High School discipline code attempts to incorporate all instances of misconduct and all forms of possible discipline, it is certain that some were inadvertently overlooked. Therefore, the administration reserves the right to impose the appropriate punishment for a discipline action as the situation warrants.
COUNSELING SERVICES
Counseling is an integral part of the high school experience. During a student's career at U-High there will be many opportunities to work with counselors. We encourage students to see the Counseling Center staff as often as necessary.

The counseling program is a combination of services designed to aid students in fully benefiting from the school's educational opportunities. The philosophy of the program is based on fostering positive self-esteem, including the development of each student's sense of security, identity, belonging, purpose, and personal competence.

Counselors assist students in a continuous evaluation of present and future plans and goals, emphasizing the student's role and responsibility in making choices. Parents are also encouraged to enter the planning process. Decisions and the responsibility for carrying them to a successful conclusion belong to students and parents.

Students and parents may expect counselors to be available for consultation on the following:
1. Orientation to school.
2. Testing information and interpretation.
3. Selection of high school courses best suited to the student's abilities and future plans.
4. Assistance with personal and social problems that are impeding the student's abilities and future plans.
5. College and job application recommendations.
6. The development of post secondary plans, including information about college admissions requirements, financial aid, scholarships, and career information.
7. The exploration of appropriate career plans.
8. Referral to agencies outside of school.
9. Professional staffing regarding the students.

Counselors are expected to communicate with students as needed, as well as with teachers and/or other staff for the benefit of the student.

Learning Center
The Learning Center located in room 237 provides a comfortable place where students can work individually or in small groups on academic studies. Those involved in the learning center experience have a sense of commitment to others and appreciate the value of service to others, both in and out of the
school setting. The Learning Center is supported by material donations. If you have any question, referrals, or donation ideas, please contact the Counseling Center.

The Learning Center provides a pleasant place for students to:

- Do Homework
- Complete make-up assignments
- Meet with a tutor
- Explore material regarding study skills
- Obtain self-help information
- View videos or listen to cassettes of educational value
- Participate in groups of various types
- Offer help to peers
- Surf the net for research material
- Practice computer skills
- Receive special assistance from Learning Center personnel

Students can be referred to the Learning Center by parents, teachers, counselors, or the student assistance team. Students may also visit the Learning Center on a voluntary basis as needed.

One significant service provided by the Learning Center is tutoring by teachers, college students, and peer tutors (Connections). Tutoring is available in most subjects throughout the school day and after school.

**Section 504, Rehabilitation Act of 1973**

The Laboratory Schools of Illinois State University will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

The definition of “disabled” under Section 504:

- Is any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities; or
- Has record of such impairment; or
- Is regarded (perceived) as having such an impairment of major life activities under Section 504 including caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The disabling condition need only substantially limit one major life activity for the student to be eligible.
Schedule Changes
Schedule changes are made in the Counseling Center. All schedule changes must be made by the third school day of the semester. The Assistant Principal must approve all changes after the third day of the semester.

School Student Records Policy
A complete Notification Statement will be provided to all University High School students upon enrollment in accordance with the Illinois School Student Records Act (105 ILCS 10/1 et seq.). This notification informs students and parents of their specific rights in regards to confidentiality, availability, copying of records, and forwarding information to other institutions. A copy of this notification is available in the Registrar’s Office upon request.

Student Assistance Program
The Student Assistance Program is designed to help students who have problems that interfere with their ability to function at school. Student Assistance advocates a "broad-brush" approach to identify, assess, and provide services for students whose school performance is impaired for any reason--substance abuse, emotional problems, learning difficulties, family issues, or social problems. Students, parents, faculty, or staff may make referrals.

The program's philosophy is based on the fact that student success is a direct result of positive self-esteem. There are five basic components of self-esteem: a sense of security, identity, belonging, purpose, and personal competence. Students struggling with one or more of these components exhibit specific behaviors that identify basic needs. A behavior checklist is used as a screening device to identify students in need of help.

Students may be tested, tutored, counseled, and/or given study skills instruction. The student assistance teacher works closely with the classroom teacher and/or other available resources to coordinate activities that best meet the needs of the student. Referrals may be made by contacting the Student Assistance Coordinator or Counseling Center.

Withdrawal From Class
Students who withdraw from a class during the first quarter of a semester will not be penalized. Withdrawal will be permitted only with parent and school personnel approval. The course will be removed from the student’s record. Please note that all students must maintain full-time status.

Students who drop a class during the second quarter of a semester will receive an "F" unless illness or unusual circumstances necessitates a reduced course load, in which case the course will be removed from the student's record. This
decision will be at the discretion of the administration after consulting with the student’s parent(s)/guardian(s), teacher, and counselor.

The recording of letter grades for a student leaving school will be determined according to the student's achievement up to the departure date. When a student withdraws from a class or school, the student must obtain a withdrawal form from the Registrar's Office and all proper signatures from parent(s)/guardian(s), teachers, and advisors.

**Graduation Requirements**

University High School graduation requirements are Illinois State University entrance requirements. Please note these are minimum standards. All University High School students must take 6 classes each semester.

| ENGLISH | 4.0 |
| SOCIAL STUDIES * | 2.0 |
| MATH | 3.0 |
| SCIENCE | 2.0 |
| FOREIGN LANGUAGE OR FINE ARTS (IN ONE PROGRAM) | 2.0 |
| Additional Courses including course work in Social Sciences, Math, Science, Foreign Language, or Fine Arts and/or courses in Vocational Education and fundamentals of computing | 2.0 |
| VOCATIONAL EDUCATION ** | 0.5 |
| WELLNESS/PE *** | 4.0 |
| ELECTIVES | 4.5 |
| TOTAL CREDITS | 24.0 |

* 1 credit U.S. Studies (including U.S. & Illinois Constitution exams required by law) & 1 elective

** Students are required to pass Consumer Economics (0.5 credit) or an equivalency exam in order to graduate.

*** Students are required to enroll in a Wellness or PE course each semester they are attending U-High or secure an appropriate waiver. They must pass Health (incorporated into Freshmen Wellness) in order to graduate.

NOTE: College-bound students are strongly urged to complete 4 years English, 3 years Math, 3 years Science (lab), 3 years Social Studies and 2 years Foreign Language, Fine Arts. Most colleges and universities, including Illinois State University, require similar course preparation as a minimum for admission.
Courses
Detailed information regarding course offerings can be found in the Course Description Manual which is available in the Counseling Center.

Consumer Economics: 0.5 credit Consumer Economics course or pass Illinois State Board of Education Consumer Education Proficiency Exam.

English: Students must pass Freshman English, Sophomore Writing or an equivalent course, and Oral Communication. In addition, students are required to take at least one survey literature course to graduate.

Health:
Health is included as part of Freshman Wellness.

Physical Education: Students must enroll in physical education every semester with the following exceptions:
1. A written excuse from a certificated physician is presented indicating that the student shall be excused for a specific period of time.
2. The waiver policy is met.
3. A written statement for temporary or extended excuses from P.E. is presented to the School Nurse.

P.E. Waiver Policy
It shall be the policy of University High School that students in grades 11 and 12 may request a waiver from physical education for the following reasons:

1. The student is determined to be participating in interscholastic athletics as certificated by the appropriate school personnel. P.E. Waivers granted for this reason will be granted only for the semester in which the majority of their activity occurs. This will be based on the first day of practice allowed by the IHSA or other governing body, and the final day of the State Series for the respective activity.
2. The student is determined to be participating in marching band as certificated by the appropriate school personnel.
3. The student provides written evidence from an institution of higher education that a specific course not included in existing state or University High School minimum graduation standards is required for admission. University High School staff must verify that the student's present and proposed schedule will not permit the completion of the needed course without the waiver.
4. The student lacks sufficient course credit on one or more courses mandated by State requirements or University High School's graduation policy. Students who have failed required courses, transferred into the lab schools with deficient credits, or who lack credits due to other causes will be eligible for this exemption.
Students who do not obtain a waiver must be enrolled in a PE class no later than the third day of the semester.

5. Students may be exempt because of scheduling conflicts.

Students taking an excessive academic load, may petition the administration for an independent study of health/nutrition/personal fitness in lieu of a regular physical education course. Information regarding Independent Study requests can be found on pages 42-43. Students are reminded that instructors are limited to no more than two (2) independent study’s per semester.

Each request for exemption from physical education will be decided on an individual basis by school personnel and monitored each grading period. When a P.E. Waiver is granted for participation in interscholastic activities or Marching Band, the waiver will be granted during the semester in which the majority of the activity occurs. Every student excused from physical education will be required to take a schedule of classes, which meets or exceeds the minimum school day requirement at University High School. Students waiving P.E. will not receive the P.E. credit and must take additional classes to meet the twenty-four (24) credit requirement for graduation.

No exemptions will be granted to students that will create class overloads in academic areas.

Social Science: 1.0 credit U.S. Studies and 1.0 credit elective

Students are responsible for securing any recommendations and meeting all deadlines.

NCAA eligibility requirements can be found under Student Activities below.

Advanced Placement Program
Six departments offer advanced Placement (AP) courses: Art, English, Foreign Language, Mathematics, Science and Social Sciences. These courses, in general, adhere to the suggested College Board course descriptions and serve as the primary vehicle to prepare students for the voluntary AP examination in May. In addition to preparing students for the AP exam, AP courses allow students to experience the pace and intensity of a college-level course while still in high school. The AP courses are challenging and stimulating, require more work and more time than other high school courses, but are consistently evaluated by former AP students as a valuable high school education experience. Although each college determines what AP examination grades it will accept for credit and/or advanced placement, the great majority of colleges accept grades of 3 or better and award the student credit in the subject matter tested. In some cases, no credit is given, but the student begins the program of
study at an advanced level. Please consult the course descriptions for the list of Advanced Placement courses in each of the academic departments.

**Auditing a Course**
A student may audit a class or classes if facilities are available and class size permits. A student must have the approval of the instructor and a counselor. Neither credit nor grade will be issued for an audited course. However, the student's permanent record will indicate the course and AU (audit).

**College Application and Transcript Procedure**
The following are procedures for students to prepare and send transcripts for college applications:

1. Seniors must acquire their own application forms from colleges. The Counseling Center has a limited supply of application forms for some universities and community colleges in Illinois.
2. The personal data section of the application forms must be filled out by the student (name, address, etc.).
3. The student must obtain the transcript release form from the Counseling Center permitting the school to release all cumulative records of the student for the purpose of admission to a college. If the student is not at least 18 years of age, his/her parent or guardian must sign the form. This form must be signed and returned to the Counseling Center before a copy of the records can be mailed.
4. The student should bring the following to the Counseling Center:
   a. A completed application form;
   b. A check for the application fee (if applicable);
   c. A request that his/her transcript be sent.

**Distance Learning Courses**
Distance Learning courses (Illinois Virtual High School and University of Missouri Independent Learning) are available based on the individual needs of the student. Permission to enroll in distance learning classes is required from the Counseling Center.

**Driver Education**
Sophomores are eligible to enroll in Driver Education as part of the physical education curriculum. Freshmen are allowed to enroll in Driver’s Education during their second semester, but it is not counted as part of the physical education curriculum. A fee is charged to defray expenses. Preference will be given to students based on their age and birthdate. Please note that a social security number is needed to enroll.

**Early Graduation Policy**
It is the policy of University High School that twenty-four credits and eight semesters of attendance shall be the normal requirement for graduation from
University High School. However, U-High recognizes that special circumstances might arise which could require consideration of an alternative to the eight-semester attendance requirement. In order for a student to be eligible for seven-semester graduation, the following must be completed:

1. The student must have met all graduation requirements,
2. The student must have a special need and an appropriately planned educational experience (e.g. college, vocational school, military service, or on-the-job training) for the remainder of the four-year period,
3. The student must:
   a. Provide written evidence of approval and acceptance of the planned educational experience,
   b. Written, parental consent,
   c. School, military, or employer verification,
   d. Local administrative approval,
   e. Early graduation request form completed and turned into the Counseling Center by September 30th of their senior year
   f. All other required paperwork must be completed and turned into the Counseling Center by October 30th of their senior year.

**Failure Policy**
Any student receiving two (2) or more F’s in either semester must submit a petition to the Student Assistance Team for continued enrollment at University High School.
A student’s petition to continue is a letter from the student describing his/her plan of action for improving performance. The letter must be received in the Counseling Center no later than two weeks after the report cards are sent. Failure to submit this petition will be interpreted as a voluntary withdrawal from University High School. The Student Assistance Team will review all petitions and render a recommendation to administration as to whether the student should be retained, retained and placed on academic probation, or withdrawn from University High School. The decision of the Student Assistance Team will be based on an evaluation of the student’s interest and motivation to improve his/her performance.

**Freshman Program**
The freshman year is critical to both the academic and social development of our students. Current research suggests that an interdisciplinary curriculum is an effective approach to preparing high school students for advanced study and work. As a laboratory school, University High School is committed to exploring and developing an innovative interdisciplinary curriculum. The Freshman program emphasizes the following:
• An integrated curriculum featuring various activities that combine 
the concepts, content, and skills of four core disciplines and 
create a sense of connectedness and relevance to the students’ 
lives,
• The development of students, socially, cognitively, and 
emotionally and,
• Collaboration and cooperation between individuals and groups.
Freshmen will earn 3.0 credits in the core program (World History, Freshman 
English, and Biology). Freshman students must choose at least three electives 
outside of the Freshman Program.

**Heartland Community College**
Students may also elect to take college courses at Heartland Community 
College. If interested, see a counselor for application and details. Dual 
enrollment is also advisable.

**Independent Study**
Independent Study is often defined as “self-directed study”. Self-motivation is 
undoubtedly a primary characteristic of successful Independent Study 
students. At University High School, the Independent Study policy provides an 
opportunity for a U-High student to master an area of knowledge or a skill 
through independent organization and learning under the supervision and 
sponsorship of a U-High faculty member. Independent Study contract forms 
may be obtained in the Counseling Center.

Independent Study arrangements are available for sophomore, junior, and 
senior students. Such arrangements may be for credit or non-credit and may 
be taken Pass/Fail. Independent Study is offered only in courses not offered in 
the curriculum. A student may not carry more than one Independent Study per 
semester and may not apply more than three (3) credits of Independent Study 
toward graduation requirements.

An individual teacher should not carry more than two (2) Independent Study 
contracts, unless approved by the Principal, during any semester. The major 
emphasis of Independent Study should be enrichment rather than remediation.

To initiate an Independent Study program a student should do the following:
A. Choose a topic, select a faculty member, and discuss with the teacher 
the Independent Study proposal. Students are encouraged to discuss 
their Independent Study proposals with a counselor or faculty advisor 
since these proposals may affect the student’s long-range academic 
program.
B. Plan and complete the Independent Study contract form (with the 
faculty sponsor).
C. Return the completed independent Study contract to the department chair and then to a counselor for final approval. The contract must be finalized within three (3) days of the start of the semester.

**Office Aide/Teacher Aide**

Students interested in being an Office Aide or Teacher Aide should secure the appropriate form from the Counseling Center and complete it in collaboration with the appropriate office personnel or teacher. Approved requests will count as one (1) of the six (6) classes students are required to take each semester, but will not earn credit. Students approved as an aide will be required to report to the respective office or teacher daily. Teachers are limited to having no more than one (1) aide per hour, per semester and no more than a total of 2 aides per semester.

**The Regional Alternative School** is designed to help students who need additional credits to graduate from high school or to maintain their junior or senior status. This is an option available to students who have a difficult time passing academic classes in the traditional classroom setting. Classes are limited to fifteen students which allows for more individualized instruction. Students wishing to explore any of the above possibilities should contact a counselor in the Counseling Center.

**Summer Semester**

Courses are available in Business, English, Math, Social Sciences, Science, Technology Education, Industrial Occupations and Physical Education. "Year-round" education is an integral part of the U-High experience. Summer registration is held in April, and U-High students have first choice before it is opened to other schools.

**University Classes for High School Credit**

Occasionally, University High School has recommended that students continue their studies beyond the offerings available at U-High. If the same course is offered at U-High, one cannot enroll for the course at Illinois State University without special permission. The procedure for university class enrollment is for the Counseling Center to request that students be accepted into certain college courses after the student completes the following:

a. Obtain a recommendation form from the Counseling Center. A U-High faculty member in the same subject area(s) as the course(s) to be taken on campus must complete this form.

   NOTE: Students should have a 3.0 GPA or higher.
   1. In arrangements of this nature, the Illinois State University faculty member has the authority to refuse admission of U-High students.
2. The Illinois State University instructor will not be expected to give any special consideration to the student because s/he is still in high school.

3. The Illinois State University Registrar will be asked to forward a letter grade to the U-High Registrar upon student completion of the course.

4. Typically, 4 - 5 ISU semester hours = 1 credit
   3 ISU semester hours = .5 credit
   1-2 ISU semester hours = .25 credit

**University Classes for College Credit**

Students may be considered for admission to Illinois State University at any time after reaching senior status in high school. Interested students must meet university admission criteria. Students may elect to receive high credit, college credit, or both, (dual enrollment).

**Application Procedure:**

a. Obtain and complete the “Dual Credit Enrollment Application” form from the University High School Counseling Center by the appropriate deadline (which are available through the Counseling Center).

b. Obtain written permission from the Counseling Center.

**NOTE:**

1) New students will be permitted to register only after continuing students have had an opportunity to register during pre-registration. Fees will be assessed in accordance with regular university schedule.

2) The number of courses in which a student can enroll (in any one semester) will be determined by the recommendation of the Principal and the Director of the Counseling Center.

3) No student will be permitted to take more than eleven (11) college hours per semester.

4) Students may elect to receive college credit, high school credit, or both.

**Work Related Programs - Area Career Center and Alternative School**

Students may enroll in work-study programs at the Bloomington Area Career Center. This program provides an opportunity for students to develop job skills (leading to employment in business and industry) while preparing them for continued training at another level. Courses are available in Business, Health Occupations, Industrial-Oriented Occupations, Personal and Public Special Occupations, and Technology.
Students interested in applying for admission should contact the Counseling Center during the spring semester of their sophomore year. Students must be at least 16 years of age, and recommended for admission by a U-High Counselor.

GRADING SYSTEM AND FORMULA FOR GRADE POINT AVERAGE

<table>
<thead>
<tr>
<th>Grade System:</th>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal-Failure</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit earned)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Passing</td>
<td></td>
</tr>
</tbody>
</table>

G.P.A. Calculation

Grade Values: A=4  
B=3  
C=2  
D=1  
F=0

Semester GPA: Grade value sum; divided by credit points per semester

Cumulative GPA: Cumulative grade points earned divided by total credit points attempted (minus Pass/Fail credits)

Semester Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Earned Credits</th>
<th>Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
<td>1/2</td>
<td>4</td>
<td>1.0</td>
</tr>
<tr>
<td>Math</td>
<td>B</td>
<td>1/2</td>
<td>3</td>
<td>1.0</td>
</tr>
<tr>
<td>Science</td>
<td>B</td>
<td>1/2</td>
<td>3</td>
<td>1.0</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>C</td>
<td>1/2</td>
<td>2</td>
<td>1.0</td>
</tr>
<tr>
<td>Art</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>1.0</td>
</tr>
<tr>
<td>P.E.</td>
<td>C</td>
<td>1/2</td>
<td>2</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>2.5</strong></td>
<td><strong>14</strong></td>
<td><strong>6.0</strong></td>
</tr>
</tbody>
</table>

Average: 14/6 = 2.33
**Class Rank Policy**
Beginning with the class of 1995, U-High no longer calculates a class rank for each individual student. GPA's are tabulated and recorded each semester. This policy truly reflects the actual abilities and efforts of our pupils. It encourages pupils to enroll in classes that truly meet their needs and helps them gauge future academic successes.

University High School will mail with each college application a school profile, which explains our school's academic environment.

**Final Exams**
Teachers shall be responsible for determining what activities take place in their classes on the final days of each semester. Teachers may give final examinations, which are comprehensive beyond the scope and weight of a single unit test. Teachers giving a final exam must announce the following information to students not later than fifteen (15) school days prior to the date of the exam:

1. The scope of the exam (material to be covered);
2. The general construction of the exam (true/false, multiple choice, essay, etc.); and,
3. The weight which the exam will have in computing the semester or nine weeks grade.

If a final exam is given in a class, it shall be administered to all students. However, seniors (in the spring semester only) have the option to waive taking the final exam, which is defined as one which covers the entire semester's content, counts significantly in determining the final grade, and is given during the designated final exam period. On the final day of classes for seniors, teachers will provide students with their final grades. Both pupils and teachers indicating the non-reversible decision made by students will sign a form provided by the Main Office. That form will be filed in the Registrar's Office. All teachers shall be required to conduct class activities during the final examination days of school. All students not specifically exempted shall be required to attend class.
**Grade Improvement**

University High School supports a grade improvement policy in order to encourage pupils to gain a better knowledge of a particular subject area by repeating classes in which they experienced significant educational difficulties. This is designed to increase knowledge and mastery in a subject. The following guidelines are applicable for grade improvement:

a. Only pupils who received a grade of "D" or "F" are eligible to apply the course for grade improvement.

b. The second grade will replace the first grade. An "F" will result in the loss of credit.

c. Enrollment in a specific class for grade improvement will be dependent upon the availability of room in that class. Students taking the course for the first time have priority.

d. Course work completed at another school other than U-High is not eligible for grade improvement unless approval is granted by the principal, counseling department, and the academic department.

e. The grade improvement form must be completed within three (3) days of the start of the semester. Forms are in the Counseling Center.

**Honor Roll**

Any full-time (six (6) or more courses) student who receives a 3.5 G.P.A. or above will be placed on the semester honor roll. All classes for that semester count toward honor roll.

**Incomplete Grade Policy**

U-High recognizes that, due to an extended illness or some other extraordinary reason, it may be necessary to give a student an “incomplete” in place of a grade. No “incomplete” may remain in force longer than ten (10) school days after the close of each grading period or ten (10) calendar days if in the spring quarter. Failure to complete course work within ten (10) days will result in an “F” for the course work not completed. The Principal shall approve any exceptions to this policy.

**Make-Up Final Exams**

An exam make-up can be scheduled at the end of each term for students who are ill and unable to take the exam at the announced time. Reasons for absence other than illness must receive the approval of the administration prior to the exam date. A parent must contact the Attendance Office on the morning of the exam day when the student is unable to take the scheduled exam. It is the responsibility of the student and parent to contact the teacher to arrange for a time to make up the exam.
Pass/Fail Option for Sophomores, Juniors, and Seniors

Students, upon reaching sophomore status, shall be permitted to exercise the Pass/Fail option on any three (3) credits of the total required for graduation. A student may exercise the Pass/Fail option for no more than one (1) credit during any one school year of two (2) semesters. A student must elect the Pass/Fail option no later than ten (10) school days from the beginning of any semester course. A student may request to change to a letter grade during the first four weeks of the semester. A “pass” is not computed in the grade point average, but an “F” is. Forms are in the Counseling Center. Classes taken on Pass/Fail count as NCAA core classes, but with a grade of “D”.

Progress Reports and Report Cards

Periodically throughout a grading period, teachers may send home progress reports. The purpose of the progress report is to inform students and parents about the student’s progress in the course. Progress reports are mailed home at the midpoint of each quarter.

In order to give students and parents an appraisal of students’ achievement in their school subjects, report cards are mailed home at the conclusion of each nine-week grading period.
The University High School community comprises students, faculty, administration, staff, and the greater ISU community. Our library welcomes all of these users, and it accepts requests through inter-library loan.

**Library Computer Guidelines/Rules**
The computers in the library are intended as an educational resource for all U-High students and staff. In order to ensure that everyone has access to these machines, we have established the following policies and procedures. Failure to follow these rules will result in school disciplinary action.

1. Due to limited resources, we must establish priorities for computer use. The following priorities MUST be followed by patrons:
   - Accessing U-High's Library Card Catalog;
   - Information searching, word processing, and running programs related to the school curriculum; and,
   - Information searching for co-curricular activities.
   - When a class is signed up to use the computers in the library, we kindly ask the students to give up their computer for classroom use. Students do have access to the library computers Monday through Friday from 7 a.m. to 4:30 p.m. when only a few classes might be using the computers.

2. Do not access DOS.

3. Remember while on the internet that you are also subject to ISU policies, state and federal regulations and laws.

4. No games may be played on the computers.

5. Students are not allowed to access non-school sponsored chat rooms, discussion boards, etc.

**Library Hours**
Monday – Friday, 7:00 am. – 4:30 p.m.

**Policies and Procedures**
Borrowing privileges are limited to the ISU and University High School community. Area residents need to borrow materials through inter-library loan at their local libraries. When borrowing a book, take it to the circulation desk for checkout. The loan period for books is four weeks. Periodicals (magazines) can be checked out for one week. Reference books are to be used in the library. Teachers may place books on reserve for their classes. The teacher determines the loan period for these materials.
Overdue Materials are handled by Milner Library. Seniors with outstanding Library fees will not receive their Graduation Gown.

To renew materials, the students are required to present the items they have checked out at the circulation desk.

Return materials to the circulation desk book drop.

All inter-library loan requests must be placed at the circulation desk. Please allow two weeks for receipt of the item. The loan period for inter-library loan materials is two weeks.

Media (audiovisual) items are to be checked out at the circulation desk. If audiovisual equipment is needed, please contact the library staff to reserve equipment at least two days prior to the equipment use date.

If an item is lost or damaged, the student is responsible for the cost of replacement.

A quiet study atmosphere must be maintained. Students will be asked to leave the library if they cause any disruption. (You will be warned when you are being too loud.) If asked to leave, please do so.

Food, drinks, and candy are not allowed in the library.

Illinet On-Line is the complete and updated electronic card catalogs for the University High School Library. It can be found on the U-High Library website at www.uhigh.ilstu.edu/library/library.htm.

The U-High library has facilitated and will provide access to multiple online reference resources which can also be found on the U-High Library website at www.uhigh.ilstu.edu/library/library.htm. Most of the databases have remote access capabilities. Some required a username and password. These may be obtained in the library.
Use of the U-High technology/communication system is a privilege that may be revoked by the administration, faculty, and staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the student Computer Code of Ethics as stated below.

All abuses of computer privileges are considered serious offenses. Offenses, which the administration, staff, or instructors decide are unlawful, obscene, abusive, or otherwise objectionable, may result in expulsion from University High School.

The U-High administration, faculty and staff reserve the right to review and remove any student's files and data records used on the U-High/University technology/communication system, which violate the Code of Ethics below.

**Computer Code of Ethics**

1) I will not use the technology/communication system at U-High to harm, slander, injure or ridicule others.
2) I will not interfere with others’ use of the technology, including opening the files of others without their permission.
3) I will not use the computer to steal.
4) I will not use the computer to misrepresent my school or myself.
5) I will not copy software for which I have not paid.
6) I will not use equipment without authorization.
7) I assume responsibility for any breakages of equipment while I am using it. This includes paying for any necessary repairs or replacements.
8) I will not copy text or ideas from the technology resources without permission from the author or referencing source.
9) I will be responsible for any consequences that arise from or that are a result of my computing activities.
10) I will use both the equipment and the programs in ways that show consideration, care, and respect.
11) I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
12) I will not allow another person to use my logon (ID) and password, nor will I use anyone else's ID and password.
13) I will abide by all rules and regulations of the system as changed or added from time to time by the administration of U-High and/or Illinois State University.

14) I will address all concerns regarding the use of technology first to the supervising teacher and/or school librarian and then to the U-High administration.

15) I will use the technology/computer system to further my education at University High School and will share my growing knowledge with others at U-High.

16) I recognize that email accounts are Illinois State University accounts and will be disciplined accordingly.

17) I recognize that all students deserve access as conditions permit.

18) I will not violate the terms and conditions of the Authorization for Internet Access as stated below.

19) I will not tamper with or change the computer settings, for instance;
   - Changing desktops
   - Adding or changing programs
   - Vandalizing work stations i.e. A drives, keyboards, mice, monitor and CPU cases.

Authorization for Internet Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access. Students and parent(s)/guardian(s) need only sign the Authorization for Internet Access once while enrolled in the Laboratory Schools. Please read this document carefully before signing.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, communication, and the fostering of innovative methods for learning and research. This authorization includes rules that do not attempt to state all required or prescribed behavior by users. However, some specific rules and examples are included. The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges and may result in further disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability for the student and/or his or her parents.

The purposes of providing Internet access in the Laboratory Schools of Illinois State University are to provide access to new means of gathering information; to provide research experiences; and to teach responsible use of computers, networks, and the Internet. To that end, the Laboratory Schools reserve the right to limit access by students and to prohibit student access to network resources, Internet files, information, or sites which Laboratory School certificated employees believe are not appropriate to the educational activity assigned or permitted.
Terms and Conditions

1. Acceptable Use - Access to the school's Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.

2. Privileges - The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. University personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules and may deny, revoke, or suspend student access at any time. Such decisions are final.

3. Unacceptable Use - A student is personally responsible for his or her actions and activities involving school computers, the University network, or the Internet. Examples of unacceptable uses of school computers, the University network, or the Internet include but are not limited to the following:
   a. Any illegal activity, including but not limited to, gambling sites
   b. Violation of copyright, intellectual property rights, or unauthorized use of others' property;
   c. Downloading copyrighted files
   d. Using or downloading a file for a purpose other than that authorized.
   e. Installing software on school computers. The only exception to this is that the students may install updates for helper programs currently installed on the computers when prompted to do so by a message on the computer they are using.
   f. Use for private financial or commercial gain;
   g. Wastefully using resources, such as a file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet;
   h. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, files, or information contained therein;
   i. Invading the privacy of others;
j. Using or attempting to use another’s account or password or identification;

k. Posting material authored or created by another without his/ her consent;

l. Posting anonymous messages;

m. Use for commercial or private advertising;

n. Submitting, posting, publishing, or displaying any material that is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented;

o. Use or attempted use while access privileges are suspended or revoked;

p. Failure to follow network security rules;

q. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the Laboratory School, or the University;

r. Computer and network vandalism, defined as any act of a user which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network;

s. Attempted or actual use, possession, or creation of any computer virus or other software of physical or electronic device intended to or capable of causing damage to any computer, network, or file;

t. Use of computing facilities knowingly to disrupt normal operation of the University computing system.

u. Accessing NON SCHOOL sponsored chat rooms, discussion boards, gaming sites, gambling sites, and other related sites not directly related to school activities.

These rules may be supplemented at any time at the discretion of the school or the University. Any supplemental rules will immediately be binding upon students.
4. **Network Etiquette** - While using the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited, to the following:

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

   b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

   c. Do not reveal the identification, password, personal addresses, or telephone numbers of others.

   d. 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 violations of school rules may result in disciplinary action, and those relating to illegal activities may also be reported to law enforcement authorities.

   e. Do not use the network in any way that would disrupt its use by other users.

   f. Consider all communications and information accessible via the network to be private property.

5. **No Warranties** - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the University network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school and University specifically deny any responsibility for the accuracy or quality of information obtained through use of the University network or the Internet.

6. **Indemnification** - The parent or guardian, by signing below, in consideration of the Laboratory School providing his/her student with University network and Internet access, agrees to indemnify the University for any losses, costs, or damages (including reasonable attorney fees) incurred by the University relating to, or arising out of, any breach of these or other University rules by the student in using computers, the University network, and the Internet.

7. **Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the University
network, or the Internet, the student is required to notify network services or the building Principal. The following rules apply to network security:

a. Students must not demonstrate any security problem to any other users.

b. Students must keep the account and password confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.

c. Attempting to log onto or use school computers, the University network, or the Internet using any other person's account, password, or identification is a violation of these rules.

8. **Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary Internet and University network access and use will incur no such charges. Any such charges are the responsibility of the parent or guardian signing below.

9. **Privacy** - Electronic communications and downloaded material may be monitored or read by school officials.

10. **Consequences for violations of the Acceptable Use Policy** - Students who violate the Acceptable Use Policy may lose their ULID privileges at the discretion of the administration. The length of time for which the privileges will be lost will be determined by the administration on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, and police notification will be issued by the administration as deemed necessary.

The signature(s) of parent(s) or guardian(s) and student(s) are required on this policy before a student will be issued a university account that will allow him or her to access the network and internet resources.

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the University network and the Internet;

2. Agreement that the student is bound by the rules set forth in this authorization and any other rules adopted by the school from time to time in respect to computer, University network, or Internet Use, and

3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.
I understand and will abide by all rules contained in this **Authorization for Internet Access** and any other rules of computer, University network, or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me. I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the school attempts to bar access by students to certain material, which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the University and its employees and agents from any cause of action related to my child obtaining access to materials or software, which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of this Authorization and the rules with my child. I hereby request that my child be allowed access to the University's network and the Internet.

__________________________   ______________
Student Signature     Date

__________________________   ______________
Parent/Guardian Signature    Date

__________________________   ______________
Parent/Guardian Signature    Date
HEALTH SERVICES

Communicable Disease
All cases of communicable diseases (measles, mumps, chickenpox, etc.) must be reported to the school. Exclusion from school is determined by the regulation of the Illinois Department of Public Health (IDPH). The school nurse is required to send regular reports to the McLean County Health Department, so parent notification of communicable disease to the school is essential. If in doubt as to whether your child has a reportable disease, call the health services office for information.

Emergency Information Sheets
Emergency information sheets (provided in the registration packet) are essential in the event of a student's illness or injury at school. These must be completed and submitted at registration. Please be specific and update information as needed during the school year (simply call the office to do so). Copies of emergency sheets are available to staff who would be accompanying your student outside the school building. Parents/guardians may contact the nurse directly to discuss issues privately. This information will be placed in the student's individual health record and be provided on a “need to know” basis to staff. All student health records are confidential and stored in the Health Services Office.

Homebound and Hospital Services
Parents need to contact the assistant principal to determine eligibility for homebound services. An evaluation will be conducted. A minimum of 10 consecutive days absence from school is required, and documentation of the impairment from the student’s physician is needed.

Illness or Injury at School
If you become ill or injured during the school day, report to the health services office (Room 225). If the nurse is unavailable, report to the main office. Parent/guardian must be notified before a student may leave school. No treatment except first aid can be given by the nurse. If additional treatment is needed, parent/guardian will be notified. In extreme emergencies, 911 will be called and the parent notified.

Medication
All medication (over-the-counter or prescription) brought to school must be locked in the Health Services Office and have a “School Medication Authorization Form” on file. This form can be printed from the U High Website by clicking Policies/Forms under School Information, then choose Medication Authorization Form and print. The top portion is to be completed and
signed/dated by the physician. The bottom portion is to be completed and signed/dated by parent/guardian. Any change in medication or dosage requires the completion of a new form. All medication must be brought to the health office in the original container and be labeled clearly; prescription medications must contain the complete pharmacy label and over the counter medications must contain the ingredient label with the student’s name clearly affixed to the container. The school provides no medications. All unused medication not removed from the school will be destroyed or returned at the end of the school year. All “School Medication Authorization Forms” expire at the end of each school year, and a new one must be completed for fall. Inhalers may be carried by the student at school but also require the medication form to be on file in the health services office.

Physical Examinations and Immunization Records
A current physical (defined as having been completed within one year of the first day of school) and immunization record are required by the State of Illinois for all 9th grade students and new students to U High, and should be submitted at registration. These are filed in the Health Services Office.
To ensure your student’s well-being and full participation in school, the Physical Examination form must be accurately and legibly completed. The following are required:

1. The standard Physical Examination form for school use is the “Certificate of Child Health Examination” – Form IL44-4737. This is a 2 sided form, new in 2003.
2. Student Identifying Data (at top of form).
3. Health History is to be completed and signed/dated by parent/guardian.
4. Immunization section must be signed/dated by Health Care Provider. State of Illinois immunization requirements must be met.
5. Physical Examination must be completed and signed/dated by the examiner. The examiner’s name, address, and telephone number are also required and must be printed legibly.

Your help in completing the form entirely will avoid the school returning it to you for incomplete portions. The nurse will evaluate each physical and immunization record at the beginning of school. If a student’s records are “non compliant” in any way, the parent/guardian will be notified. As required by the State of Illinois, all students must be compliant with physical and immunization requirements by October 15. Students not in compliance will be excluded from school until the requirements are met.

Sports physicals are kept in the student health file in the health services office. To be IHSA eligible, the physical must have been conducted within 1 calendar year, and must be signed and dated by the examiner. The physical exam must
be current throughout the duration of the sport season (i.e.: it must never be more than 1 year old). Continued participation after the expiration date will require a new exam.

**Vision and Hearing Screening**
Vision and hearing screenings are conducted annually as required by the state of Illinois. Students screened include: all 9th graders new to the Lab School District, all transfer students, all special education students, and teacher/parent referred students.
# STUDENT ACTIVITIES

## ACADEMIC TEAMS
- Chess Team
- Debate Team
- Math Team
- Scholastic Bowl
- WYSE

## CLUBS
- Anime Manga Club
- Art Club
- Creative Writing Club
- Earth Club
- Equestrian Club
- Fellowship of Christian Athletes (FCA)
- Film Club
- Gay/Straight Alliance (GSA)
- History Club
- Library Club
- Outdoor Club
- Research Club
- Sign Club
- Technology Club

## PUBLICATIONS
- Brome and Beyond
- Clarion Yearbook
- Clarionette Newspaper

## SERVICE GROUPS
- Connections
- Key Club
- Locks of Love
- Rotary Interact Club

## SPEECH AND DRAMA
- Contest Play
- Group Interpretation
- Musical
- One Acts
- Plays
- Speech Team
- Speech Individual
- Events
- Thespians

## MUSIC
- Chorus
- Concert Band
- Concert Choir
- Court Singers
- Drum Line
- Flags/Color Guard
- Jazz Band
- Jazz Choir
- Madrigals
- Madrigal Singers
- Madrigal Brass
- Madrigal Strings
- Madrigal Recorders
- Marching Band

## SPIRIT AND DANCE
- Cheerleading
- Dance Team
- Orchesis Dance Co.

## STUDENT SENATE
- Class Officers
- Class Representatives
- Committee Chairs
- Senate Officers
Fan Conduct
The gyms and playing fields are the athletic classrooms. We expect our student athletes' conduct to be appropriate for these “classrooms”. When a student athlete’s conduct is not reasonable, she/he will be subject to the appropriate discipline. We also expect spectators to conduct themselves in a manner appropriate to our athletic classrooms. When our guests’ conduct is not reasonable, they shall be excused from our athletic classrooms for a period of time to be determined by the Principal and/or the Activities Director.

Good Night Rule
Once students have come to an evening event they are not permitted to leave the building until they intend to go home. This is to prevent loitering around the building or in the parking lot. Students who leave the building will not be readmitted to the evening activity.

Guest Sign In
Students from other schools must be approved guests in order to attend U-High dances. All guests to any school party or dance must be signed up and approved prior to attending the event. A sign-in sheet will be available in the Main Office one week prior to the event. U-High students who bring a date or a guest from outside of the school must register their guest with the faculty supervisor when entering the dance or activity.

Parties and Dances
School parties and dances are scheduled in the Main Office by completing a request form. Requests for parties and dances must be submitted at least two (2) weeks prior to the date of the event and must be approved by the Activities Director. The room or rooms needed should be reserved in the Activities Office and a facilities request form should be completed.

Student Senate and Class Officers
The U-High Student Senate is the recognized representative voice of the student body. Each spring, elections are held for the office of President, Vice-President, Secretary, and Treasurer for the next school year. Student Senators are elected at the beginning of each semester.

The Senate advises the U-High Administration on matters of policy, suggests changes in school procedures, conducts numerous activities such as homecoming events, and serves as the communication link to the student body and co-curricular organizations.

All Senate meetings are open to any student who is free during the meeting hour. To put one's name on the ballot for Senate or for class officer, the student should secure a petition from the Main Office, obtain the necessary number of signatures from class members, and return the petition to the Main
Office by the designated date. To be considered for class officer or Senate membership, the student will also be expected to make a speech before his/her class. In addition, students may make application to serve in a non-elected capacity as chairperson of a Senate standing committee (such as Social, Citizenship, or Political Relations Committees) or as chairperson of an ad hoc committee (such as Homecoming, Blood Drive, Fund Drive Committees). Application information is available from the Senate sponsor or from any Senate officer.

STUDENT ATHLETE INFORMATION

A. GENERAL GUIDELINES
1. Athletes shall be allowed to participate in as many sports as possible to utilize the potential talents that he/she may possess, as long as it does not interfere in the athlete’s academic progress.
2. No out-of-season participation requirement shall be made a prerequisite for participating in any sports.
3. School personnel are not allowed to use their own personal vehicles. Only University vehicles will be used to transport students.
4. There will be no mandatory Sunday practices scheduled.
5. No student should use the weight room and/or gym unless a University High School staff member or faculty member is supervising the weight room and/or gym.
6. All team members must travel by school transportation to and from all athletic contests. Permission may be granted to parents for students to leave with parents/guardians when requests are made with the coach. Parent(s)/guardian(s) must sign a written permission slip or a sign-out sheet prior to the student leaving.
7. Any school-connected injury to an athlete will be immediately reported to the coach who will inform the athletic trainer and/or parents/guardians, as well as Illinois State University’s Office of Risk Management.
8. A student who is dropped from one team for disciplinary reasons or who “quits” will be ineligible to compete in another sport for that particular season. The coaches may consider special instances involved.
9. A student may not attend after school practices or contests unless he/she attends the last three classes of their own schedule or unless prior arranged absence has been approved with an administrator.
B. **CHANGING SPORTS**
   1. No athletes removed or withdrawn from an athletic team after two (2) weeks into the season will be permitted to begin practice in another sport until the season of the sport in which they were involved has been completed unless approved by the head coach of both sports and the Activities Director.
   2. A season is “completed” after the team has played its final interscholastic contest and awards night.

C. **INJURIES**
   1. Student athletes should report all injuries to their coaches and trainer.
   2. Students with school insurance must obtain a claim form from the Main Office when they return to school if they have been to a physician or to the hospital.

D. **LETTER REQUIREMENTS**
   1. Any senior who has participated for four (4) years is eligible to qualify for a varsity letter.
   2. Lettering athletes must finish the year in good standing in the sport.
   3. Athletes must meet necessary requirements for lettering as outlined for each individual sport.

E. **PARTICIPATION FEES**
   1. Students must pay all current and past due fees to participate in activities and athletics from event to event or season to season.
   2. Student waivers and special payment plans are available.

F. **PHYSICAL EXAMINATIONS**
   1. It is the responsibility of the head coach of each sport and the Activities Director to make sure that all team members have a physical examination and permit card for the current school year and that their IHSA physical examination card is on file in the Nurse's Office. (A physical is good for one (1) calendar year.)
   2. If a student has not had a physical examination, one must be secured and a card placed on file before dressing for practice and/or participating in a contest as per IHSA regulations.

G. **SQUAD SELECTION AND RETENTION**
   1. Those individuals selected as squad members on any athletic team shall be considered as members of the team through the completion of that regular sports season unless they are removed for disciplinary reasons, scholastic ineligibility, or mutual agreement between player and coach.
2. Coaches are responsible for the selection of specific squad members for competition.
3. No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach shall receive an award.

H. STUDENT DRESS
1. Team members should dress appropriately when participating in U-High sanctioned activities.
2. Each coach may determine what is appropriate team dress.

University High School Activities Code of Conduct

Definition: All students involved in activities (who) on/off school grounds (where), 24 hours a day, 365 days a year all four (4) years (when).

University High School believes that opportunities for physical activity, athletic competition, and school activities are important for the personal growth of students. The activities program not only provides an avenue for developing physical fitness and co-curricular achievement, but also serves as a forum for teaching teamwork, self-confidence, and personal responsibility.

The school rules, disciplinary policies, and codes of conduct described in this handbook govern all activities. Violation may result in a student being suspended from activities or athletics. All activity code violations are cumulative for a student’s entire attendance at U-High.

University High School activities are related to academic areas, athletics, and some nonacademic activities. Most activities are open to all students who have a definite interest in the purpose and function of the club. In other activities (such as Student Senate and cheerleading squads) student are “elected” to membership. Participation in certain activities may depend on tryouts and selection by a coach or panel. The Principal or his/her designee is responsible for the final distribution of specific rules pertaining to athletics and activities.

University High School adheres to all IHSA rules governing students participating in sports and co-curricular programs. This includes adherence to rules relating to school attendance, discipline, and scholarship.

Co-curricular activities are privileges, not rights, extended by the Laboratory Schools to students who wish to participate and who agree to comply with the Activities Code of Conduct as well as the rules and
regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with these rules and regulations shall result in appropriate disciplinary sanctions for student conduct. All activities, including Class Night, Class Trip, Graduation, Awards Assembly, etc. will conform to all policies and procedures as defined in this handbook.

University High School officials, coaches of athletic teams, and sponsors of student activities believe that students who are selected for the privilege of membership on teams, squads, performing groups, clubs, and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of team and organizations who fail to abide by the Code of Conduct are subject to disciplinary action for student misconduct. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment that is expected from all students. As recognized representatives of our school, members are expected to exhibit appropriate behavior throughout the calendar year, in uniform or out of uniform, on campus or off campus.

Section 1: Coach/Sponsor Expectations
1. University High School has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within high academic expectations.
2. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, curfew, dress and general conduct or participants during practices, contests, trips, etc.
3. Activities may involve the potential for injury. We acknowledge that even with the best supervision and instruction, injuries may still be a possibility when participating in an activity.

Section 2: Academic Expectations
1. A student in any IHSA-sponsored activity must be passing twenty (20) credit hours or class work per week to be eligible to participate in that activity. Students, parents, and coaches will be notified if a student is no eligible to participate.
2. Students must attend the entire school day on the day of an event. Exceptions may be granted by the administration.
3. Students must be in attendance all day on Friday to participate in a Saturday event. Exceptions may be granted by the administration.
4. Student athletes may not be excused from attending Physical Education on the day of an athletic contest.
5. Students must follow appropriate attendance procedures.
6. Students must receive the administration's approval to be excused from the above criteria for extenuating circumstances.
7. Students suspended from school will not be allowed to participate in or attend activities or athletics while they are on suspension.

Section 3: Conduct Expectations
All student activity participants will be subjected to disciplinary action if they violate any of the rules listed below. **Conviction is not a prerequisite to disciplinary action.**

1. Use, possession, sale, or distribution of tobacco products, controlled substances, alcohol, “look-alike” drugs, or drug paraphernalia.
2. Commission of a criminal offense.
3. Violation of the University High School Student Code of Conduct.
4. Violation of the Alcohol and Other Drugs Policy.
5. Conduct in or out of school such as, but not limited to, commission of a non-felony offense, ordinance violations, gross disobedience, or misconduct.

Note: Activity code requirements apply to all participating students, even those who have reached the age of eighteen (18) or over.

Guidelines for Action
**Athletics**
Consequences for an Activities Code of Conduct infraction by an athlete include the following:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Suspension from a minimum 20% of contests and/or any disciplinary measure or combination of measures.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Suspension from a minimum 50% of the season and/or any disciplinary measures or combination of measures.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Suspension from all athletics for the remainder of the school career and possible expulsion from school.</td>
</tr>
</tbody>
</table>

Note: If any violation deals with drugs, alcohol, or tobacco, the actions explained in the Disciplinary Sanctions/Interventions clause of the Alcohol and Other Drug Policy section of the Student Code of Conduct are applicable in conjuncture with the above consequences.
School Activities
Consequences for infractions by participants in school activities (special interest clubs, student government, class boards, and honorary societies) include the following:

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Suspension from club meetings/activities for two (2) weeks and/or any disciplinary measure or combination of measures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Suspension from club meetings for at least nine (9) weeks and/or any disciplinary measure of combination of measures.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Suspension from club meetings for the remainder of the school career and possible expulsion from school.</td>
</tr>
</tbody>
</table>

Note: If any violation deals with drugs, alcohol, or tobacco, the actions explained in the Disciplinary Sanctions/Interventions clause of the Alcohol and Other Drug Policy section of the Student Code of Conduct are applicable in conjuncture with the above consequences.

Student Performance Organizations
Consequences for infractions by members of performing organizations (music, speech, debate, dance, and theater) include the following:

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Suspension from minimum of one (1) performance and/or any disciplinary measure or combination of measures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Students will not be permitted to participate in and/or any audition for at least nine (9) weeks and/or any disciplinary measure or combination of measures.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Students will not be permitted to participate in and/or audition for the remainder of the school career and possible expulsion from school.</td>
</tr>
</tbody>
</table>

Note: If any violation deals with drugs, alcohol, or tobacco, the actions explained in the Disciplinary Sanctions/Interventions clause of the Alcohol and Other Drug Policy section of the Student Code of Conduct are applicable in conjuncture with the above consequences.

Procedures
A student may be suspended from participation in an activity according to the following procedures:
1. Violations of law or school rules and activities code should be reported to the Principal or his/her designee by ISU/Lab School personnel and law enforcement officials.

2. All reported infractions, as well as rumors of violations, will be thoroughly investigated by the administration. Sources used to identify violations will include police reports, public notices of offenses, court dispositions, staff/teacher or student witness accounts, and information provided by law enforcement officials.

3. The Activities Director will contact the student and inform them of the charges and procedures to be followed. The parents will be contacted and informed of the charges and procedures. If requested, a meeting will be scheduled within three (3) school days. This meeting may include the Activities Director, the student, his or her parents or guardians, and student's coach or activity sponsor. No attorneys may be present.

4. After any meeting with the parents or guardians, the Activities Director will make a final decision. The student and his/her parents or guardians will be notified of the decision.

5. Any student who violates the Activities Code of Conduct and/or does not satisfactorily complete the season or activity may not be eligible for any awards or special recognition given for participation in the activity.

6. Penalties will be applied in all activities in which a student participates. Any offense constitutes a violation in all activities covered under the guidelines.

Voluntary Admission
If students voluntarily report an infraction of the Alcohol and Other Drug Policy **prior to suspicion or prior to the knowledge of the administration**, they may continue uninterrupted participation when it is verified that they are enrolled and participating in a school-recognized substance abuse program. The participant must successfully complete the program. Voluntary admission may be used by a student one (1) time during high school. A voluntary admission is considered a first offense with no activity sanction. Subsequent infractions are considered as second and third offenses.
Key Provisions Regarding IHSA Rules Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible or interscholastic participation. The IHSA’s rules have been adopted by the high schools which are members of IHSA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association’s due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance
   A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
   B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
   C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

2. Scholastic Standing
A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence
Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
E. You attend the private/parochial high school which one or both of your parents attended; or
F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer
A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be
eligible when you transfer until this form is fully executed and on file in the school office.

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
   1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
   2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
   3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
   4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
   5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the bylaws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination
You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status
A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter.
C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes
A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons
A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
   1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.
   2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school’s coaching personnel.

10. Playing in Non-School Competition
A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate
in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation
A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools
A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.

B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.

C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria: You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.

D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests
A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies are available at www.ihsa.org.
NCAA ELIGIBILITY REQUIREMENTS

1. **8th Grade Course Work**: Eighth grade courses may not be used to satisfy core-course requirements, regardless of the course content or level.

2. **One-Year Course Spread Over Two Years**: A one-year course that is taken over a two-year period will be considered one (1) course for core course requirements.

3. **Pass-Fail Grades** may be used to satisfy core-curricular requirements. The NCAA Clearinghouse shall assign the course the lowest passing grade at the high school for pass-fail grades.

4. **Independent Study and Internet Courses** may be used to satisfy core-course requirements under certain conditions.

**Note**: All Student-Athletes Must Register With The NCAA Initial-Eligibility Clearinghouse

To be certified by the Clearinghouse, students must:

Register with the NCAA Initial-Eligibility Clearinghouse after the completion of their junior year in high school. At this time, a transcript that includes six semesters of grades should be sent to the clearinghouse from the high school. Additionally, students should request that their SAT or ACT test scores be forwarded directly to the clearinghouse by entering code "9999" as a reporting selection when they register for the exam. You may access the NCAA Clearinghouse website at www.ncaaclearinghouse.net.

**Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least 16 academic courses in Division I, and 14 academic courses in Division II, which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for "+" or "-" grades. The chart below shows what your core courses must include at a minimum.
## Core Units Required for NCAA Certification

<table>
<thead>
<tr>
<th></th>
<th>Division I</th>
<th>Division II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Core</strong></td>
<td>4 years</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Math Core</strong></td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Science Core</strong></td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Social Science Core</strong></td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>From English, Math or Science</strong></td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Additional Core</strong> (English, Math, Science, Social Science, Foreign Language, Philosophy, Nondoctrinal Religion)</td>
<td>4 years</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>TOTAL CORE UNITS REQUIRED</strong></td>
<td>16</td>
<td>14</td>
</tr>
</tbody>
</table>

For Division I and II: The minimum grade-point average in the 16/14 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index. Please check the website for GPA/Test Score Index.

The above requirements are subject to change. Please consult the Counseling Center or Athletic Director for updates after February 1, 2009.
PARENT INFORMATION

Change of Address/Telephone
If, at any time during the school year, there is a change in personal information such as address or telephone number, please contact the Registrar’s Office as soon as possible. The state auditor requires an address change form.

Inclement Weather
Announcement of school closing and cancellations will be made by the University to local news media by 7:00 a.m. when possible. Some U-High students depend on local school districts for bus transportation; those parents and students should listen for announcements, which affect them. Good judgment and caution should be the guide.

Lost and found
A Lost and Found is kept in the Main Office. Students may check for lost items during their free period, or before or after school. Items in the Lost and Found will periodically be donated to a local non-profit organization during the year. Announcements will be made prior to the donation to alert students.

Phone Use and Messages
Messages of an urgent nature may be delivered to students when a parent or guardian calls the Main Office.

Parking Services
All parking on campus is controlled by ISU Parking Services. U-High students (juniors and seniors) may obtain a parking permission form from the Main Office, and must then submit it to the Office of Parking Services at ISU. Parents may also purchase a special parking pass through Parking Services that allows parking after 4:00 p.m. **Note: All parking obligations, as well as other outstanding debts, must be cleared before a student will be permitted to participate in graduation ceremonies at U-High.**
PARENT AND COMMUNITY INVOLVEMENT

Parent and community involvement in the activities of University High School is important to assure that the mission of the school is fulfilled. Parents and community members are encouraged to become involved with any of the following groups created to help the school and the students enhance their educational experiences. Anyone interested in becoming involved in one or more of the following groups should contact the principal or the Counseling Center for further information.

**Boosters**
The Booster Club is the parent organization for University High School. The objectives of the Booster Club are to provide financial support and volunteer assistance to the U-High co-curricular activity program and to promote positive relations and involvement between parents, students, and the school.

**Citizens Advisory Committee (C.A.C.)**
This committee consists of parents, faculty/staff, and a non-affiliated member representing the community at large. The purpose of the committee is to act as a liaison and a support group between the administration, faculty, and parents of students attending the Lab Schools.

**Connections**
Connections is a peer-helping program made up of a network of caring students trained in the skills of helping others. Students help others to sort out their problems and concerns, make better decisions, improve their study skills, receive tutoring, etc. Contact the Counseling Center for more information.

**Parent Support Network (P.S.N.)**
The P.S.N. provides a vehicle for communication for parents throughout McLean County who wish to help combat negative effects of teen peer pressure.
## INDEX

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>15</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>30-31</td>
</tr>
<tr>
<td>Activities Code of Conduct</td>
<td>65-69</td>
</tr>
<tr>
<td>Activities Listings</td>
<td>61</td>
</tr>
<tr>
<td>Advanced Placement Program</td>
<td>39-40</td>
</tr>
<tr>
<td>Alcohol &amp; Other Drugs Policy</td>
<td>31-33</td>
</tr>
<tr>
<td>Alma Mater</td>
<td>11</td>
</tr>
<tr>
<td>Area Career Center</td>
<td>16</td>
</tr>
<tr>
<td>Area Center</td>
<td>44-45</td>
</tr>
<tr>
<td>Athletics – Changing Sports</td>
<td>64</td>
</tr>
<tr>
<td>Athletics – General Guidelines</td>
<td>63</td>
</tr>
<tr>
<td>Athletics – Injuries</td>
<td>64</td>
</tr>
<tr>
<td>Athletics – Letter Requirements</td>
<td>64</td>
</tr>
<tr>
<td>Athletics – Participation Fees</td>
<td>64</td>
</tr>
<tr>
<td>Athletics – Physical Examinations</td>
<td>64</td>
</tr>
<tr>
<td>Athletics – Squad Selection and Retention</td>
<td>64-65</td>
</tr>
<tr>
<td>Athletics – Student Dress</td>
<td>65</td>
</tr>
<tr>
<td>Attendance Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Attendance Letters</td>
<td>16-17</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>39</td>
</tr>
<tr>
<td>Boosters</td>
<td>79</td>
</tr>
<tr>
<td>Bullying</td>
<td>17</td>
</tr>
<tr>
<td>Calendar of Events</td>
<td>4-5</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>30</td>
</tr>
<tr>
<td>Change of Address/Telephone</td>
<td>78</td>
</tr>
<tr>
<td>Citizens Advisory Committee (CAC)</td>
<td>79</td>
</tr>
<tr>
<td>Class Officers</td>
<td>62-63</td>
</tr>
<tr>
<td>Class Rank Policy</td>
<td>46</td>
</tr>
<tr>
<td>Code of Conduct Infraction - Activities</td>
<td>68</td>
</tr>
<tr>
<td>Code of Conduct Infraction - Athletics</td>
<td>67-68</td>
</tr>
<tr>
<td>Code of Conduct Infraction – Student Performance Organizations</td>
<td>68-69</td>
</tr>
<tr>
<td>Code of Conduct Infraction – Voluntary Admission</td>
<td>69</td>
</tr>
<tr>
<td>College Application &amp; Transcript Procedures</td>
<td>40</td>
</tr>
<tr>
<td>College Visits</td>
<td>17</td>
</tr>
<tr>
<td>Colors</td>
<td>11</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td>58</td>
</tr>
<tr>
<td>Computer Use &amp; Ethics</td>
<td>51-57</td>
</tr>
<tr>
<td>Connections</td>
<td>79</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>34</td>
</tr>
<tr>
<td>Courses</td>
<td>38-39</td>
</tr>
<tr>
<td>Cumulative Grade Point Average</td>
<td>45</td>
</tr>
<tr>
<td>Daily Schedules</td>
<td>7-8</td>
</tr>
</tbody>
</table>
Disciplinary Definitions
Distance Learning Courses
Distribution of Materials
Driver Education
Early Graduation Policy
Electronic Door System
Emblem
Emergency Information Sheets
Emergency Suspensions
Expulsions
Failure Policy
Fan Conduct
Field Trip Policy
Final Exams
Final Exams – Make-Up
Freshman Program
Frequently Called Telephone Numbers
Gang Activity
Good Night Rule
Grade Improvement
Grading System & Grade Point Average Calculation
Graduation Requirements
Gross Disobedience or Misconduct
Guest Sign-In
Harassment
Hazing
Health Services
Heartland Community College
Homebound & Hospital Services
Honor Roll
Illinois High School Association Athletic Eligibility Rules
Illness or Injury at School
Immunization Records
Inclement Weather
Incomplete Grade Policy
Independent Study
Internet Access - Acceptable Use
Internet Access – Authorization
Internet Access – Indemnification
Internet Access – Network Etiquette
Internet Access – No Warranties
Internet Access – Privacy
Internet Access – Privileges
Internet Access – Security
Internet Access – Telephone charges
<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Access – Unacceptable Use</td>
<td>53-54</td>
</tr>
<tr>
<td>Introduction</td>
<td>9</td>
</tr>
<tr>
<td>Laboratory Schools Mission</td>
<td>10</td>
</tr>
<tr>
<td>Learning Center</td>
<td>34-35</td>
</tr>
<tr>
<td>Library Computer Guidelines/Rules</td>
<td>49</td>
</tr>
<tr>
<td>Library Hours</td>
<td>49</td>
</tr>
<tr>
<td>Library Policies &amp; Procedures</td>
<td>49-50</td>
</tr>
<tr>
<td>Library/Media Services</td>
<td>49-50</td>
</tr>
<tr>
<td>Lockers</td>
<td>20</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>78</td>
</tr>
<tr>
<td>Lounge Rules</td>
<td>20-21</td>
</tr>
<tr>
<td>Make-Up Work Policy</td>
<td>21</td>
</tr>
<tr>
<td>Mascot</td>
<td>11</td>
</tr>
<tr>
<td>Medication</td>
<td>58-59</td>
</tr>
<tr>
<td>Mobile Device Policy</td>
<td>21</td>
</tr>
<tr>
<td>NCAA Eligibility Requirements</td>
<td>76-77</td>
</tr>
<tr>
<td>Office Aide</td>
<td>43</td>
</tr>
<tr>
<td>Open Campus</td>
<td>22</td>
</tr>
<tr>
<td>Other Disciplinary Actions</td>
<td>33</td>
</tr>
<tr>
<td>Parent &amp; Community Involvement</td>
<td>78</td>
</tr>
<tr>
<td>Parent Support Network (PSN)</td>
<td>79</td>
</tr>
<tr>
<td>Parent Information</td>
<td>78</td>
</tr>
<tr>
<td>Parking Services</td>
<td>78</td>
</tr>
<tr>
<td>Parties and Dances</td>
<td>62</td>
</tr>
<tr>
<td>Pass/Fail Option for Sophomores, Juniors, and Seniors</td>
<td>48</td>
</tr>
<tr>
<td>Phone Use &amp; Messages</td>
<td>78</td>
</tr>
<tr>
<td>Physical Education Enrollment</td>
<td>37</td>
</tr>
<tr>
<td>Physical Education Waiver Policy</td>
<td>37-38</td>
</tr>
<tr>
<td>Physical Examinations &amp; Immunization Records</td>
<td>59-60</td>
</tr>
<tr>
<td>Preamble</td>
<td>2</td>
</tr>
<tr>
<td>Progress Reports &amp; Report Cards</td>
<td>48</td>
</tr>
<tr>
<td>Reporting of Offenses</td>
<td>26</td>
</tr>
<tr>
<td>Reporting Threatening Behavior</td>
<td>26-27</td>
</tr>
<tr>
<td>Regional Alternative School</td>
<td>43</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>36</td>
</tr>
<tr>
<td>School Student Records Policy</td>
<td>36</td>
</tr>
<tr>
<td>Searches &amp; Seizures</td>
<td>22</td>
</tr>
<tr>
<td>Section 504, Rehabilitation Act of 1973</td>
<td>35</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>22-23</td>
</tr>
<tr>
<td>Song</td>
<td>11</td>
</tr>
<tr>
<td>Special Schedules</td>
<td>7-8</td>
</tr>
<tr>
<td>Student Activities</td>
<td>61-76</td>
</tr>
<tr>
<td>Student Assistance Program (SAP)</td>
<td>36</td>
</tr>
<tr>
<td>Student Athlete Information</td>
<td>63-65</td>
</tr>
<tr>
<td>Student Conduct – Policies &amp; Procedures</td>
<td>14-23</td>
</tr>
<tr>
<td>Topic</td>
<td>Pages</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Student Conduct &amp; Disciplinary Procedures</td>
<td>14-32</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>14</td>
</tr>
<tr>
<td>Student Rights</td>
<td>14</td>
</tr>
<tr>
<td>Student Senate</td>
<td>62-63</td>
</tr>
<tr>
<td>Student Services</td>
<td>34-45</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>43</td>
</tr>
<tr>
<td>Suspensions and Expulsions</td>
<td>27-28</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>3</td>
</tr>
<tr>
<td>Tardy Policy</td>
<td>23</td>
</tr>
<tr>
<td>Teacher's Aide</td>
<td>43</td>
</tr>
<tr>
<td>Threatening Behavior</td>
<td>23</td>
</tr>
<tr>
<td>Traditions</td>
<td>11</td>
</tr>
<tr>
<td>Truancy</td>
<td>23-24</td>
</tr>
<tr>
<td>University Classes for College Credit</td>
<td>44</td>
</tr>
<tr>
<td>University Classes for High School Credit</td>
<td>43</td>
</tr>
<tr>
<td>University High School Student Code of Conduct</td>
<td>25-33</td>
</tr>
<tr>
<td>University High School Creed</td>
<td>9</td>
</tr>
<tr>
<td>University High School History</td>
<td>11-12</td>
</tr>
<tr>
<td>University High School Mission &amp; Beliefs</td>
<td>10</td>
</tr>
<tr>
<td>University High School Website Address</td>
<td>5</td>
</tr>
<tr>
<td>Vision &amp; Hearing Screening</td>
<td>60</td>
</tr>
<tr>
<td>Visitor Policy</td>
<td>24</td>
</tr>
<tr>
<td>Withdrawal From Class</td>
<td>37</td>
</tr>
<tr>
<td>Work Related Programs</td>
<td>44-45</td>
</tr>
</tbody>
</table>