LABORATORY SCHOOLS MISSION
The four-part mission of the Illinois State University Laboratory Schools is as follows:
• 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.

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:
• Share insights into effective teaching and learning with the educational community,
• 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,
• Represent a diversity of learners in order to enhance teacher preparation and research,
• Encourage individual development and freedom of expression in a secure environment,
• Provide a climate of respect and trust,
• Engage in a collaborative process to secure resources necessary to accomplish its mission,
• Create staffing plans which recognize individual strengths and contributions to the mission of the school,
• Provide all students with the support and resources they need to maximize their potential,
• Be a laboratory in which research focuses on questions, and
• Collaborate with university faculty to develop and implement appropriate research agendas.
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, Normal, IL  61790-7100
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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 return of your signed Receipt of Handbook is required. 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 reserves the right to modify the policies and procedures in this handbook as necessary. New policies or procedures may be added from time to time, and students and parents/guardians will be notified accordingly.

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, et cetera.

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 more than 125 years of its existence. *

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.

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.

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.

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

Key Club
Key Club is a service club for students in their freshman through senior year in high school. Through their work in the home, school, and community, Key Clubbers have learned that their organization is built around the concept of caring. In fact, the Key Club motto is “Caring-Our Way of Life”. Club activities have included working with needy children, “Clean-Up-Fix-Up” campaigns, fund-raisers, “Make a Difference Day,” and volunteering in community hospitals and agencies. Affiliated with the Kiwanis Club, Key Club is an international organization and is unique in its blending of service with outstanding leadership training.
C.A.P.T.A.I.N.S.
Based on the concept of school, parents, and students teaming together for a positive school environment, this program is open to students interested in developing their leadership, decision-making, communication skills, and who enjoy helping others. The overall goal of C.A.P.T.A.I.N.S. is for members to strive for a positive lifestyle, which includes being alcohol and drug free, and to become positive role models for their peers. To accomplish these goals, five areas are emphasized: people, places, policies, programs, and processes.

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.

INFORMATION

Inclement Weather
Announcement of school closing and cancellations will be made by the University to local news media, including the Pantagraph City Line System (829-9000, #4210) and radio stations AM 1230 WJBC, and FM 89.1 WGLT (ISU radio), 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.

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.

Phone Use and Messages
A pay phone is provided in the lounge for use by students, as is a campus courtesy phone in the upstairs hallway. 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. 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.
Parents may also purchase a special parking pass through Parking Services that allows parking after 4:00 p.m.

**Study areas** in the library are located in the reference area, informal reading area (without tables), table and chair area, conference rooms (2), and computer printer area.

A **photocopy machine** is available in the library. Each copy costs five cents, and the machine will give change for dimes or quarters. The machine enlarges and reduces images. Note: The dollar bill changer is located on the first floor in the lounge.

**Lost and Found** items are taken to the Main office.
FREQUENTLY CALLED PHONE NUMBERS

Main Office, Bobbi Wojcik  438-8346
Attendance (24 hour availability), Linda Witte  438-3349
Director of Lab Schools, Dr. Robert Dean  438-8542
Principal, Dr. Gary O'Malley  438-8163
Assistant Principal, Jerry Christensen  438-2936
Activities/Athletic Director, Curt Christenson,  438-7373
Counseling/Guidance Office, Sandra Brown, J.D. Hawkins  438-5691
School Nurse, Karen Kuniyoshi  438-8263
Librarian, Kathy Oberhardt  438-5520
Registrar, Donna Murray  438-8162
FAX Number  438-5198
Parking Services  438-8391
ISU Police  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  438-8355
Science  438-8106
Social Science  438-8350
Special Education  438-5268
Technology Education  438-5513
Wellness  438-8913

www.uhighilstu.edu
ATTENDANCE POLICIES AND PROCEDURES

Regular attendance and punctuality are essential and expected at University High School. Parents and guardians shall be responsible for their children's regular school attendance, while U-High students are responsible for their use of time. Parents will be notified when students are absent or tardy.

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 find their grades will be affected. 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.

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Due to special programs, assemblies, and meetings, it is occasionally necessary to operate on alternative time schedules. On such occasions, classes will be shortened by a few minutes, but all classes will meet. It is the student's responsibility to know when we are on a special schedule and when their classes meet. The daily announcements and the school calendar will be used to notify students and parents when there is a special schedule.
## Special Schedules

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ATTENDANCE PROCEDURES  SCHOOL YEAR 2002-2003

1. When a student is absent from school, his/her parent MUST call the attendance office at 438-3349 to report their student's absence. The number is accessible 24 hours a day and messages can be left on the voice mail. These students then need to secure an admit to classes on their return. In order to be excused, a written note signed by their parent or guardian must be shown to the attendance office.

2. For purposes of classroom attendance, the only absences that will not count as absences from class will be those due to school-sanctioned activities. Absence from ten (10) or more meetings of class during a given semester will result in loss of credit for that class unless a waiver is granted due to grave or exceedingly unusual circumstances. The attendance office will notify each student after reaching 5 – 7 absences. After the 10th absence, the student will have the opportunity to appeal to the Principal for credit in that class.

3. When leaving school for an appointment, etc., each student MUST check out thru the attendance office, EVEN during their free periods. Each student will be given a permit to leave to present to their teachers. The student must present a written note from their parents stating the reason for leaving. A Doctor's appointment card is also valid. Upon returning to school, the student MUST check back in at the attendance office to receive their admits to return to class. STUDENTS MAY NOT LEAVE CAMPUS FOR APPOINTMENTS WITHOUT FOLLOWING THE ABOVE PROCEDURE.

   Administration encourages parents to make any appointments outside of regular class hours.

4. The above procedure should also be followed when leaving campus because of illness. Parent notification is required before a student goes home ill. This must take place thru the nurse's office or the main office. STUDENTS MAY NOT GO HOME ILL UNLESS THEIR PARENTS HAVE BEEN NOTIFIED. Students will not be excused from a class if they leave school without proper notification.
Absences
For purposes of classroom attendance, the only absences which will not count as absences will be absences from class due to school-sanctioned activities. Absence from ten (10) or more meetings of a class during a given semester will result in loss of credit for that class for the semester, unless a waiver is granted due to grave or exceedingly unusual circumstances.

- Parents will be notified after the fifth and seventh absence.
- At a student’s tenth absence from a class, the student will no longer be eligible for credit in that course for that semester.

If a student should accrue ten or more absences in a semester, the student will have an opportunity to appeal to the Assistant Principal and present any special or extenuating circumstances that contributed to his/her particular case. The appeal must be submitted in writing to the Assistant Principal and signed by both the student and the parents/guardians. The Assistant Principal will review the appeal and make a ruling.

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.

TARDY POLICY
1. Three unexcused tardies from ANY class during a one (1) week time period will result in loss of open campus privileges during the following week of classes.

2. Accumulation of three (3) tardies from ONE class will count as one absence in that particular class. Detention will be assigned the following week.

3. THE ONLY TARDIES THAT WILL BE EXCUSED ARE THOSE DUE TO A STUDENT BEING DELAYED BY ANOTHER TEACHER, STAFF MEMBER, BAD WEATHER, OR APPOINTMENTS. PARENT EXCUSED TARDIES WILL NOT BE ALLOWED. WRITTEN NOTIFICATION MUST BE PRESENTED WHEN ARRIVING TO SCHOOL LATE.

The administration follows the guidelines of the Illinois School Code with regards to the attendance/tardy policies. 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.
Truancy
Teachers shall report the names of students absent to class each hour to the Main Office. Students identified as “truant-unexcused” will be disciplined. Repeated missing of classes will result in additional disciplinary action and may result in dismissal from a class or from University High.
A student is “truant-unexcused” if the student's parent or guardian does not call in or send a note to the school requesting an excused absence or if the Attendance Office determines that the student's absence is without cause.
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”. “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.

College Days
Juniors and seniors may elect to use three (3) days per year for college visits. These visits must be pre-arranged through the Attendance Office. If more days are needed, parents should present a petition in writing to the Assistant Principal for additional college visit days. These approved absences will count toward the ten-day maximum.

Field Trip Policy
Student participation on a field trip is optional. Students are to consider their current absence record, academic standing, content/assignments missed, as well as future obligations requiring absence from class, when planning to attend a field trip. The decision to participate should reflect sound judgment. Students choosing to participate are responsible for making up assignments missed in a timely manner, as determined by the classroom teacher. The student will submit to the sponsor, one week prior to the trip, a “Field Trip Passport” signed by each teacher whose class will be missed. Parents, sponsors, and teachers should encourage students to make prudent decisions regarding optional participation. 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. Approved absences will not count toward the ten-day
maximum.

**Make-Up Work Policy**

Students will have one class day for each day absent to complete make-up
work. In the case of unexcused absences, the teachers 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 who know they will be
absent are expected to inform their teachers and complete all make-up work in
a timely manner.

**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.

**Withdrawal From Class**

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

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

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

The "U-High Way of Life," based on self-discipline and mutual respect, is essential to the learning process. The following disciplinary policy is designed to teach self-discipline and good citizenship.

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).

• Students have a right and are encouraged to participate in student government. 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.
STUDENT RESPONSIBILITIES

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

COMMON EXPECTATIONS: U-HIGH STUDENT CONDUCT

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.

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.

**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.

**Lockers**

An individual locker is assigned to each student free of charge. Students taking physical education courses will be assigned an extra locker. A lock purchased from the P.E. Department is required. Students should not give out their lock combinations to others or put their belongings in a locker assigned to someone else. Lockers are school property and may be examined at any time by the Principal or his/her designee.
Lounge Rules
The lounge is designed for use by students who wish to relax or study. The use of the lounge is a privilege. While the lounge is intended to be informal, students are expected to follow some basic rules. All directions from lounge supervisors must be followed. The following behaviors are not acceptable and may result in a student losing the privilege of the use of the lounge:
1) Swearing/cursing
2) Pushing, shoving, wrestling, running, shouting, or throwing of food
3) Leaving trash or spills on tables
4) Showing disrespect towards lounge supervisors
5) Placing feet on tables and chairs
6) Removing food or drink from the lounge
7) Sitting or standing on tables
8) Playing with sport balls, athletic equipment, etc.

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. preparation hours). 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. However, abuse of the open campus privilege will subject a student 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.
**Gang Activity**

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

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

**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.
**Student Visitor Policy**

Student visitors should pre-arrange their visit in advance by obtaining a visitation form from the Assistant Principal to be completed by the visiting student's parents and high school. Failure to comply with the registration procedure requests may result in visitors being denied visitation privileges. University students working on special class assignments within U-High are not considered visitors.

Groups, organizations, and individuals other than the 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 with the Attendance Office will be asked to leave the building.

**Students from intercity and area high schools cannot visit U-High students during school hours. U-High Students are not to visit other intercity schools.**
STUDENT VISITOR FORM

Date: ________________________________________________
School: ________________________________________________

Dear Principal/Assistant Principal:

____________________________________, a student at your school (student’s name) is requesting to visit University High School on the following date(s):

_____________________________________.

This form is to be used for authorization in order for the visitation to take place. We prefer these visits on days when your school is not in session. We ask that you answer the following:

• Our school is not in session on the above date. YES ___ NO ___
• If no, approval is given for student to miss. YES ___ NO ___
• This student is in good standing in regards to conduct/behavior. YES ___ NO ___

Signature, if approval is granted:
_________________________________________________________
Principal/Assistant Principal

_________________________________________________________
Parent/Guardian

Please mail or fax this signed form at least one week in advance of the requested visitation date to: Attendance Office
University High School
Campus Box 7100
Normal, IL 61790-7100
(FAX: 309/438-5198)

Student will be a visitor with ________________________________, University High School student. Thank you for your attention.

Sincerely,

Assistant Principal
University High School
(309) 438-2936
Computer Ethics
Use of the U-High technology/communication system is a privilege that may be revoked by the administration, faculty, and staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the student Computer Code of Ethics as stated below.

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

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

Computer Code of Ethics
1) I will not use the technology/communication system at U-High to harm, slander, injure or ridicule others.
2) I will not interfere with others' use of the technology, including opening the files of others without their permission.
3) I will not use the computer to steal.
4) I will not use the computer to misrepresent my school or myself.
5) I will not copy software for which I have not paid.
6) I will not use equipment without authorization.
7) I will not copy text or ideas from the technology resources without permission from the author or referencing source.
8) I will be responsible for any consequences that arise from or that are a result of my computing activities.
9) I will use both the equipment and the programs in ways that show consideration, care, and respect.
10) I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
11) I will not allow another person to use my logon (ID) and password, nor will I use anyone else's ID and password.
12) I will abide by all rules and regulations of the system as changed or added from time to time by the administration of U-High and/or Illinois State University.
13) I will address all concerns regarding the use of technology first to the supervising teacher and/or school librarian and then to the U-High administration.
14) I will use the technology/computer system to further my education at University High School and will share my growing knowledge with others at U-High.

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

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

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

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

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access. Please read this document carefully before signing.

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

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

Terms and Conditions

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

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

3. Unacceptable Use - A student is personally responsible for his or her actions and activities involving school computers, the University network, or the Internet. Examples of unacceptable uses of school computers, the University network, or the Internet include but are not limited to the following:
a. Any illegal activity;
b. Violation of copyright, intellectual property rights, or unauthorized use of others’ property;
c. Downloading of a file without authorization, regardless of whether the file is software or data or whether it is copyrighted or devirused;
d. Using or downloading a file for a purpose other than that authorized;
e. Use for private financial or commercial gain;
f. Wastefully using resources, such as a file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet;
g. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, files, or information contained therein;
h. Invading the privacy of others;
i. Using or attempting to use another’s account or password or identification;
j. Posting material authored or created by another without his/her consent;
k. Posting anonymous messages;
l. Use for commercial or private advertising;
m. Submitting, posting, publishing, or displaying any material that is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented;
n. Use or attempted use while access privileges are suspended or revoked;
o. Failure to follow network security rules;
p. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the Laboratory School, or the University;

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

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

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

These rules may be supplemented at any time at the discretion of the school or the University. Any supplemental rules will immediately be binding upon students.

1. **Network Etiquette** - While using the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited, to the following:

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

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

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

   d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in disciplinary action, and those relating to illegal activities may also be reported to law enforcement authorities.

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

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

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

7. **Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the University network, or the Internet, the student is required to notify network services or the building Principal. The following rules apply to network security:
   a. Students must not demonstrate any security problem to any other users.
   b. Students must keep the account and password confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.
   c. Attempting to log onto or use school computers, the University network, or the Internet using any other person's account, password, or identification is a violation of these rules.

8. **Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary Internet and University network access and use will incur no such charges. Any such charges are the responsibility of the parent or guardian signing below.
9. **Privacy** - Electronic communications and downloaded material may be monitored or read by school officials. Students and parent(s)/guardian(s) need only sign the Authorization for Internet Access once while enrolled in the Laboratory Schools.

The signature(s) of parent(s) or guardian(s) and student(s) are not required to attend the Laboratory Schools or for limited, supervised Internet access. Such signatures are required for unsupervised use, and constitute all of the following:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the University network and the Internet;
2. Agreement that the student is bound by the rules set forth in this authorization and any other rules adopted by the school from time to time in respect to computer, University network, or Internet Use, and
3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

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

__________________________   ______________
Student Signature     Date

_________________________   ______________
Parent Signature     Date

__________________________   ______________
Parent Signature     Date
PREAMBLE

This handbook contains policies for conduct, which affect student enrollment and participation in interscholastic and co-curricular activities: The University High School Discipline Code; The Alcohol and Other Drug Policy; and The Activities Code of Conduct. These three codes of conduct encourage self-discipline and appropriate behavior of University High students.

The sanctions outlined in each of the three policies, may be imposed separately or collectively as determined by administration. The type of offense, where the offense takes place, and whether the offender is involved in activities are all factors determining the appropriate disciplinary action. Thus, a violation of the AOD policy is also a breach of the discipline code and for those in activities, a violation of the activity code. Three violations of any kind over a student's four-year career are grounds for dismissal from University High School.

University High School reserves the right to modify the policies and procedures in this handbook as necessary. New policies or procedures may be added from time to time, and students and parents/guardians will be notified accordingly.

UNIVERSITY HIGH SCHOOL DISCIPLINE CODE

GROUP I

Definition: All students (who) during school hours (when) or at school related activities (where).

It is the responsibility of the teachers and administrators involved to work with the student, his or her parents, 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. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community.

The administration reserves the right to consider individual student needs and special circumstances that may warrant the intervention of counseling or other services rather than, or in conjunction with, the disciplinary measures described in this handbook.
Discipline Definitions

1. “Exclusion” means any denial of educational services, programs, or transportation, 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 for a period 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, other persons or property, or constitutes an ongoing 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.

6. “Gross Disobedience or Misconduct” specifically includes, but is not limited to, any of the following acts or behaviors which occur at school, at any school-related or school-sponsored activity, or which directly hinder the operation of the school:
   a. Refusal to obey the policies, rules, and regulations of the Laboratory School or administrative staff;
   b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated 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. Truancy—subject to the provisions of Section 26-12 of the Illinois School Code;
f. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter;
g. Repeated minor incidents of misbehavior that violate or attempt to violate Lab School policy, rule, or regulation;
h. Possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale, or transmittal) of any substance containing alcohol, or possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale or transmittal) of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary (or any supplement to any of them) unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance;
i. Being under the influence of (or purporting to be under the influence of) any of the substances listed in paragraph 10(h) above, other than those prescribed by a licensed practitioner for medicinal purposes;
j. Excessive unexcused absences;
k. Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff;
l. Possession, use, delivery, sale (or aiding in possession, use, delivery, sale) of tobacco products;
m. Being in possession of a firearm or ammunition;

Special Note* [Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools Act, a child who violates this provision shall be expelled from school for a period of not less than one (1) year, except that the Director may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing firearms to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. This provision shall not apply to any student who is or should have been determined to be disabled within the meaning of the individuals with Disabilities in Education Act.]
For purposes of this paragraph 10(m) "Weapon" means:

1) Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

2) The frame or receiver of any such weapon;

3) Any firearm muffler or firearm silencer;

4) Any destructive device as defined in 18 USC §921, including, but not limited to, any explosive, incendiary, or poison gas bomb or grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses; or

5) Knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm.

n. Any attempt to violate a Laboratory School policy, rule, or regulation;

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

p. 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;

q. 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;

r. Violating the Alcohol and Other Drugs Policy;

s. Violating the Code of Computer Ethics or the Internet Authorization Policy;

t. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person’s personal property;
u. Fighting;

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

w. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building Principal. Electronic signaling devices include pocket electronic paging devices;

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

y. Academic misconduct by a student shall include, but not be limited to, disruption of classes, providing or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another’s work, violation of regulations or ethical codes for the treatment of human and animal subject, or otherwise acting dishonestly in research;

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

**Reporting of Offense**

Violations of law or school rules and athletic code 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 will 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.
Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to the following:

1. On, or within sight of school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event or on a bus;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

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 violation as the situation warrants. Forms of discipline include, but are not limited to, the following:

1) Verbal warnings by teachers or administrators;
2) Detentions inside or outside school hours;
3) Withholding of open campus and other privileges;
4) Any other behavioral remedy agreed upon in writing by the student and the Assistant Principal or his/her designee;
5) Personal counseling;
6) Seizure of contraband;
7) Assignment of school and/or community service;
8) Saturday School;
9) Notification of juvenile authorities whenever the conduct involves drugs (controlled substances), look-alikes, alcohol, or weapons;
10) Notification of parent(s)/guardian(s);
11) Removal from classroom;
12) Removal from co-curricular activities;
13) Removal from all school activities;
14) Restitution for damages to school property or property of others;
15) Grade reduction for unexcused absences;
16) Suspension from school and all school-sponsored events for up to ten (10) days provided that appropriate procedures are followed;
17) Expulsion from school and all school-sponsored events for a definite time period not to exceed two (2) school years, provided that the appropriate procedures are followed.

**ALCOHOL AND OTHER DRUGS POLICY**

**Group II**

Definition: All students (who) during school hours (when) or at school related activities (where).

Because of the prevalence of alcohol and drug abuse in society at large and within the student community, University High School has determined that it is necessary to adopt a separate policy regarding drug and alcohol use. Student use of alcohol and other mind-altering drugs is illegal and interferes with the learning process. These mind-altering drugs are capable of producing the organic disease of substance abuse and chemical dependence. University High School includes tobacco as a drug; tobacco is, however, treated slightly different in terms of sanctions. It is the policy of University High School to support abstinence from alcohol and other drugs for all students in order that their development can reach full intellectual, emotional, social, and physical potential. This policy is, therefore, a “no-use” policy. “No use” refers to our expectation that no alcohol or other drugs be present or provided at school, on the ISU campus, or at school-sponsored events. These include but are not limited to, athletic contests, field trips, assemblies, and school trips. While University High School 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 on pg. 40 of 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 the 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 concomitant 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.

**Explanation of Sanctions /Intervention**

**First Offense for Alcohol, Tobacco, or Other Drug Use:**
The first offense shall result in either a five-day suspension from school OR enrollment in and successful completion of a school-approved AOD treatment program. This choice shall be left to the student and his/her parent/guardian. 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.

**Second Offense for Alcohol, Tobacco, or Other Drug Use:**
The second offense shall result in a seven-day suspension AND enrollment and successful completion of a school-approved AOD treatment program. The same penalties apply should the student not satisfactorily complete the treatment program. The police may be notified.

**Third Offense for Alcohol, Tobacco, or Other Drug Use:**
The third offense will result in a ten-day suspension with a recommendation for expulsion from school. The police may be notified.

All AOD policy violations are cumulative for a student’s entire attendance at U-High.

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 will result in the recommendation for immediate suspension or expulsion.
Breathalyzer:
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. If the students 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 the breathalyzer test, the case will be referred to the Police Department at Illinois State University. Parents/guardians will be notified of the referral.

Re-entry Program:
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 Student Assistance Program will be involved in supporting the student's re-entry process. The re-entry program is mandatory and is a condition for a student’s re-entry after suspension or expulsion.

Delegation of Authority
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 a 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.

**CODE OF CONDUCT FOR PARTICIPATION FOR ACTIVITIES AND ATHLETICS**

**GROUP III**

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

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

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

University High School activities are related to academic areas, athletics, and some nonacademic activities. Most activities are open to all students who have a definite interest in the purpose and function of the club. In other activities (such as Student Senate and cheerleading squads) students 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 teams 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.

Co-curricular Activities and Education
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. A student in any IHSA-sponsored activity must be passing twenty (20) credit hours of class work per week to be eligible to participate in that activity. Students, parents, and coaches will be notified if a student is not eligible to participate.

3. All student activity participants will be subject to disciplinary action if they violate any of the rules listed below. Conviction is not a prerequisite to disciplinary action.
   a. Use, possession, sale, or distribution of tobacco products, controlled substances, alcohol, or "look-alike" drugs
   b. Commission of a criminal offense
   c. Violation of school rules
   d. Violation of AOD policy
e. 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 or over.

4. Students shall not stay home on school days to rest for events that day or night. The administration reserves the right to limit the participation of students in cases of nonattendance at school. In order to participate in co-curricular activities the following criteria apply:

- Students must attend the last three classes of their daily schedule on the day of the event;
- Students must attend school on Friday for weekend activity participation;
- Student athletes may not be excused from attending Physical Education on the day of an athletic contest;
- Students must receive the administration’s approval to be excused from the above criteria for extenuating circumstances; and
- Students must follow all appropriate attendance procedures.

5. Rule enforcement will be consistent and immediate. School officials are not expected to police off-campus, non-school activities unless the violation brought to public attention is sufficiently severe to bring discredit upon University High School.

6. 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 of participants during practices, contests, trips, etc.

7. Students suspended from school will not be allowed to participate in or attend activities or athletics while they are on suspension.

8. The Principal will be notified of all violations of the Code of Conduct and the consequences of the infraction. In addition to the penalties imposed
by the Code of Conduct, such infractions will also be subject to appropriate school disciplinary policies.

9. 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.

Activities Code
This Code of Conduct takes effect on the day of acceptance and is good for the student's entire high school career. All violations of the AOD policy and activity code of conduct are cumulative for a student's entire attendance at U-High.

Procedures
A student may be suspended from participation in an activity according to the following procedures:

1. Violations of law or school rules and activities code should be reported to the Principal or his/her designee by ISU/Lab School personnel and law enforcement officials.

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

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

5. After any meeting with the parents or guardians, the Activities Director, in consultation with the coach or sponsor, will make a decision. The student and his/her parents or guardians will be notified of the decision immediately.

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

GUIDELINES FOR ACTION

Guidelines apply to the entire attendance career of student and refer to infractions, which occur in or out of season. Consequences are based on the number of consecutive performances in an activity and apply to a student's current activity and sport, and current activity and next sport season, or current sport and next activity. Percent of missed contests or performances is based on the total number of scheduled contests or performances. Suspension may carry over from season to season during a single school year and from school year to school year.

Athletics
Consequences for a Code of Conduct infraction by an athlete include the following:

- First offense
  Suspension from a minimum 20% of contests and/or any disciplinary measure or combination of measures.

- Second offense
  Suspension from a minimum 50% of the season and/or any disciplinary measures or combination of disciplinary measures.

- Third offense
  Suspension from all athletics for the remainder of the school career and possible expulsion from school.

If any violation deals with drugs, alcohol, or tobacco, the student is required to participate in an approved evaluation program before returning to competition. The Counseling Office and administration will determine such a program. Please refer to the Alcohol and Other Drugs policy contained in this handbook.

School Activities
Consequences for infractions by participants in school activities include the following:

Clubs and Organizations
(Special interest clubs, student government, class boards, honorary societies)
• **First offense**
  Suspension from club meetings/activities for two (2) weeks and/or any disciplinary measure or combination of measures.

• **Second offense**
  Suspension from club meetings for at least nine (9) weeks and/or any disciplinary measure or combination of discipline measures.

• **Third offense**
  Suspension from all club meetings for the remainder of the school career and possible expulsion from school.

If any violation deals with drugs, alcohol, or tobacco, the student is required to participate in an approved evaluation program before returning to the activity. The Counseling Office and administration will determine such a program. Please refer to the Alcohol and Other Drugs policy contained in this handbook.

**Student Performance Organizations**
(Music, speech, debate, dance, theater)

Consequences for infractions by members of performing organizations include the following:

• **First offense**
  Suspension from minimum of one (1) performance and/or any disciplinary measure or combination of measures.

• **Second offense**
  Students will not be permitted to participate in and/or any audition for at least nine (9) weeks and/or any disciplinary measures or combination of disciplinary measures.

• **Third offense**
  Students will not be permitted to participate in and/or audition for the remainder of the school career and possible expulsion from school.

If any violation deals with drugs, alcohol, or tobacco, the student is required to participate in an approved evaluation program before returning to the activity. The Counseling Office and administration will determine such a program. Please refer to the Alcohol and Other Drugs policy contained in this handbook.

All athletes, activities, or school performance code violations are cumulative for a student’s entire school career.
Voluntary Admission

If students voluntarily report an infraction of the substance abuse rules prior to suspicion, 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.
SUSPENSIONS AND EXPULSIONS

Emergency 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.

Suspensions
Before a student may be suspended for gross disobedience or misconduct, 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.
# Student Activities

## 2002-2003 Activity Listings

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<td>Thespians</td>
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**Fan Conduct**
The gyms and playing fields are the athletic classrooms. We expect our student athletes' conduct to be appropriate for these “classrooms”. When a student athlete's conduct is not reasonable, she/he will be subject to the appropriate discipline.

We also expect spectators to conduct themselves in a manner appropriate to our athletic classrooms. When our guests' conduct is not reasonable, they shall be excused from our athletic classrooms for a period of time to be determined by the Principal and/or the Activities Director.

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

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

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

**Student Senate and Class Officers**
The U-High Student Senate is the recognized representative voice of the student body. Each spring, elections are held for the office of President, Vice-President, Secretary, and Treasurer for the next school year. Student Senators are elected at the beginning of each semester.
The Senate advises the U-High Administration on matters of policy, suggests changes in school procedures, conducts numerous activities such as homecoming events, and serves as the communication link to the student body and co-curricular organizations.

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

**STUDENT ATHLETE INFORMATION**

**A. CHANGING SPORTS**

1. No athletes removed or withdrawn from an athletic team after two (2) weeks into the season will be permitted to begin practice in another sport until the season of the sport in which they were involved has been completed unless approved by the head coach of both sports and the Activities Director.

2. A season is “completed” after the team has played its final interscholastic contest and awards night.

**B. INJURIES**

1. Student athletes should report *all* injuries to their coaches and trainer.

2. Students with school insurance must obtain a claim form from the Main Office when they return to school if they have been to a physician or to the hospital.
C. LETTER REQUIREMENTS

1. Any senior who has participated for four (4) years is eligible to qualify for a varsity letter.

2. Lettering athletes must finish the year in good standing in the sport.

3. Athletes must meet necessary requirements for lettering as outlined for each individual sport.

D. 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.

E. PHYSICAL EXAMINATIONS

1. It is the responsibility of the head coach of each sport and the Activities Director to make sure that all team members have a physical examination and permit card for the current school year and that their IHSA physical examination card is on file in the Nurse’s Office. (A physical is good for one (1) calendar year.)

2. If a student has not had a physical examination, one must be secured and a card placed on file before dressing for practice and/or participating in a contest as per IHSA regulations.

F. 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.
G. 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.

H. GENERAL GUIDELINES

1. Athletes shall be allowed to participate in as many sports as possible to utilize the potential talents that he/she may possess, as long as it does not interfere in the athlete’s academic progress.

2. No out-of-season participation requirement shall be made a prerequisite for participating in any sports.

3. School personnel are not allowed to use their own personal vehicles. Only University vehicles will be used to transport students.

4. There will be no mandatory Sunday practices scheduled.

5. No student should use the weight room and/or gym unless a University High School staff member or faculty member is supervising the weight room and/or gym.

6. Written lists of athletes leaving school early to attend scheduled contests should be given to teachers the Thursday prior to week event.

7. 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.

8. Any school-connected injury to an athlete will be immediately reported to the coach who will inform the athletic trainer and/or parents/guardians, as well as Illinois State University’s Office of Risk Management.

9. A student who is dropped from one team for disciplinary reasons or who “quits” will be ineligible to compete in another sport for that
particular season. The coaches may consider special instances involved.

10. 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.
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.

Earn a grade-point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 13 academic courses, which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for “+” or “-” grades. The chart below shows what your core courses must include at a minimum.

### Core Units Required for NCAA Certification

<table>
<thead>
<tr>
<th></th>
<th>Division I</th>
<th>Division II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Core</strong></td>
<td>4 years</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Math Core</strong></td>
<td>2 years*</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Science Core</strong></td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Social Science Core</strong></td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>From English, Math or Science</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Additional Core</strong> (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion)</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>TOTAL CORE UNITS REQUIRED</strong></td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>
**IMPORTANT NOTE:** For students enrolling as college freshmen during 1996-97 and thereafter, Division I certification requires 2 years of math, including at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the reentered SAT (or 700 on the nonreentered SAT) on a national test date.

For Division I: The minimum grade-point average in the 13 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index

This index applies to students enrolling as college freshmen during 1996-97 and thereafter who wish to participate in Division I athletics.

<table>
<thead>
<tr>
<th>Core GPA</th>
<th>ACT Sum</th>
<th>RC SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.500 &amp; above</td>
<td>68</td>
<td>820</td>
</tr>
<tr>
<td>2.500</td>
<td>68</td>
<td>820</td>
</tr>
<tr>
<td>2.475</td>
<td>69</td>
<td>830</td>
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<td>2.450</td>
<td>70</td>
<td>840-850</td>
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<tr>
<td>2.425</td>
<td>70</td>
<td>860</td>
</tr>
<tr>
<td>2.400</td>
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<td>2.375</td>
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<td>2.000</td>
<td>86</td>
<td>1010</td>
</tr>
</tbody>
</table>

The above requirements are subject to change January 1, 2003. Please consult the Counseling Center or Athletic Director for updates after January 1, 2003.

**IMPORTANT NOTE:** For students first entering an NCAA institution on or after August 1, 2005, computer science courses cannot be used to meet initial-eligibility requirements.
COUNSELOR 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.
P.H.A.S.E. (Professionals Helping and Assisting Students in Education)
The P.H.A.S.E. Program is an extension of the Counseling Center that provides a unique opportunity for a student and a faculty member to know each other well and to develop a special relationship. Freshmen and sophomore advisors will meet regularly with small groups of students. They also meet individually with each student. Advisors will provide opportunities for the enhancement of a healthy self-esteem by working with each student to do the following:

- Assist students in developing electronic career portfolios,

- Assist each student in the development of identity, belonging, purpose, security (physical and emotional), and personal competence;

- Create an atmosphere which encourages each student to participate in problem solving and decision making; and,

- Assist students in their recognition, understanding, and development of four basic skills: interpersonal/intrapersonal understanding, communication, strategic planning, and judgment skills.

The P.H.A.S.E. program is designed to promote a caring and helping relationship between student and advisor. The advisor is seen as an important liaison who guides and assists the student through the educational process. Faculty advisors assist students in many areas, including the development of educational plans, personal adjustment to school, and goal setting for the future. Parents are urged to get to know their student's advisor to facilitate effective communication about the pupil's educational future.

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. If severe deficiencies exist, adaptations may be necessary. 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.

**The 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 community supported by material donations. If you have any question, referrals, or donation ideas, 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 major 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

Policy
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.

Definition
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.
HEALTH SERVICES

General Statement
At University High School, a Registered Professional Nurse provides health services for the school community. Usual office hours are normally 7:30am to 3:30pm on days when school is in session. The office is closed for one hour at midday. The following information and guidelines will help you take advantage of this service.

Emergency Information Sheets
Emergency information sheets (available in the registration packet) are essential in the event of a student's illness or injury at school. These must be completed in full and submitted to the U-High Main Office at registration. This information is filed in the Main Office and in the Health Services Office during the current school year. Copies are provided to coaches and, upon request, to faculty/staff who are sponsoring extracurricular activities when travel is necessary.
Parents/guardians are asked to be very specific in providing this data. Essential information includes but is not limited to: chronic illnesses (e.g. asthma, allergies of all types, diabetes, sickle cell disease, COPD, etc); medications taken on a regular basis; treatment programs of any type (e.g. physical therapy, dietary, etc.); special adaptations required during school hours or school-sponsored extracurricular activities; recent accidents or injuries or surgeries which continue to require attention or cause physical limitations; and any other health-related information that may affect or interfere with the student's school attendance or performance.
Parents/guardians may contact the School Nurse directly if they wish to privately provide the required information. Such information will be summarized in writing by the School Nurse and then placed in the student's individual health record. After careful assessment, only the School Nurse will provide this information on a “need to know” basis (to a classroom teacher or to a school counselor, for example). All student health records are maintained in a confidential manner in the Health Services Office.

Physical Examinations and Immunization Records
Current physical and immunization records are required for all entering students. Freshmen and transfer students must submit their health reports to the U-High Main Office at the time of registration.
For entering students, a current Physical Examination (PE) is defined as one having been conducted within one year of the first day of school. For students participating in athletics, including cheerleaders and pom pons, a current PE is
defined as one having been conducted within one year of the first day of practice for each new sport.

To ensure your student’s well-being and full participation in school, be certain you have accurately, completely, and legibly filled out the Physical Examination form. The following are required:

1. The standard Physical Examination form for school use is the “Certificate of Child Health Examination” as prescribed by the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (Form # IL482-0773).

2. Student Identifying Data (at top of form).

3. Parent Information Section (at top left of form) must be completed, signed, and dated.

4. Immunizations (at top right of form): Refer to next paragraph.

5. The Physical Examination (bottom of form). Only a Medical Doctor (M.D.) or Osteopathic Doctor (D.O.) or a Registered Professional Nurse (R.N.) under M.D. supervision is allowed to conduct the health examination and complete the form. The examiner’s signature and the date are required. The examiner’s name, address, and telephone number are also required and must be printed legibly.

6. Recheck all entries before submitting the PE.

7. Make one or more copies of the health record for your own files.

Immunizations are an essential component of an individual’s positive health status. This leads to the well being of the general population in schools, cities, the nation, and the world. It is critical that immunizations are administered in the required type, dose, route, and at proper intervals as required by law. Pay special attention to the following points so that your student’s health is protected and his/her immunizations are accurately recorded:

1. Use the Form # IL482-0773 (at top right).
2. Only a Certified Health Care Provider (CHP) is allowed to document and sign the immunization record. A CHP is a M.D., D.O., or R.N. The immunizations must be recorded by month, day, and year. The CHP must sign and date the record.

3. In general, a student entering ninth grade: should have completed the Hib, DTP and Polio series; may have had a Td booster (required every ten years after DTP series); has had two (2) MMR’s. The Hepatitis B vaccination became a requirement in the fall of 1998 for children below kindergarten level and all children entering fifth grade. By fall 2001, all entering freshmen should have received this series. It is a requirement in ninth grade attendance.

4. Religious and medical exemptions must be properly documented (see School Nurse, your family physician, and/or your clergy).

5. An Immunization Record is not required on subsequent PE’s for athletics.

6. If additional vaccinations (e.g. Td booster, Hep B) or tests (e.g. Tuberculosis) have been done, proof must be provided to the School Nurse. This data will be entered into student’s permanent health record.

The School Nurse evaluates each PE and Immunization Record every year as school begins. If a student’s records are in “non compliance” in any way, the parent/guardian will be notified. Inadequacies must be corrected by October 15, or earlier if the school designates. (Public Act 89-618 Amended Section 27-8.1 of the School Code). Students who are in “non compliance” will be excluded from school until immunization requirements are fulfilled.

**Communicable Disease**

All cases of communicable disease (red measles, German measles, mumps, chickenpox, etc.) must be reported to the School Nurse. Exclusion from school is determined by the regulations of the IDPH. No modifications or exceptions are made regarding these regulations.

IDPH requires the School Nurse to report communicable diseases according to established protocol. The School Nurse is required to send regular reports to the McLean County Health Department. Prompt notification of a communicable disease by parent/guardian to the Main Office and School Nurse is mandatory.
Illness or Injury Occurring at School

Students must report an illness or injury to the teacher and then report directly to the Nurse’s Office or the Main Office. First-aid treatment will be given. Parents or guardians will be notified if the student should go home or if further medical attention is necessary.

A student who is not feeling well may be given permission to rest during an unassigned period. If the student is not feeling well enough to return to class after one period, the parent will be called and requested to come for the student. Students are urged to remain at home at the onset of an illness when rest and treatment are most beneficial.

Fever (100 degrees or higher) and/or vomiting prohibit attendance.

If a student develops any new health problems or has surgery scheduled, please notify both the Main Office and the Nurse’s Office.

Medications

Students may not keep medication, prescribed or over-the-counter (OTC), at school. This policy is in line with that of other schools nationwide. It is intended to prevent the inaccurate, accidental, improper, and/or harmful use by self or others who have access.

Prescribed medications requiring administration during school hours must be taken to the School Nurse. The medication must be in the original container and be clearly labeled. (Most pharmacies will provide two containers upon request, so that one is available at home). A parent permit and a physician permit are required (forms are available in the Health Services Office).

Students are required to take responsibility for receiving their medications from the nurse and to discuss with the nurse the need for changes or adjustments.

Student self-administration of medication may be approved by the School Nurse on an individual basis. Physician and parent permits are also required in this instance.

OTC medications (e.g. Tylenol, Advil, Sudafed, etc.) may be given to students with parent permission following a School Nurse assessment. A permission form from parents/guardians is required and is included with the registration packet. This form is to be submitted to the Main Office or to the School Nurse during the first week of classes.

A limited amount of OTC medications is maintained in the Health Services Office for administration to students. If regular use or prolonged use during a specific period of time is anticipated, then parents must provide OTC
medications for their student’s use. An OTC must be in its original container with an intact label and student’s name clearly printed on it.

At the close of the school year, unused medications may be taken home on the student’s last day of classes and for seven business days thereafter. At that time all remaining medications will be discarded.

**Vision and Hearing Screening**
Mandated vision and hearing screening procedures are conducted by the McLean County Health Department during the school year as follows:

- **Vision**
  9th grade students will have been screened in the 8th grade.
  All transfer, special education, and teacher/parent referred students will be screened.
- **Hearing**
  All transfer, special education, and teacher/parent referred students will be screened.

**Hearing Aids/Hearing Loss**
An annual threshold is performed.

Teachers and parents/guardians are asked to notify the School Nurse prior to the date of testing.

- Students who are entering from Home Schools will be screened unless proof of testing per Illinois State Law is provided to the School Nurse.

**Home and Hospital Services**
A homebound service evaluation will be conducted for the student who requires special services at home or in a hospital. A physical impairment lasting from two (2) weeks to six (6) months must be documented in writing by a physician. The school will arrange for the instruction after the parents or guardians have requested the evaluation and the physician has documented the temporary disability. Parents need to contact the assistant principal to determine eligibility. Final determination of eligibility rests with the school.
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.
   - Some departments in U-High school do not access to computer labs. Therefore, 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 8 a.m. and from 3 p.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.

**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. 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 Accrue Fines Accordingly.**
- Books - five cents per day
- Magazines - ten cents a day

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 or at the book drop located outside the library in the hallway.

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.

**Library Resources**

**ON-LINE CATALOGS**

Illinet On-Line and the RSA are the complete and updated electronic card catalogs for the University High School Library.

Illinet On-Line (computerized library catalog) [http://www.ilstu.edu](http://www.ilstu.edu) Click on ACADEMICS, click on online catalog, select Illinois State University, ready to search

*The Illinois Library and Information Network (ILLINET) was officially named in 1975. It is the network of the Illinois State Library and seventeen regional library systems with their 2,700 member libraries.*
• It provides access to books by author, title, and subject.
• Illinet On-Line is capable of searching the catalogs of over 45 ILSCO libraries.
• It includes full coverage of books located in University High School Library and Milner Library.

THE RSA: CD-ROM

The RSA (Resource Sharing Alliance of West Illinois) [http://www.rsa.lib.il.us](http://www.rsa.lib.il.us) Click on Catalog, click on select a library database, highlight university high school and select ready to search.

- Accesses over seven million books and media in the Alliance Library System.
- Includes more than 285 multitype libraries in a resource-sharing consortium.
- Searches entire database by keyword, author, title, and subject.
- Sorts, stores, and prints individualized bibliographies.
- Facilitates interlibrary loan request, transmitted by FAX with deliveries twice a week.
- Accesses Normal Public Library, Bloomington Public Library, McLean County Historical Society, and ISU’s Board of Trustees (U-High and Metcalf) schools.

ONLINE REFERENCE RESOURCES

The U-High library has facilitated and provided access to the following online reference resources. Brightly colored paper with access instructions is located on the circulation desk in the library. Most of the databases have remote access capabilities.

- The new FIRSTSEARCH [http://newfirstsearch.oclc.org](http://newfirstsearch.oclc.org) accesses over 800 full text periodicals, Wilson Select, World almanac, and Health Reference Center
- BIGCHALK.COM [http://bigchalk.com](http://bigchalk.com) combines Electric Library with other databases
- NOVELIST [http://novelist.epnet.com/nlweb.html](http://novelist.epnet.com/nlweb.html) accesses fiction books by subject, author, or title
- Facts on File [http://www.2facts.com](http://www.2facts.com) accesses news, science, social science & special topics
- Physician's Desk Reference (http://www.pdrel.com)
- Grove Dictionary of Art (http://www.groveart.com)
- American National Biography (http://www.anb.org)
- NetLIBRARY (http://www.rsa.lib.il.us) accesses full textbooks. Click on netlibrary on the Alliance Library system’s web page.

CD-ROM RESOURCES
Encarta
Grovier Multimedia Encyclopedia
GRADUATION REQUIREMENTS

University High School graduation requirements are Illinois State University entrance requirements. All students need the following credits to graduate from University High School.

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<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
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</tr>
<tr>
<td>SOCIAL STUDIES</td>
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</tr>
<tr>
<td>SCIENCE</td>
<td>2.0</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE OR FINE ARTS</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td><strong>IN ONE PROGRAM</strong></td>
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<tr>
<td>Additional Courses</td>
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<tr>
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**TOTAL CREDITS**

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<tr>
<td>24.0</td>
</tr>
</tbody>
</table>

*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.

**Courses**

1. **English**
   - Must pass Freshman English, Sophomore Writing or an equivalent course, and Oral Communication.

2. **Social Science**
   - **1.0** Credit U.S. History or U.S. Studies
   - **1.0** Elective
3. Physical Ed., Health and Drivers Ed.
Students must enroll in physical education every semester that they are in school. Health is included as part of the ninth grade Wellness and Drivers Education is included in Sophomore P.E. Some Juniors and Seniors may be exempt from physical education if they qualify under the P.E. waiver guidelines as outlined in the handbook.

4. *Consumer Economics
5 credit Consumer Economics course or pass Illinois State Board of Education Consumer Education Proficiency Exam.

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

1. Seniors must acquire their own application forms from colleges. The Counseling Center has a limited supply of application forms for some universities and community colleges in Illinois.

2. The personal data section of the application forms must be filled out by the student (name, address, etc.).

3. The student must obtain the transcript release form from the Counseling Center permitting the school to release all cumulative records of the student for the purpose of admission to a college. If the student is not at least 18 years of age, his/her parent or guardian must sign the form. This form must be signed and returned to the Counseling Center before a copy of the records can be mailed.

4. The student should bring the following to the Counseling Center:
   a. A completed application form;
   b. A check for the application fee (if applicable);
   c. A request that his/her transcript be sent. The first three transcripts will be prepared for the student free of charge. Thereafter, transcripts will cost $5.00 and the fee should be paid before the transcript is sent.

   Note: Requests for transcripts require a two working day minimum notice.

The student is responsible for securing any recommendations and meeting all deadlines.

Please refer to pp. for the NCAA eligibility requirements.

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COURSE WORK

Advanced Placement Program
Five departments offer advanced Placement (AP) courses: Art, English, Mathematics, Science and Social Sciences. These courses, in general, adhere to the suggested College Board course descriptions and serve as the primary vehicle to prepare students for the voluntary AP examination in May. In addition to preparing students for the AP exam, AP courses allow students to experience the pace and intensity of a college-level course while still in high school. The AP courses are challenging and stimulating, require more work and more time than other high school courses, but are consistently evaluated by former AP students as a most 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).

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

Driver Education
Driver education is scheduled as part of the sophomore physical education curriculum. A fee is charged to defray expenses. Students taking only the driver education portion of sophomore P.E. will not receive any type of partial credit. Students who are 16, or will be 16 during a particular semester, have priority scheduling. Please note that a social security number is needed to enroll. Freshmen are not eligible for driver education during the regular academic year.
Note: A student must have attained sophomore status by earning a minimum of six (6) credits to be enrolled in driver education.

**Freshman Program**
The freshman year is critical to both the academic and social development of our students. Current research suggests that an interdisciplinary curriculum is an effective approach to preparing high school students for advanced study and work. As a laboratory school, University High School is committed to exploring and developing an innovative interdisciplinary curriculum.

The Freshman program emphasizes the following:
- An integrated curriculum featuring various activities that combine the concepts, content, and skills of four core disciplines and create a sense of connectedness and relevance to the students' lives;
- The development of students, socially, cognitively, and emotionally; and,
- Collaboration and cooperation between individuals and groups.

Freshmen will earn 3.0 credits in the core program (World History, English 1, and Wellness). Freshman students must choose at least three electives outside of the Freshman Program.

**Failure Policy**

I. Any student receiving two (2) or more F's in either semester must petition to the Student Assistance Team for continued enrollment at University High School.

II. 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.

III. The Student Assistance Team will designate student performance in three categories: red, yellow or green. Red designation indicates no admittance. Yellow indicates return under contract, and green indicates return with warning. 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.

**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.

**Physical Education Requirements & Policies**

**Enrollment**
All students are to be enrolled in Physical Education classes, with the following exceptions:
1. A written excuse from a certificated physician is presented indicating that the student shall be excused for a specific period of time.
2. The waiver policy is met.
3. A written statement for temporary or extended excuses from P. E. is presented to the School Nurse.

**P.E. Waiver Policy**
It shall be the policy of University High School that students in grades 11 and 12 may request exemption 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.
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, i.e. two or three AP courses, may petition the administration for an independent study of health/nutrition/personal fitness in lieu of a regular physical education course.

Each request for exemption from physical education will be decided on an individual basis by school personnel and will be monitored each grading period. 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.

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

Application Procedure:
(a) Obtain both “Senior Commuter Application” form and an Illinois State University application (stamped "SENIOR COMMUTER") from the Registrar.

(b) Obtain written permission from the Counseling Center.

(c) Have the official ACT results and a transcript sent to the Illinois State University Admissions Office.

(d) Have a transcript on file with the Illinois State University Admissions Office in order to be enrolled at Illinois State University as an "unclassified student" (taking academic transferable credit courses).

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

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

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

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

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

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

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

b. Take the completed recommendation form to the Illinois State University instructor on campus for written approval. The professor must indicate the title of the course, the time it meets, and the section number.

c. Bring the Illinois State University instructors’ approval slip to the Counseling Center.

NOTE: Students should have a 3.0 GPA or higher.
1. In arrangements of this nature, the Illinois State University faculty member has the authority to refuse admission of U-High students.
2. The Illinois State University instructor will not be expected to give any special consideration to the student because s/he is still in high school.
3. The Illinois State University instructor will be asked to forward a letter grade to the U-High Registrar upon student completion of the course.
4. Typically, 4 -5 ISU semester hours = 1 credit
3 ISU semester hours = .5 credit
1-2 ISU semester hours = .25 credit

Work Related Programs - Area Vocational Center and Alternative School
Students may enroll in work-study programs at the Bloomington Area Vocational Center or Normal Community High School. These programs provide 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.
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.

GRADING SYSTEM AND FORMULA FOR GRADE POINT AVERAGE

**Grade System:**

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

**G.P.A. Formula**

**Grade Value:**

- A=4
- B=3
- C=2 (For 1/2 credit courses)
- D=1
- F=0

**Grade Point Average:** Grade value sum; divided by credit points per semester

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

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

Average: 14 divided by 6 = 2.33

All courses for which a grade is given will be included in calculating the grade point average.

## 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 for each semester. This policy truly reflects the actual abilities and efforts of our pupils. It encourages pupils to enroll in classes that truly meet their needs and helps them gauge future academic successes.

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

## Final Exams

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

1. The scope of the exam (material to be covered);
2. The general construction of the exam (true/false, multiple choice, essay, etc.); and,
3. The weight which the exam will have in computing the semester or nine weeks grade.
4. 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.**

**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.

**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.
Incompletes (Incomplete Grade Policy)
1. 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.
2. 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.
3. Failure to complete course work within ten (10) days will result in an “F” for the course work not completed.
4. The Principal shall approve any exceptions to this policy.

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

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

In order to give students and parents an appraisal of students' achievement in their school subjects, report cards are mailed home at the conclusion of each nine-week grading period.
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.
The following calendar is subject to monthly changes.

Consult [www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu) for current updates.
### University High School 2002 - 2003 Calendar of Events

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<th>Date</th>
<th>Event Description</th>
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</thead>
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<td>August</td>
<td>6</td>
<td>Daytime Fall Registration 10am-2pm</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Evening Fall Registration 4-8pm</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>1st Day – 11am Dismissal</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>No School - Labor Day</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Open House</td>
</tr>
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<td></td>
<td>5</td>
<td>Schedule A</td>
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<td></td>
<td>10</td>
<td>Schedule E – C&amp;I 216 Assembly</td>
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<td>24</td>
<td>Schedule B</td>
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<td></td>
<td>27</td>
<td>Schedule B - U-High Homecoming Game</td>
</tr>
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<td></td>
<td>28</td>
<td>U-High Homecoming Dance</td>
</tr>
<tr>
<td>October</td>
<td>2</td>
<td>Consumer Ec Proficiency Test 12-2pm</td>
</tr>
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<td></td>
<td>3</td>
<td>Schedule A</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>No School – Teachers Institute</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>No School - Columbus Day</td>
</tr>
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<td></td>
<td>22</td>
<td>Schedule B</td>
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<tr>
<td>November</td>
<td>6</td>
<td>Schedule E - Parent/Teacher Conferences (Open Format)</td>
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<td></td>
<td>7</td>
<td>Schedule A</td>
</tr>
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<td></td>
<td>11</td>
<td>No School – Veterans Day</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Schedule B</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>No School</td>
</tr>
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<td>28</td>
<td>No School – Thanksgiving Day</td>
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<td>29</td>
<td>No School</td>
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<td>December</td>
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<td></td>
<td>20</td>
<td>Final Exams1</td>
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<td></td>
<td>23</td>
<td>Winter Break – Office Closed</td>
</tr>
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### 2003 Calendar of Events Continued

**January**  
6 School Resumes Full Day  
9 Schedule A  
20 No School - Martin Luther King, Jr's Birthday – Office Closed  
28 Schedule B  

**February**  
5 Schedule E – C&I 216 Assembly - New Student Open House  
6 Schedule A  
17 No School - President's Birthday  
25 Schedule B  

**March**  
6 Schedule A  
10-14 Spring Break  
25 Schedule B  
26 Parent/Teacher Conferences (By Appointment)  

**April**  
3 Schedule A  
8 Schedule B  
15 Schedule B  
22 Schedule B  
23-24 Prairie State Exams  

**May**  
1 Schedule A  
3 Prom  
14 Awards Assembly  
21 Final Exams  
22 Final Exams  
23 U-High Graduation 8pm  

**June**  
9 Summer School Begins  

**July**  
4 No School - Independence Day  
18 Summer School Ends  

*All dates are subject to change.*
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