

# University High School



2011-2012

**This handbook contains calendars, schedules, information about University High School, policies for student conduct that 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.**

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**University High School 2011 – 2012 Calendar of Events**

August	8	Registration 8:00-11:00, 12:30-3:30, & 5:00- 7:00
	22	First Day of School – Schedule D
September	2	Schedule A
	5	No School – Labor Day
	7	Schedule E - C&I 216 Assembly
	7	Open House 6:30-8:30
October	1	Homecoming Dance
	7	No School – Teacher Institute
	10	No School – Columbus Day
	18	Schedule B
	21	End of 1 <sup>st</sup> Academic Quarter
November	2	Schedule E – Parent/Teacher Conferences
	4	Schedule A
	11	No School – Veteran’s Day
	23-25	No School – Thanksgiving Break
December	2	Schedule A
	19	Final Exams (Even Hours)
	20	Final Exams (Odd Hours)
	21-31	Winter Break– Office Closed
January	2	Winter Break – Office Closed
	3	School Resumes
	6	Schedule A
	16	No School - Martin Luther King Day
	17	Schedule B
	25	Schedule E – C&I Assembly
February	1	Prospective Student Open House 6:00-8:30
	3	Schedule A
	20	No School – President’s Day

**2011-2012 Calendar of Events (cont'd.)**

March	2	Schedule A
	9	End of 3 <sup>rd</sup> Academic Quarter
	12-16	Spring Break
	21	Parent/Teacher Conferences (By Appointment)
April	6	No School
	9	No School
	25 & 26	Prairie State Achievement Exams
	28	Prom
May	4	Schedule A
	17	Awards Assembly 9:30-11:00
	17	Senior Lunch (following Awards Assembly)
	17	Class Night & Dance 6:00
	22	Final Exams (Even Hours)
	23	Final Exams (Odd Hours)

**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](http://www.uhigh.ilstu.edu).**

**Please see calendar that needs to be inserted here.**

### REGULAR DAILY SCHEDULE

<u>PERIOD</u>	<u>TIME</u>	<u>LENGTH</u>
1	7:00 - 7:55	55 Minutes
2	8:00 - 8:55	55 Minutes
3	9:00 - 9:55	55 Minutes
4	10:00-10:55	55 Minutes
5	11:00-11:55	55 Minutes
6	12:00-12:55	55 Minutes
7	1:00 - 1:55	55 Minutes
8	2:00 - 2:55	55 Minutes

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. Regular announcements and the school calendar will be used to notify students and parents when a special schedule is used.

### SPECIAL SCHEDULES

<b>A</b>	1	Faculty Meetings – Classes Do Not Meet	
	2	9:10 - 9:55	45 Minutes
	3	10:00 - 10:45	45 Minutes
	4	10:50 - 11:35	45 Minutes
	5	11:40 - 12:25	45 Minutes
	6	12:30 - 1:15	45 Minutes
	7	1:20 - 2:05	45 Minutes
	8	2:10 - 2:55	45 Minutes
<b>B</b>	1	7:00 - 7:55	55 Minutes
	2	8:00 - 8:50	50 Minutes
	3	8:55 - 9:45	50 Minutes
	Class Meetings	9:50 - 10:20	30 Minutes
	4	10:25 - 11:15	50 Minutes
	5	11:20 - 12:10	50 Minutes
	6	12:15 - 1:05	50 Minutes
	7	1:10 - 2:00	50 Minutes
8	2:05 - 2:55	50 Minutes	

### SPECIAL SCHEDULES (cont'd.)

<b>C</b>	1	7:00 – 7:55	55 Minutes
	2	8:00 – 8:55	55 Minutes
	3	9:00 – 9:55	55 Minutes
	4	10:00 – 10:45	45 Minutes
	5	10:50 – 11:35	45 Minutes
	6	11:40 – 12:25	45 Minutes
	7	12:30 – 1:15	45 Minutes
	8	1:20 – 2:05	45 Minutes
	Meeting	2:10 – 2:55	45 Minutes
<b>D</b>	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
<b>E</b>	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

8:00 - 9:30	8:00 Classes
9:40 - 11:10	10:00 Classes
11:10 - 12:00	Open Lunch
12:00 - 1:30	12:00 Classes
1:40 - 3:00	2:00 Classes

#### Odd Hour Classes

8:00 - 9:30	7:00 Classes
9:40 - 11:10	9:00 Classes
11:10 - 12:00	Open Lunch
12:00 - 1:30	11:00 Classes
1:40 - 3:00	1:00 Classes

## 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.*

## **THE ESSENTIAL QUALITIES OF A U-HIGH GRADUATE**

*University High School strives to educate student leaders who are informed, self-reliant, and ethical citizens. Therefore, University High School graduates will:*

- *Embrace universal ethical principles such as honesty, integrity and justice.*
- *Respect all people regardless of personal and cultural identity, background, ideologies or abilities.*
- *Possess the academic knowledge and skills needed to pursue post-secondary learning.*
- *Value life-long learning.*
- *Become leaders with the ability to influence the future.*
- *Demonstrate growth in all domains: intellectual, physical, emotional and social.*
- *Use a variety of methods and resources (including technology) to locate, evaluate and apply information.*
- *Think analytically, logically, and creatively, while integrating different experiences and knowledge to form reasoned judgments and solve problems.*
- *Communicate effectively and creatively using varied modes of expression.*
- *Value democratic ideals while assuming responsibility for self and others.*
- *Demonstrate an understanding of global interdependence.*
- *Possess the collaborative and interpersonal skills needed to be a productive team member.*

## **TRADITIONS**

**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. \*

\*Harry D. Lovelass. "A Brief History of University High School," Report on the University High School. Illinois State University, Normal, Illinois submitted to the Board of Governors of State Colleges and Universities. March 1966

**FREQUENTLY CALLED PHONE NUMBERS**

Main Office	438-8346
Attendance (24 hour availability)	438-3349
Director of Lab Schools	438-8542
Principal	438-8346
Assistant Principal	438-8346
Activities Office	438-7373
Counseling/Guidance Office	438-5691
Librarian	438-5520
Registrar	438-5691
FAX Number	438-5198
Parking Services	438-8391
ISU Police (Non-Emergency)	438-8631
Metcalf Elementary School	438-7621

**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	438-7342
Science	438-8106
Social Science	438-8350
Special Education	438-7124
Technology Education	438-5513
Wellness	438-8913

**[www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu)**

## **STUDENT CONDUCT & DISCIPLINARY POLICIES**

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 subject to disciplinary measures.
- 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.ilstu.edu](http://www.ilstu.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 his/her 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 his/her physician. Upon returning to school, the student must report in the attendance office to receive his/her 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 through 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 result in the following consequences:

1 <sup>st</sup> Unexcused Absence	After School Detention
2 <sup>nd</sup> Unexcused Absence	2-Hour Saturday School Detention
3 <sup>rd</sup> Unexcused Absence	4-Hour Saturday School Detention
Further Unexcused Absences	Consequences will be at the discretion of the Administration and may include additional Detentions or Suspension.

Note: If a student already has accumulated 3 tardies, the 1<sup>st</sup> Unexcused Absence will be treated as a 2<sup>nd</sup> Unexcused Absence.

### **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 child'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.

### **Blackboard**

Blackboard is a web-based instructional tool that allows U-High instructors to publish academic content, links to class-related websites, assignments and more. Most classes use Blackboard regularly and both students and parents are able to log in to access the content. Students are expected to use Blackboard regularly. Students and parents who are not able to log in should contact the Main Office for support.

### **Bullying and/or Aggressive Behavior.**

#### **Bullying and/or Aggressive Behavior**

University High School has zero tolerance for any form of bullying or aggressive behavior. 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.

### **Couch Rules**

The student body purchased the couches in the Lounge and thus has a responsibility to maintain them. In order to preserve their quality, U-High students will:

- Clean up after themselves;
- Not roughhouse with the couches, including but not limited to jumping, tearing and pushing;
- Not rearrange the furniture;
- Not use the arms as a seat;
- Hold their peers accountable for treating the couches well;
- Sit back, relax and enjoy the couches!

### **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 2<sup>nd</sup> floor entrance on the South side of the building. Students whose cards are not working properly or who have any problem using the Electronic Doors should contact the Main Office for assistance. Anyone caught propping a door open will be subject to disciplinary action by the administration.

#### **Extraordinary Fees**

Any fees (including, but not limited to, fees relating to unreturned library materials, activities, damage to school property, and student organization fees) remaining due at the end of any school year will result in encumbered future registration or encumbered release of transcripts. All questions and/or requests regarding payment of late fees should be directed to the Business Manager.

#### **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 becoming pledged to become a member of, soliciting any other person to join, promising 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.

### **Internet Use**

Access to the internet is a basic necessity for students at University High School because of the widespread use of electronic resources. Students are expected to use the internet responsibly and adhere the Acceptable Use Policy on p.53. 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, expulsions and police notification will be issued by the administration as deemed necessary.

### **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 food
- 3) Leaving trash or spills on tables
- 4) Showing disrespect toward 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.
- 9) Willful destruction of furniture

University High School does not participate in the Federal Food Lunch program. Food is provided by ISU Campus Dining 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, providing the absence is Excused. 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 mobile devices in school, provided they do not disrupt class or instructional time. Mobile Devices include mobile phones, PDA's, iPod's, mp3 players, and other similar electronic mobile devices. 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:

Number of Offenses	Disciplinary Action
1 <sup>st</sup> Offense	Confiscated device given to Asst. Principal. Student may retrieve device from the Main Office at the conclusion of his/her day. Verbal Warning will be issued.
2 <sup>nd</sup> Offense	Confiscated device given to Asst. Principal. Parent/Guardian of student must contact Main Office for device to be retrieved. Detention issued to student.
3 <sup>rd</sup> Offense	Confiscated device given to Asst. Principal. Student will not be allowed to possess a mobile device for the remainder of the semester. 2-Hour

	Saturday School detention issued.
4 <sup>th</sup> Offense	Confiscated device given to Asst. Principal. Student will not be allowed to possess a mobile device for the remainder of the school year. 4-Hour Saturday School detention issued.
Further Offenses	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.

### **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.

**Stroud Auditorium Rules**

- No food or drink is allowed.
- No jumping off the front of the stage.
- No one is allowed in the auditorium without the supervision of an adult employed by ISU Laboratory Schools.

**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. Whether or not a tardy is excused is at the discretion of the administration.

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

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

### **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 a 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.

## University High School Student Code of Conduct

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 of 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 substantially impacts 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 selling, using, or threatening to use any weapon, dangerous object, or instrument capable of inflicting or intended to inflict bodily harm, or creating in an individual reasonable fear for bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment. For purposes of this policy “Dangerous Object or Weapon” includes, but is not limited to:
  - 1) “Firearm” including but is not limited to: any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961, any starter gun, the frame or receiver of any such firearm, any firearm muffler or firearm silencer, or any “look alike” of any such device;
  - 2) A knife, brass knuckles or other knuckle weapon regardless of its composition;
  - 3) Any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any weapon. Such items include but

are not limited to: baseball bats, pipes, bottles, locks, sticks, billy club, any explosive or other incendiary device, pencils, or pens.

**Note: State law requires expulsion of a period of time not less than 1 year for any student in violation of Section 1 related to weapons as outlined in this section.**

- i. 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;
- j. 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;
- k. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property;
- l. Fighting;
- m. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone, urging other students to engage in such conduct, and/or creating a reasonable fear for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment;
- n. Using or possessing electronic signaling devices, laser pens and pagers.
- o. Harassment and discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, protective order status, disability, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era;
- p. Refusal and failure to serve appropriate punishment imposed for any discipline violation;
- q. 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 differently 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 LSU 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 students 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 as 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.

Offense	Disciplinary Sanctions/Intervention
1 <sup>st</sup> Offense	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.
2 <sup>nd</sup> Offense	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.
3 <sup>rd</sup> Offense	Ten (10) day suspension with a recommendation for expulsion from school. The police may be notified.

**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.

## STUDENT SERVICES

### **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.

### **Syllabi**

U-High instructors are encouraged to furnish a course syllabus for each course they teach either in hard copy or electronically. Course syllabi may include pertinent information for each course including, but not limited to:

- Instructor contact information (office phone and e-mail)
- Course Description, including goals and objectives of the course
- General description of assignments and assessments
- Use of Blackboard
- Grading policy

- Description of the Final exam, if one will be administered, including the content to be covered, the percentage or weight of the exam in the computation of a semester grade, and the make-up of the exam
- Policy regarding Unexcused absences and make up work

**Withdrawal From Class**

Students who withdraw from a class during the first two weeks 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 after the second week of a semester will receive a "WF" 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.

<b>ENGLISH</b>	<b>4.0</b>
<b>SOCIAL STUDIES *</b>	<b>2.5</b>
<b>MATH</b>	<b>3.0</b>
<b>SCIENCE</b>	<b>2.0</b>
<b>FOREIGN LANGUAGE (ALL CREDITS IN ONE FOREIGN LANGUAGE) OR FINE ARTS (IN ONE PROGRAM)</b>	<b>2.0</b>
<b>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</b>	<b>2.0</b>
<b>VOCATIONAL EDUCATION **</b>	<b>0.5</b>
<b>WELLNESS/PE ***</b>	<b>4.0</b>
<b>ELECTIVES</b>	<b>4.5</b>
<b>TOTAL CREDITS</b>	<b>24.0</b>

\* 1 credit U.S. Studies (including U.S. & Illinois Constitution exams required by law), 0.5 credit Government/Civics course & 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 Physical Education.

**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 District 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 44-45. Students are reminded that instructors are limited to no more than two (2) independent studies 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, 1.0 credit elective and 0.5 credit Government/Civics course

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

NCAA eligibility requirements can be found on page 77.

### **Advanced Placement Program**

Six departments offer advanced Placement (AP) courses: Art, English, Foreign Language, Mathematics, Science and Social Sciences. Science AP courses have required evening labs. 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 at least 2 weeks prior to the mailing deadline:
  - a. A completed application form;
  - b. A check for the application fee (if applicable);
  - c. A request that his/her transcript be sent;

### **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 30<sup>th</sup> of their senior year
  - f. All other required paperwork must be completed and turned into the Counseling Center by October 30<sup>th</sup> 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 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 I). 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 for dual credit. If interested, see a counselor for application and details.

### **Illinois Virtual School (IVS)**

Illinois Virtual School courses are available to students as an enrichment opportunity, as a means of developing flexibility in their daily schedule and as a means of helping students use and develop technologically-based learning skills. IVS classes may be taken by sophomore, junior, and senior students.

These courses may be taken for credit or non-credit and may be taken Pass/Fail.

IVS courses are offered only for elective courses, which are not a part of the school's core curriculum, unless there is a special circumstance or conflict for the student in which case the administration will intervene. A sophomore student may not carry any more than one (1) IVS course per semester and juniors and seniors may not carry any more than two (2) courses per semester. Students may not apply more than five (5) IVS credits toward graduation requirements.

To initiate IVS coursework the student must complete the entire course registration process, which includes indicating a desire to take the IVS course on the instructor recommendation form. An instructor and the department chair in the discipline should evaluate the student's ability to work independently as well as the appropriateness of the class in their course of study before recommending the course. Administrative approval is required.

If a student chooses to withdrawal after the IVS non-refundable deadline, the student will be responsible for reimbursement of the fees paid by University High School on their behalf.

### **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 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 College Credit**

Students may be considered for admission to Illinois State University. Interested students must meet university admission criteria. Students are only eligible for dual enrollment (both High School and College credit).

Application Procedure:

- a. Obtain and complete the "Dual Credit Enrollment Application" form from the University High School Counseling Center by the appropriate deadline (which is 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) Typically, 4 -5 ISU semester hours = 1 credit, 3 ISU semester hours = .5 credit, and 1-2 ISU semester hours = .25 credit

**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**

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

**G.P.A. Calculation**

<b>Grade Values:</b>	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:**

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

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 are encouraged to review the scope and structure of any final exam with their classes sometime after December 1 and prior to the final week of the semester.

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**

Due to the ability to access grades and other student information using Family Access, progress reports and report cards are not mailed home unless specifically requested by the parent/guardian. Semester grade reports are mailed home at the conclusion of each semester.

## LIBRARY/MEDIA SERVICES

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.

Students are not allowed to print in the library during the five minute passing time.

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](http://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](http://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.

**TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT**  
(for students and parents at University High School)

*Each student and his or her parent(s)/guardian(s) must sign this Agreement before being granted network/internet access at U-High. Please read this document carefully before signing*

University High School provides computer use, including internet access, to students and teachers in order to further the educational aims of the school. Access is given as a privilege, not a right, and may be limited or denied by University personnel. U-High administration, faculty and staff reserve the right to review and remove any student's files and data records used on the school technology/communication system which violate the Terms and Conditions below.

**Terms and Conditions you agree to as a University High School Student**

**1. I understand that...**

- a. computer use that disrupts the educational environment is not permitted.
- b. ISU email (ilstu.edu) and datastore accounts are Illinois State University property.
- c. anything I do on U-High or ISU computers, or on the ISU network is not private and can be monitored by university faculty and staff.

**2. I will...**

- a. 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 (including the University's Policy on Appropriate Use of Information Technology Resources and Systems located at <http://www.policy.ilstu.edu/technology/9-2.shtml>).
- b. address all concerns regarding the use of technology first to the supervising teacher or librarian, and then to the U-High administration.

- c. abide by the additional rules set out in the Netbook agreement.

**3. I will not...**

- a. use any technology in the classroom, including my netbook and cell phone, if its use has been prohibited by the teacher
- b. use any software or access any internet content in the classroom, if its use has been prohibited by the teacher.
- c. attempt to circumvent or uninstall monitoring software from my netbook or any other U-High or University computer.
- d. use U-High and/or University computers, DVD/VCR players, flip cameras, classroom projectors or other school technical equipment without permission.
- e. use anyone else's ID and password nor allow anyone else to use my usernames or passwords
- f. attempt to hack into any school or university computer or server, or any other person's account.
- g. attempt to introduce any virus or malware, or any other destructive software, onto any U-High or University computers or across the University network.
- h. download or store on my netbook any music, games, videos or other media for which I have not obtained a legal license.
- i. download, install or run any software on my netbook for which I have not obtained a legal license.
- j. plagiarize, or violate copyright laws in regards to using text, images, audio, music or video clips.
- k. vandalize any U-High property, or the personal technology property of others at U-High

- l. interfere with others' use of technology.
- m. use any computer to commit acts which are illegal.
- n. use any device in the classroom, besides my school issued netbook, to access any network or Internet resource unless my teacher specifically authorizes me to do so.

**4. I assume responsibility for...**

- a. any damages to school equipment while I am using it. This includes paying for repairs. For the netbook fees, please refer to the netbook legal agreement.
- b. any consequences that arise from my use of technology- including my cell phone- while at U-High.
- c. my actions while on-line. This means that I will be polite to others and use appropriate language.

**Consequences for Violations**

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, expulsions and police notification will be issued by the administration as deemed necessary.

**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.

**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.

**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.

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. In addition, both parent/guardian and student must sign the Netbook Legal Agreement before the student will be issued a netbook.

I understand and will abide by all rules contained in this **Technology Acceptable Use Policy Agreement and the University's Policy on Appropriate Use of Information Technology Resources and Systems** 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 may be 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 Agreement and the rules with my child. I hereby request that my child be allowed access to the University's computers, network and the Internet.

**The Board of Trustees of Illinois State University Laboratory Schools  
Student / Parent Netbook Agreement**

**Terms and Conditions of Use**

The purpose of loaning a Netbook, protective sleeve, and adapter is to provide individual computer access to students at University High School. The term of this agreement shall be from the date of execution by all parties through May 31, 2011, or upon the date the laptop is returned to the Lab Schools.

By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession of a Netbook computer issued to the student by the Illinois State University Laboratory Schools ("Lab Schools"). The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

**General Terms & Conditions**

- The Netbook is and will remain at all times the property of the Lab Schools, and is being loaned for educational purposes only. The Lab Schools may take back the Netbook, or place additional restrictions on the student's use or possession of the Netbook, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Lab Schools' teacher or administrator, the student or the student's parent/guardian will immediately surrender the Netbook to that teacher or administrator.
- At its sole discretion, the Lab Schools may change the terms or conditions of the student's possession or use of the Netbook, or to impose new restrictions on use or possession of the Netbook, at any time during the term of this agreement.
- The student's possession and use of the Netbook will be subject at all times, both on and off campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable Student Handbook policies (including both the University's and U-High's Acceptable Use policies) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the Lab Schools. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of any such license.
- By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand the Student Handbook and the Acceptable Use Policies referred to therein. They further certify that it is their responsibility to inform themselves as to any school policies that might apply to the student's

use or possession of the Netbook and to comply with those policies at all times.

- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Netbook to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The Lab Schools will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Any violation of the terms or conditions set forth or referenced in this document may result in the Lab School taking back the Netbook, and/or restricting, suspending, or terminating, with or without prior notice, the Student's use of the Netbook.
- The student's possession and use of the Netbook is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Netbook and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Lab Schools gives them any ownership of any kind whatsoever in the Netbook.

#### **Prior to obtaining a netbook, students must...**

- attend a mandatory orientation meeting. Parents are also encouraged to attend.
- pay an annual technology fee of \$125.00 by check or money order made payable to Laboratory Schools Illinois State University unless the technology fee is waived or reduced by the Lab Schools for economic hardship.
- Sign the Acceptable Use Policy.
- Sign the Netbook Agreement.

#### **Issuance & Return of Netbook**

- After the student has attended the mandatory orientation meeting and the annual technology fee has been paid in full or waived or reduced for economic hardship, the Netbook, adapter and Wacom tablet will be issued to the student (typically sometime between registration and the first day of school, although this date may be changed by the Lab Schools at any time).
- For freshman, sophomores and juniors, the netbooks, adapters and Wacom tablets must be turned in by the last day of attendance for the school year. The specific date, and procedures for when and where to turn the units in will be clearly communicated on the school website.

- For seniors, the netbooks, adapters and wacom tablets must be turned in prior to their last attendance day which is typically several weeks earlier than the last day of school. Again, the specific date and procedures for turning in will be clearly communicated via the school website.
- When the netbook, adapter and Wacom tablet are returned, they will be checked for damages, and fees assessed (if necessary) (see schedule listed in the “Fees” section in this document.)
- If a Netbook is not returned by the due date set by the Lab Schools, late fees of \$5 per day for the first 30 days and \$10 per day for the next 30 days will be assessed.
- If the Netbook is not returned within 60 days of the last day of attendance, the student and the student’s parent/guardian will be assessed the full replacement cost for the Netbook, and the Lab Schools may institute legal actions against the student and the student’s parent/guardian.

**Acceptable Use Policy**

- Use of the netbook is governed by policies listed under “Technology Acceptable Use Policy Agreement” in the student handbook. This includes information about netbook monitoring.

**Security, Loss or Theft**

- The student is responsible for ensuring that the Netbook is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave the Netbook unattended at any location, either on or off campus.
- Under no circumstances will the student leave the Netbook in the care or custody of any person other than the student’s parent or guardian or a Lab School teacher or administrator.
- If the Netbook is lost or stolen while at school, the student will immediately report the problem to the Main Office. If the student believes the Netbook has been stolen Lab School officials will then report the theft to the Illinois State University Police Department, who will conduct an investigation,
- If the student is off school grounds and believes the Netbook has been stolen, the student and the student’s parent/guardian will immediately file a report with local law enforcement officials and request a copy of the written incident report filed by the investigating officer. As soon as possible after reporting the Netbook stolen, the student will provide a copy of the police report to the U-High Main Office, along with details about the incident and the name and telephone number of the investigating officer.

- If the student is on schools grounds and believes the Netbook has been stolen, it should be reported to the U-High Main Office. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Lab Schools-owned Netbook will be vigorously prosecuted to the fullest extent of the law.
- If for any reason the Netbook is lost or, stolen during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the replacement cost of \$340.
- If for any reason the Wacom tablet, battery, power adapter or any other school component is lost or stolen, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the replacement cost as determined by the current actual replacement cost.

#### **Damage**

- The school will provide service for any hardware or software problem, including units that are damaged or vandalized. Costs for service may be covered by the manufacturer, the school, or the student.
- In the first year of operation, the manufacturer's warranty will cover all service related to manufacturing defects and similar internal failures.
- In the following years, the school will cover all service that was previously covered under warranty.
- The student will be required to pay for service to repair accidental damage, intentional misuse, or other items not covered under 1 or 2 above. Service costs will be charged at the actual cost of parts plus handling. Labor costs will be covered by the school.
- To help defray student expenses, the school will subsidize two incidents of accidental damage while the student is enrolled at the school. For the first incident, the school will cover all costs over \$100. For the second incident, the school will cover all costs over \$200. Damage to separate parts of the computer will be considered separate incidents, unless it can be shown that they resulted from the same accident.
- Damage due to intentional misuse will be charged to student/parent at full cost to repair.
- Service for software problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not be able to save personal data from the machine before software restoration.

### **Fees**

- Typical costs for individual service are as follows. These costs are provided for information only. Actual costs may be higher or lower.
  - Screen \$95
  - Keyboard \$30
  - Touchpad \$50
  - Battery \$120
  - Software \$0
  - AC adapter \$75
  - Wacom tablet \$50
  - Wacom pen \$30
  
- The repair and replacement fees described above may be reduced or waived by the Lab Schools for economic hardship. To qualify for a reduction or waiver, students must qualify for free or reduced lunch under the applicable State guidelines. Requests for fee waivers or reductions for economic hardship should be referred to the Accounts Office and will be handled confidentially. The granting of a hardship waiver will not necessarily mean that a student will be issued a replacement Netbook.
- Unless the student is granted a fee waiver or reduction for economic hardship, the student will not be issued a replacement Netbook until the costs described above have been paid in full.
- The Lab Schools may, at its sole discretion, choose not to issue a replacement Netbook, for any reason. The decision not to issue a replacement Netbook shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Lab Schools Netbooks, given that those fees are intended to help offset the actual cost to the Lab Schools of repair or replacement of the Lab Schools' property.
- Seniors must pay all fees, including but not limited to any technology fee or replacement or repair costs, before being allowed to participate in graduation ceremonies.

### **Signatures**

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession and use of a Netbook computer issued to the student by the Illinois State University Laboratory Schools. The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

## 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 Main Office 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 Main Office. A parent/guardian must be notified before a student may leave school. No treatment except first aid can be given. If additional treatment is needed, a parent/guardian will be notified. In extreme emergencies, 911 will be called and the parent/guardian notified.

### **Medication**

All medication (over-the-counter or prescription) brought to school must be presented in the Main 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 choosing Medication Authorization Form and printing. 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 9<sup>th</sup> 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 IL444-4737. 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 9<sup>th</sup> graders new to the Lab School District, all transfer students, all special education students, and teacher/parent referred students.

## STUDENT ACTIVITIES

### **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 extracurricular 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 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.

### **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 year.

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 they may possess, as long as it does not interfere in the athlete's academic progress and the student athlete has the approval of all coaches/sponsors and the Activities Director.
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 provided 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.
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 and Activities Director 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 his/her own schedule or unless prior arranged absence has been approved with an administrator.

**B. CHANGING SPORTS**

1. No athlete who leaves an athletic team after two (2) weeks into the season, for any reason, will be permitted to begin practice, offseason workouts, or open gyms for 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.

**C. INJURIES**

1. Student athletes should report **all** injuries to their coach and trainer. Coach/trainer will fill out and submit all appropriate forms.
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. Lettering athletes must finish the year in good standing in the sport.
2. 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 current physical examination and permit form on file in the Activities Office. (A physical is good for one (1) calendar year.)
2. If a student does not have a current physical examination on file, one must be secured before participating in practices or contests 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 academics, athletics, and additional 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 for 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 and parents will be notified by the coach or sponsor if a student is not 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.
8. 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.

**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:

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

**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 conjunction 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:

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

**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:

1 <sup>st</sup> Offense	Suspension from minimum of one (1) performance and/or any disciplinary measure or combination of measures.
2 <sup>nd</sup> Offense	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.
3 <sup>rd</sup> Offense	Students will not be permitted to participate in and/or audition for the remainder of the school career and possible expulsion from school.

**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. Administration 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 Administration, 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 Administration 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



[http://www.ihsa.org/forms/current/elgrules\\_s  
m\\_1112.pdf](http://www.ihsa.org/forms/current/elgrules_s<br/>m_1112.pdf)







## 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](http://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 (16 for Division II beginning with the Class of 2013 and thereafter) 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**

	Division I	Division II	Division II *
<b>English Core</b>	4 years	3 years	3 years
<b>Math Core</b>	3 years	2 years	2 years
<b>Science Core</b>	2 years	2 years	2 years
<b>Social Science Core</b>	2 years	2 years	2 years
<b>From English, Math or Science</b>	1 year	2 years	3 years
<b>Additional Core</b> (English, Math, Science, Social Science, Foreign Language, Philosophy, Nondoctrinal Religion)	4 years	3 years	4 years
<b>TOTAL CORE UNITS REQUIRED</b>	16	14	16

\* Beginning with the Class of 2013 and thereafter, Division II requirements are 16.

**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 for updates.**

## 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.

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