

**UNIVERSITY LABORATORY HIGH SCHOOL  
STUDENT-PARENT HANDBOOK  
2015-16**

Uni

***For quick access to all information, please use the detailed index at  
the back of the document.***

# MISSION AND VISION

## Mission

University Laboratory High School seeks to spark the creative fervor and high aspirations of talented young people; to ignite their intellectual growth; to develop their critical thinking skills; to challenge them through traditional and experimental strategies; to instill in them a sense of citizenship; and to positively influence the larger educational community.

## Vision

University Laboratory High School promotes academic excellence, encourages educational innovation, and develops citizenship for highly motivated, academically talented students.

The school promotes academic excellence by

- encouraging a culture of creativity, thinking outside conventional boundaries, and pursuing learning at an intensity beyond the norm;
- fostering close relationships among students and teachers;
- empowering students to take ownership of their learning and to pursue accelerated study in areas of interest; and
- employing and supporting knowledgeable teachers who are creative in their instruction.

The school encourages educational innovation by

- allowing teachers the freedom and autonomy to design innovative teaching methods and curricula;
- inviting active student participation in the ongoing development of course content, methods, and activities;
- exchanging ideas with peer institutions and the wider community; and
- evaluating our programs on a regular basis to embrace our successes and to drive new thinking.

The school fosters good citizenship by

- Providing a caring and nurturing environment with a deep concern for the total development of the individual.
- Creating opportunities for students to demonstrate the ability to act responsibly in the adult world.
- Supporting a diverse student body that respects individual and cultural differences.

The school supports its vision by engaging in partnerships with parents, the Champaign-Urbana community, the University of Illinois, and the world community.

# CALENDAR

Teacher Institute (No School)	Thursday-Friday, August 13-14
Instruction Begins	Monday, August 17
Last Day to Add a 1st Semester or Year-long Course	Friday, August 21
Labor Day (No School)	Monday, September 7
Mid-Quarter	Wednesday, September 16
Columbus Day (No School)	Monday, October 12
First Quarter Ends	Friday, October 16
Deadline to Drop 1st Semester or Year-long Course w/o it appearing on the transcript	Friday, October 16
Deadline to Withdraw 1st Semester or Year-long Course w/a WP or WF transcript notation	Thursday, November 5
Parent/Teacher Conferences (No School)	Friday, November 6
Mid-Quarter	Tuesday, November 17
Thanksgiving Break (No School)	Wednesday-Friday, November 25-27
First Semester Final Exams (begin at NOON on Wed.)	Wednesday-Friday, December 16-18
First Semester Ends	Friday, December 18
Winter Break Begins (No School)	Monday, December 21
Classes Resume	Tuesday, January 5
Last Day to Add a 2nd Semester Course	Tuesday, January 12
Martin Luther King Day (No School)	Monday, January 18
Mid-Quarter	Friday, February 5
President's Day (No School)	Monday, February 15
Agora Days	Tuesday-Friday, February 16-19
Teacher Institute (No School)	Friday, March 4
Third Quarter Ends	Friday, March 11
Deadline to Drop a 2nd Semester Course w/o it appearing on the transcript	Friday, March 11
Deadline to Drop a 2nd Semester of a Year-long Course w/o it appearing on the transcript (1 <sup>st</sup> semester remains on transcript)	Friday, March 11
Spring Break (No School)	Monday-Friday, March 21-25
Deadline to Withdraw 2nd Semester Course w/a WP or WF transcript notation	Friday, April 1
Deadline to Withdraw 2nd Semester of a Year-long Course w/a WP or WF transcript notation (1 <sup>st</sup> semester remains on transcript)	Friday, April 1
Parent/Teacher Conferences (No School)	Friday, April 8
Mid-Quarter	Wednesday, April 20
Last Attendance Day for SENIORS ONLY	Tuesday, May 17
Second Semester Ends	Friday, May 20
Final Exams	Wednesday-Friday, May 18-20
Disorientation Picnic	Friday, May 20
Last Attendance Day-Yearbook Distribution	Friday, May 20
Graduation	Sunday, May 22

## ADMINISTRATOR/STAFF/FACULTY RESPONSIBILITIES

Questions about . . .	Contact
general school concerns	Dr. Walkington
faculty issues, curriculum and instruction	Dr. Nuckolls
clubs and student organizations, student discipline and academic misconduct, bullying and harassment	Dr. Radnitzer
athletics, Physical Education	Mr. Bicknell
fundraising, alumni affairs, communications	Ms. Downey
fees, business affairs	Mr. Adams
guidance counseling and student personal/social concerns, student schedules and drop/add, testing	Ms. Bandy, Ms. Rodriguez Dr. Radnitzer
College Counseling	Ms. Micele
transcripts, student records, progress reports, driver's education	SSO assistant
attendance, tardiness	Ms. Shelby, Dr. Radnitzer
Library	Ms. Atkinson
student computer accounts, Computer Science Department	Mr. Smith
English Department	Ms. Majerus
Foreign Language department	Mr. Weilmuenster
Social Studies department	Ms. Morford
Math Department	Mr. Russell
Science Department	Dr. Denos
Fine Arts Department	Mr. Murphy
Agora Days	Mr. Guyotte
Senior Project	Dr. Radnitzer
Uni Period	Mr. Beesley
student registration	Mr. Adams
admissions	Dr. Nuckolls

# GENERAL SCHOOL INFORMATION

## The Student-Parent Handbook

The Student-Parent Handbook of the University of Illinois Laboratory High School reflects the current status of rules, policies, and procedures as practiced. The Handbook is subject to change without prior notification, but the school does make every effort to communicate changes. In any case, students and their families are responsible for knowing and following all procedures. ***Being ignorant of a handbook policy does not excuse accountability.***

Attending University Laboratory High School indicates that all students and parents/guardians have received the Handbook, either in hard copy or electronic form.

In addition, the Handbook is not considered the only resource for all University Laboratory High School policy, procedures, and regulations. For instance, many academic policies are contained in the Curriculum Guide.

We invite your input as we continue to update and improve this document each year.

## Change of Address, Telephone, E-mail, and Other Important Information

Families should report to the Main Office immediately any change of home address, telephone numbers, e-mail addresses, or any other important information that the school may need in emergency and daily situations. Proof of residency must be provided to the Student Services Office assistant prior to any changes being made.

## Communications with Families

The interests of students and their families are at the center of our enterprise. Uni High School communicates with families via e-mail, the school's website, various special mailings, and quarterly grade reports.

In addition, families will be contacted when their students incur an unexcused absence, and may be contacted any time a student is experiencing academic, disciplinary, or social problems. Parents or guardians will be contacted any time a student's medical condition warrants.

Information about upcoming Uni events can be obtained from the following regularly published sources from the master calendar on the Uni website, <http://www.uni.illinois.edu>.

Students and parents or guardians may schedule conferences with any faculty member or administrator any time; two official parent-teacher conference days are scheduled in advance each year. Classroom concerns should first be voiced to the teacher. If concerns persist, students and parents are asked to consult with the department's Executive Teacher before taking the problem to the Associate or Assistant Director.

Finally, Uni's voicemail system allows families to report absences, to leave messages, to find out about the day's events, and to inquire about possible changes in schools hours (333-2870). For sports information, families may dial the Athletic Office number, 333-2484. Coaches and field trip chaperones carry cellular phones in case they need to call the school to update families on travel changes.

## **Commuting to Uni**

### **Dropoff and pickup**

For dropoff and pickup at the school, parents should drive north on Mathews and continue east on Stoughton as far along the curb as they are able, up to the corner of Stoughton and Goodwin. The school must prevent traffic from backing up on Springfield Ave. Parents should never drop off or pick up on Springfield Ave. They should never drop off or pick up from a driving lane on Matthews or Stoughton; one must be at the curb. Administrators will help with traffic the first few days of school. Families should please watch for students crossing the streets in the drop-off areas and refrain from using cell phones in the vicinity of the school.

### **Bicycles**

The University encourages bicycling, and designated bike paths should be used for traveling across campus. Students who ride their bicycles to school should lock their bicycles to the racks at the northeast corner of the building. Bicycles locked to chain fences will be removed. Bicycles may not be stored inside the school or other University buildings. The University is a high-theft area and leaving bicycles overnight is risky. Students may register their bikes for free at the University Public Safety building at the corner of Springfield and Goodwin Avenues, Urbana. Registration might help the police recover stolen bikes.

### **Skateboards and Skates**

Skateboards and skating as forms of transportation to school are permitted, but students must abide by University policies. Skateboarding and skating are strictly prohibited inside University of Illinois buildings, and stunts, skill demonstrations, and competitions are prohibited. At Uni, skateboards must be kept inside the locker. Skateboard use is prohibited on the Uni campus (the areas around the main buildings, including Kenney Gym/Annex).

### **MTD buses**

Many Uni students ride the MTD buses to the University. Annual student passes for unlimited riding for any 12-month period and bus route schedules are available by going to the MTD office at 801 East University in Urbana (384-8188). Students need identification to prove they are eligible for the high school age discount. Financial assistance for transportation is available from Uni High.

### **Campus Shuttles**

Uni students with the Uni Prox Card identification are eligible to ride any University shuttle bus. Several shuttle buses stop every five minutes on Springfield Avenue near the school. University transportation routes are in the back of the MTD schedule brochure.

### **Car Pools**

Over 20 percent of our students live outside the Champaign-Urbana area. The school can provide out-of-town families with the names of families who might be interested in carpooling.

### **Student Parking**

Uni has no free parking facilities for students. Students may wish to arrange to rent parking space from private institutions neighboring the school. University Parking offers spaces for rent in a parking area north of the school available to Uni students.

### **Visitors**

Visitors to Uni should check with the receptionist for short-term parking. During the school year, parking in front of the school is allowed for loading and unloading, but not for long-term use.

## **Dress Code**

Uni students have a great deal of latitude in dress, but clothing must not distract from the learning environment. If any staff member deems a student to be dressed inappropriately, the student will be referred to the Assistant Director for Student Life. The Assistant Director for Student Life, at his or her discretion, will determine the appropriateness of the dress and will take action that may include sending the student home (an unexcused absence). In addition,

- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing that are sexually explicit, offensive to commonly acceptable standards of propriety, or suggestive in nature such will not be permitted.
- Hats may be worn, but teachers may ask to have them removed during class time.
- Shoes must be worn at all times.

## **Emergency Procedures**

Plans have been made to protect student safety when emergency occurs. The Associate Director communicates the School Building Emergency Action Plan to teachers and students and conducts drills throughout the year. Students should become familiar with fire exits and other procedures as posted in classrooms and throughout the building.

### **Emergency Shelter Location**

Digital Computer Laboratory (DCL) across Matthews Street.

### **Evacuation**

If partial or complete evacuation is indicated, the Director or his or her designee will make the announcement.

- The fire evacuation plan will be used to evacuate the building.
- All staff will direct any students under their supervision.
- Once out of the building all students and staff should relocate to the staging area between Uni and Uni Gym.
- Staff and students will then proceed to Digital Computer Laboratory (DCL).
- Staff and students will enter DCL through the north entrance and proceed to the lower level.
- Upon entering DCL, staff will direct students to the lower level, basement.
- Emergency Personnel are in charge during emergency situations. Emergency Personnel will direct all activities related to dismissing students and reunification procedures.
- Students will remain in those rooms until released by Emergency Personnel.
- Parents will sign out their student at the Information Center at the area designated by law enforcement.
- An administrator or designee will assist or supervise the sign-out procedure.
- The administrator or designee will assist in uniting an individual student with his/her parent(s).

### **Fire Alarm**

In the event that smoke or fire is detected within the school, proceed according to the following plan:

- Activate the nearest fire alarm. The fire alarm is signaled by the continuous sounding of the alarm and activation of the visible white strobe lights.
- All teachers with classes must evacuate the building in an orderly manner according to the fire exit plans posted in each classroom.
- All windows should be closed and all classroom doors locked when you leave.
- All classes must move to a location at least 75 feet away from the building.
- Teachers must take grade books and check attendance outside after the evacuation. Students should remain in the area under the direct supervision of their teacher.
- No students may return to the building until the ringing of the fire alarm stops and a signal is given by an administrator or an Urbana fire department official.
- Teachers with no students assigned must check their immediate area of the building, particularly fire alarm boxes, restrooms, and supposedly vacant rooms. Report any significant information to the office, by phone or in person. The school must identify the source of the alarm as quickly as possible.
- If there is specific information about the alarm to be reported, the Director's Assistant is the primary contact person in the Main Office. If he or she is unavailable and it is safe to do so, please contact any other office personnel.
- In the event of a fire, confine the fire by closing the door to the area involved. Do this only if it can be done safely.
- In case of injury, render first aid as necessary. Contact an administrator.



### **Bomb Threat**

Administrators and teachers will direct students during a bomb threat.

### **Internal or External Disturbance or Dangerous Intruder Lock Down**

The Director, Associate Director, Assistant Director or designee will announce over the public address system that a LOCK DOWN situation exists. If the PA is not operable or appropriate, this announcement will be disseminated in the most practical and safe manner possible. The command center will be located in the Foyer Area of DCL.

The Director or designee will notify the Urbana Police Department, 911, the University of Illinois Police Department and the appropriate University Personnel immediately.

Teachers are responsible for following the appropriate sections of the School Building Emergency Action Plan.

Students should

- maintain a calm, quiet atmosphere.
- to the extent possible, move students to locations within the classroom where they cannot be seen from the hallway.
- wait in place for further instructions or information.

To the extent possible, injured individuals will be treated in place and then moved to the following areas in order of availability:

- Main Office.
- Teacher Lounge.
- Kitchen.

Parents/guardians are to be directed to a safe area inside DCL until it is determined that Uni is secure and that their presence does not constitute a safety risk to themselves or others.

## **Food and Beverage Policy**

Food and beverages are not permitted in classrooms except during the lunch period when clubs are meeting and with permission of the supervising sponsor. Students are expected to clean up after themselves.

## **Fundraising Activities**

**Fundraising procedures for student organizations will be under review in the 2015-16 school year and are likely to change.**

All fundraising activities must be approved in writing by the Director of Advancement and the Business Manager. The club or class sponsor is responsible for securing the approval and making sure materials and cash are secure at all times in agreement with Uni policies. Students

who wish to raise funds not associated with a club or class should arrange a meeting with the Director of Advancement and the Business Manager.

## **Inappropriate Items for School**

Laser pointers, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school.

If any such items are brought to school, they will be stored in the Assistant Director's Office until the student, and sometimes the parents or guardians, make appropriate arrangements for the property to be returned. When used inappropriately, cell phones and cameras, may be confiscated and/or result in disciplinary actions.

Our hallways are too crowded for the balls, toys, water guns, and similar items. Students may keep balls in their lockers for outside play during free times.

If students need any questionable item for a school-related activity, students should check with the Assistant Director for Student Life in advance.

## **Library**

The University Laboratory High School Library is the place to find materials for class assignments as well as recreational and informative material for personal use. The library is open school days from 7:45 a.m. to 4:15 p.m.

University Laboratory High School Library is one of approximately 38 departmental libraries of the University Library system to which Uni High faculty and students have access. A staff or student Prox Card serves as a library card and may be used at all departmental libraries on the University of Illinois campuses. Students may also request books and have them delivered to Uni.

Uni High students have the same borrowing privileges as undergraduates, but parents and guardians must accept the responsibility to pay any fees that accrue. A consent form is included in the registration materials when a student first enrolls at Uni. Borrowing periods and fees for late materials vary with the type of information source.

The large collection of the Uni library includes online resources that can be accessed from home. *As a unit of the University Library, the Uni High Library does not restrict access to materials nor does it install content filtering software on its computers. Parents should understand that no Uni computers are controlled with filtering software.*

## **Environment**

The Library reserves the right to remove students who are loud or disruptive. If behavior is sufficiently disruptive, students are referred to the Assistant Director for Student Life of University Laboratory High School. Food and drink are not allowed in the library.

For more specific policy information, consult the following documents

## **Lockers**

A locker is assigned to each student prior to the beginning of the school year, and students are reminded to protect their valuables stored in their lockers. Lockers are not to be traded or changed.

Padlocks are issued by the Main Office. Students are asked to turn in their padlocks at the end of the school year. There is a replacement fee for lost locks.

While Uni culture can encourage students to refrain from locking their lockers, the school recommends locking the locker when valuable items are inside. The school requires students to have laptops with them or locked in lockers at all times.

When students are issued their locker numbers at the beginning of the year, they are asked to examine their lockers immediately for damage, dents, peeled paint, etc., and to record the condition of their lockers on a form which will be filed in the Main Office.

Students are expected to clean their lockers completely before school closes on the last day of final exams. In early June, the condition of the locker is checked in order to identify any new damage that has occurred during the year. Students will be billed to cover the cost of cleaning and repairing any new damages in or on the locker.

School lockers are the property of the University of Illinois Laboratory High School and are made available to students for their convenience. Lockers may be subject to search at any time with reasonable suspicion.

Although Uni does allow students to leave their books and other personal items on the floor in front of their lockers during the school day, all must be put away at the end of the day. This enables our maintenance staff to clean the hall efficiently. Books and other items remaining on the floor at the end of the day are placed in the Lost and Found.

## **Lost and Found**

The Lost and Found is located in the first floor kitchen. Anyone who has lost an item of value, such as a watch, eyeglasses, or a calculator, should check with the receptionist in the Main Office. On the last day of the quarter unclaimed items will be donated to a service organization. Items of value will be saved until the end of the school year.

## Open Campus

University Laboratory High School operates on an open campus plan, and students are free to be off the Uni campus during free periods, lunch, and Uni Period. The school campus is considered to be the block bounded by Springfield, Mathews, Goodwin, and Stoughton.

Open Campus is a privilege and can be withdrawn or limited. Students should sign in and out when leaving the Uni campus for a class at the University. **Parents must understand that University High School is not responsible when a student leaves Uni's campus. Once the student leaves the school campus, he or she is no longer under school supervision unless engaged in a school-sponsored activity with a sponsor present.**

## Personal Electronics Policy

This policy covers all students while at University High School during the arrival at school until departure, and at University High School-sponsored activities unless authorized and approved by the Assistant Director for Student Life or supervising faculty member.

Personal electronics devices include calculators, mobile computers, audio players with or without earbuds, and similar technologies. Cell phone use is covered in the "Telephones" section below.

A personal electronics device used during the school day in a disruptive way may place on on the disciplinary ladder by the Assistant Director. If devices, including cell phones, are used for academic dishonesty, they will be confiscated and the applicable rules for academic dishonesty will be in effect. University Laboratory High School is not responsible for lost or stolen student electronics.

## Public Display of Affection

Excessive "Public Displays of Affection" are not allowed at Uni High (including all school-sponsored events), or on the Uni campus area. Examples of excessive PDA include kissing, long-lasting hugs, fondling, petting, sitting on laps, lying together on the floor or couch, etc. Such private acts in public spaces violate the school's commitment to maintaining an appropriate social and learning environment for young people. Consequences may begin on any place on the disciplinary ladder at the discretion of the Assistant Director. Discipline will become more serious if the activity does not cease.

## Safety Tips for the Uni Community

When coming to Uni when the building is locked, students should arrive at the time designated by the sponsor of the activity to avoid waiting outside the building alone. Similarly, families should arrange specific times for students to be picked up from events to avoid waiting outside the building alone.

Students should use the buddy system when walking around campus after dark. They should always use main entrances to buildings and avoid shortcuts through narrow passages and dark areas. If asked to give directions, students should not offer to accompany the person asking for directions, and they should never give information about themselves to strangers.

When using the MTD after dark, students should always inform parents or guardians of their transportation plans.

Students should lock their cars at all times and park as close to Uni as possible after dark. After practice in Kenney or Uni gyms, students should wait with someone else in the gym for a ride. Uni girls who use the Kenney Gym locker room should be aware of the alarm switch located by the door leading to the swimming pool.

In case of emergency, students should go to a campus emergency blue phone. The campus police station is located at the corner of Springfield and Goodwin.

Sex Offender Registration requires schools to notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

## **School Cancellation or Dismissal due to Weather**

Uni rarely closes as a result of inclement weather, and its cancellation policies do not follow those of local school districts. For instance, Urbana Schools might be closed and Uni might remain open.

Uni cancellation or dismissal due to weather announcements are made over a wide variety of television and radio channels, over the school website, and by a mass-telephoning and e-mailing system.

### **Late Starts**

Announcements may also be made calling for a late start. Normally, a late start will mean that the University High School will be open for students at 9:30 a.m. and classes will begin at 10 a.m. Please check the website for details during a late start. Each class will be shortened, and Uni Period may be cancelled. The normal dismissal time for Monday-Wednesday-Friday (3:50) or Tuesday-Thursday (3:05) will remain the same.

### **Parent Decisions about Inclement Weather**

Uni families may live far away from the school. Even if University Laboratory High School does not close, the parent makes the ultimate decision about sending the student to school. Any student may be excused by a parent who calls the Main Office if inclement weather is an issue for that family.

## **Signs and Similar Displays and Documents**

Non-school-related organizations, or students with non-school-related information, must ask the

Assistant Director for Student Life for permission to display posters or to have flyers distributed to students. Posters of events sponsored by the University may be posted in the school.

### **Removal of Offensive Signs or Images**

An egregiously offensive sign or image, or anything promoting illegal activity, in a public place should be reported to the Assistant Director for Student Life by the student or staff member who notices the sign, with details about when the sign was seen and its exact location. The Assistant Director has the authority to remove the sign at once.

## **Student Employment**

### **Off-Campus**

Employment certificates are required for minors under 16 years of age and can be obtained from the Main Office. Students seeking employment opportunities in the community need to be aware of the Illinois and Federal Child Labor Laws.

### **On-Campus**

Students working at Uni are hired through Extra-Help Services at the University of Illinois Human Resources Office. Students will need to meet with the person Business Manager and Office Manager. Those individuals will guide students through the process to become a new Uni extra-help employee. If you are being hired by Uni High, you will meet with the Business Manager.

## **Student Publications and Website**

### **Prohibitions**

Uni High student publications and the student-run website shall not print the following types of material:

- Anything that is libelous or obscene (as those terms are defined by the U.S. Supreme Court).
- Ad hominem attacks or derogatory statements directed toward fellow students or members of the Uni High faculty, staff and administration (i.e., criticisms that are directed at the person rather than at policies or actions).
- Profanities.
- Material that is plagiarized, that violates copyright laws, or that is illegally or unethically obtained.

The teachers of the journalism and web classes shall be responsible for ensuring that unacceptable material as defined above not be published. The Online Gargoyle moderates response comments to its stories before comments are published.

### **Names and Photos**

Through a form at registration, parents have the right to approve or disapprove of any Uni publication and the website, including the name of their students.

### **The Role of the Director and Other Third Parties in the Uni Website**

The construction and maintenance of the Uni High website, including the student newspaper, will be directly overseen by the class teacher, who will be responsible for monitoring and conducting periodic checks on the site and its contents. The Director, the Associate Director, the Assistant Director for Student Life, and the Advancement Director assist with this responsibility and make final decisions on the appropriateness of content.

## **Telephones**

Telephones in the Main Office are to be used if a student is ill and needs to call a parent or guardian for a ride home or contact a parent as directed by the office staff. Students should get permission from office staff before using the telephone. Students may also use the Main Office phones when conducting business related to club or class activities.

Cell phones are allowed in the first floor stairwells or in the student lounge during the school day. They should then be silenced; a student may only carry a silenced mobile phone on his or her person. Cell phones that sound during class will be confiscated, and the student will be disciplined. Students must not text in class.

## **Transferring and Withdrawing**

The parent(s)/guardian(s) of a student withdrawing from the school must write a letter to the Assistant Director indicating when the student will withdraw from Uni and where to send the student's school records. Only documents in the student's permanent record will be forwarded unless the parent/guardian requests additional information.

Students who embark upon exchange programs or leaves of absence without establishing contracts in advance with the Associate Director may be considered to have withdrawn from the school after being absent for the first five days of the semester. Their records will be held for transfer to another school once Uni's Registrar is notified. Any such student who wishes to return to Uni must reapply through the normal admissions process.

Any credits from an institution other than Uni may not be accepted.

## **Unauthorized Areas**

### **Classrooms and Attics**

Students are not to be in classroom or the attics outside of class time unless they are involved in an extracurricular activity supervised with a sponsor. Only faculty sponsors may reserve classrooms for student meetings.

**Elevator**

Uni's elevator is intended for individuals with physical disabilities preventing them from using the stairs. The following rules will be enforced:

- Except in the case of disability or injury, students may use the elevator with permission from a staff member, such as to carry instruments to the fourth floor.
- Faculty and staff, staff with equipment, and injured students have priority for all elevator usage.

**Gyms**

Students and student groups may not use Uni or Kenney Gyms and associated areas without making a reservation with the Main Office. Both gyms must be supervised by appropriate Uni employees when they are in use by students.

**Visitors**

All visitors to campus must check in and sign in at the Main Office, where they will receive visitors stickers to wear. Students are not allowed to bring visitors to school without the advance permission of the Assistant Director for Student Life.



## Daily School Schedules

Uni High students are expected to be in every class, every day. However, it is essential for Uni parents and guardians to understand that Uni has an open campus. *Students are not supervised, nor are they the responsibility of University Laboratory High School, when they leave the main building, Uni Gym, or Kenney Gym/Gym Annex. Students are not restricted in location during their free period(s) (except when assigned to a study hall); during lunch; or during Uni Periods.* More information on open campus policies is in the Attendance section.

The daily schedules are

### **Monday, Wednesday, Friday**

Period	Time
1	8:00 – 8:45
2	8:50 – 9:35
3	9:40 – 10:25
4	10:30 – 11:15
Lunch	11:15 – 11:45
5	11:50 – 12:35
6	12:40 – 1:25
Uni Period	1:30-2:10
7	2:15-3:00
8	3:05 – 3:50

### **Tuesday, Thursday**

Period	Time
1	8:00 – 8:45
2	8:50 – 9:35
3	9:40 – 10:25
4	10:30 – 11:15
Lunch	11:15 – 11:45
5	11:50 – 12:35
6	12:40 – 1:25
7	1:30 – 2:15
8	2:20-3:05

Special schedules, such as for the first day of school or exam periods, are on the school website or communicated by administrators in advance.

## **Building Hours**

Mondays through Fridays, students may enter the main building at 7:15 a.m., but must report directly to the kitchen and must remain in the kitchen until 7:30 a.m. From 7:30 to 8:00 a.m., students may be in any authorized areas of the building.

Mondays through Thursdays the building closes at 4:30 p.m., except for the third floor, which closes at 4:15. At 4:25 p.m. and at 4:30, a bell signals that the building is closing. On Friday the building closes at 4:15.

The Library closes at 4:15 p.m. every day.

On faculty meeting days, announced in advance, the building will typically close between 3:05-3:15 p.m.

Families should make arrangements for the whereabouts of their children when the main building is closed.

## **Lunch**

There is no lunch room for students, but Uni's kitchen (Room 116) has limited seating available during the lunch hour. The kitchen is also equipped with microwave ovens, a refrigerator, a stove, and a sink. Uni does not provide cooking or eating utensils. Students are expected to clean up after themselves and to help keep the kitchen and the hallways free of trash. Students are not allowed to eat in the classrooms. Exceptions are made for meetings such as Student Council, etc., which meet in classrooms during the lunch hour, with a faculty sponsor present. Cleanup of the room is expected.

## **Uni Period**

Uni Period may be used in many ways, such as time for clubs, for makeup work or extra help with a teacher, for attendance at SSO and all-class meetings, for all-school assemblies, or for personal study time.

# ATTENDANCE

Uni High students are expected to be in every class, every day. It is the responsibility of the parents or legal guardians to see that their children attend school regularly and promptly. Because classroom participation is an integral part of the learning process and an essential for academic success, absences other than excused absences are highly discouraged.

## Absences

Teachers mark students present, absent, or tardy each period. Attendance in all assigned periods and study halls is required.

But the Main Office and Assistant Director classify absences in three categories: *excused*, *unexcused*, and *documented*. The Assistant Director and/or the Main Office inform faculty daily of the classification of absences. (One way they are able to inform teachers is by simply changing the attendance indication in the gradebook.)

### Excused Absences

Absences for the reasons listed below will be marked as an excused absence; this list has been developed by the State of Illinois. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in family
3. Medical or dental appointment
4. Unavoidable accident or emergency (traffic difficulties are not considered excused)
5. Religious holiday or observation
6. Court (subpoenaed as witness)
7. College visit (with proper procedures)

School-related activities such as field trips are excused absences. Parents and guardians make final decisions about transportation safety and weather-related absences and may have a student's reasonable weather-related absences excused.

### Unexcused Absences

All other absences are unexcused. Students *may not* make up any work that occurred in class during an unexcused absence, including a quiz or test. Work that was due in class the day of an unexcused absence may not receive credit. Any exceptions, in very rare instances, may be determined by the Assistant Director. All faculty must follow the part of the makeup policy regarding unexcused absences. Some examples, not an exhaustive list of unexcused absences, might include the following:

1. Oversleeping.
2. Missing a bus, lack of ride to school, private vehicle breakdown.
3. Visit from a relative or friend.
4. Traffic.

5. College visits or other anticipated absences not properly approved.
6. Working.
7. Personal business.
8. Vacation, trips with family not properly approved.
9. Court (personal reasons).
10. Being unprepared for class, test, project, paper due.
11. Skipping class.

## **Documented Absences**

Some absences are termed a “documented absence” from school. A documented absence is not reported to the State of Illinois as an excused absence, but does allow students to make up work, take a test at a later date, etc., according to the normal make-up rules.

Necessary family trips (such as a wedding or college graduation of a sibling or close relative), college visits, participation in a conference or internship, and performance in an extraordinary academic, leadership, or performance activity may qualify for a documented absence—at the discretion of the Assistant Director.

For an absence to be classified as documented instead of unexcused, the student must complete the Documented Absence form two weeks in advance of an absence. The student may obtain the Documented Absence form from the Assistant Director, who makes an inquiry and decision about classification of the planned absence. The Assistant Director then informs all of the student’s teachers of the impending absence and its classification. *It is the student’s responsibility to e-mail all teachers to ask for any special instructions for making up work.* Without special instructions, normal makeup rules apply (see below).

More than five absences for college visits will be addressed by the Assistant Director for Student Life and the College Counselor.

## **Absences to Physical Education**

1. Any illness/injury requiring the student to be accommodated for more than three consecutive days will require a doctor’s note, which must explain the reason for the PE accommodation and the length of time the student is required to be excused from regular activity. The note must also list any alternative activities the student should use for rehabilitation or for alternative workouts.
2. Students who only miss only their PE class during the day, but are present in all other classes, will be required to make up that class. Students are required to make up unexcused PE absences.

3. An accumulation of eight or more absences (approximately ten percent of the days in a semester) of any kind during a semester will require the makeup of any additional missed classes. All makeups must be done in a Uni fitness class prior to the end of the current quarter. If a student has a free period and there is a PE class at that time, makeups must be made up during that period. Makeup work must be arranged with the instructors in advance.
4. Any student receiving a medical exemption from PE for more than one week will be required to complete a written assignment to satisfy his or her PE requirement during the inactive time. The assignment will be due within one week following the student's return to PE. On or before the first day of the accommodation, the student is required to communicate directly with his or her PE teacher regarding student expectations during this period of time. Students should report to PE class until directed to do otherwise.

## **Reporting Absences**

### **Reporting a Full-Day Absence—Parents and Guardians**

Each day that a student is absent, his or her parent or guardian must e-mail [uni-attendance@illinois.edu](mailto:uni-attendance@illinois.edu) or call the Main Office before 9:00 a.m. The office number (333-2870) is available 24 hours of the day for reporting absences. The only exception to the need to call in each day of an absence is when Documented Absence or College Visit form has been completed with the knowledge of the Assistant Director for Student Life.

### **Return to School After a Full-Day Absence**

When students return from a reported full-day absence(s), they report directly to their first period class. When the absence(s) was not recorded, or if a student is late to school, students report to the Main Office.

## **Leaving School Early**

### **Procedure for Leaving School Early or for Appointments**

1. If a student is to miss a class, parents must call (333-2870), e-mail ([uni-attendance@illinois.edu](mailto:uni-attendance@illinois.edu)), or send a note to the Main Office prior to the student's departure. Partial-day absences may be categorized excused, unexcused, or documented just as are full-day absences.
2. When it is necessary for a student to leave school during the day for an appointment or illness, he or she must sign out in the Main Office stating the time left and the estimated time of return. When the student returns, he or she must mark the actual time of return on the sign-out sheet so that it is clear that the student is back in the building.

Parents or the individual student should provide transportation when a student must leave school for an appointment or for illness. The Main Office must have contact with a parent before a student drives to an appointment or before an ill student is released to drive him- or herself home. No student will be released to provide transportation for another student

## **Students Leaving for a Free Period/Open Campus**

It is essential for Uni parents and guardians to understand that Uni has an open campus. Students are not supervised, nor are they the responsibility of University Laboratory High School, when they leave the main building, Uni Gym, or Kenney Gym/Gym Annex. They do not sign in or out of the Main Office except for appointments and illness. Students are not restricted in location during their free period(s), Uni Period (except when assigned to a study hall), or during lunch. Free periods may fall at the beginning or end of the day; in addition, during free periods students may attend classes in other buildings of the University of Illinois, participate in Senior Projects or similar internship/research opportunities, or do service work. The decision of where to be during free times lies with the student and parent/guardian.

## **Excessive Absences**

Student attendance at school is an overwhelming factor in student success in all ways. The Assistant Director for Student Life will talk with students with excessive absences and may refer him or her to the SSO. Students who are excessively absent from school may be required to provide documentation from a professional source explaining the cause of the absences. At the discretion of the Assistant Director, students with excessive absences for any reason may be subject to penalties anywhere on the discipline ladder. In addition, students are accruing academic disadvantages (such as not being able to turn in makeup work) with each unexcused absence.

A student's total discipline record is always considered in the school's offer to return to Uni each year, and excessive absences may lead to dismissal before the next school year. At the discretion of the Assistant Director and Associate Director, excessive absences (usually eight or more) may jeopardize course credit.

Excessive absences may be deemed truancy under the definitions of the State of Illinois, and University Laboratory High School does comply with all truancy regulations. Consequences for excessive absences may include legal action through the Regional Office of Education.

## **Unauthorized Skip Day**

The school does not sanction or approve any unauthorized skip day by any group of students. The absence of students known to be participating in such a skip day will be considered unexcused. Parents and guardians will need to verify the legitimacy of excused absences.

## Homework Requests

Families can obtain homework during an absence by having the student check with a classmate via phone or e-mail, contacting the teacher via e-mail, or checking the teacher's web page if available.

## Tardiness

Any student with a first-period class who arrives to school after 8:00 or returns to school from an appointment must report to the Main Office for an admittance slip. All tardies to school are considered unexcused except for medical appointments (with documentation), illness, and weather-related reasons with communication from the parent or guardian. The admittance slip will be marked excused or unexcused.

Students who are not in the classroom when the bell rings at the beginning of the period are considered tardy. Some teachers may have more specific policies, but at a minimum a student must be in the classroom at the bell to be considered on time for class.

At any time during a class period, when a student enters class tardy *without* an excused admittance slip or an excuse note from another Uni staff member, the teacher changes the designation from absent to tardy in his or her gradebook. (If the student does have such an excuse note, the teacher changes the designation from absent to present.)

Tardiness is typically considered separately from other disciplinary offenses when determining consequences.

At Uni, all tardies—to school and to all classes—are counted together. When the Main Office and Assistant Director determine that a student's total unexcused tardies have reached five in any one semester (and ten, and fifteen), the Assistant Director of Student Life notifies the student, parent(s), and/or guardian(s) by e-mail or telephone. Consequences for tardiness are

Fifth tardy	Five service hours
Tenth tardy	Ten service hours
Fifteenth tardy	Discretion of the Assistant Director

Service is assigned by the Assistant Director, and he or she only allows service work on Tuesday and Thursdays after school. As necessary, the Assistant Director will communicate with appropriate sponsors and coaches of after-school activities; in general, tardy service takes precedence over co-curricular activities.

At 15 tardies, consequences are developed for the individual student by the Assistant Director for Student Life. They may include Saturday Service as described in the Discipline section of the

handbook.

Teachers are encouraged to talk to the Assistant Director of Student Life as they notice a student's tardiness becoming a difficulty. In addition, teachers are asked to not to hold students after the period has ended; if necessary, the teacher should write a note admitting the student to his or her next class.

## Make-Up Work

It is the student's responsibility to make arrangements with each teacher regarding the work to make arrangements with each teacher regarding the work missed due to an excused absence. Upon his or her return to school after an excused absence, a student has the **number of days missed plus one** to make up missed work; exceptions must be approved by the Assistant Director. Parents shall be responsible for informing the school in a timely manner of any changes to medical situations that result in lengthy absences.

At the discretion of the teacher, missing days before a test announced well in advance do not allow the student extra days; in most instances the student will have to take the test on the announced day. Students should be fully prepared to take any announced exam that was scheduled before their absence unless they are able to make other arrangements with the teacher beforehand. (In other words the family might be able to arrange with the teacher for extra time because the student was too sick to study, too far behind in content delivered by the teacher, etc. that the student. Teachers may give different but comparable versions of make-up tests and quizzes.

All make-up work not yet begun at the end of the required time for its completion will receive a zero. The only exception to the above makeup procedures is

- the case of absence when a long-term project is due. If a student misses the day that a long-term project (one that requires at least one week to complete) is due, the project may be due immediately upon his or her return or sooner than the number of days missed plus one. This decision is at the discretion of the teacher. Missing days during the total length of a long-term assignment does not necessarily add any days to the due date; again, this decision is at the discretion of the teacher. For example, if a long-term project is due on Friday and a student misses Wednesday, he or she may be required by the teacher to turn in the assignment on Friday.

Any graded exercise missed due to an unexcused absence or tardy may not be made up for credit; all teachers must follow this requirement.

## Absences and Extracurricular Activities

With an excused absence, a student must be in school for a half-day in order to be part of an extracurricular activity. Students with an unexcused absence may not participate. Exceptions in extraordinary circumstances may be granted by the Assistant Director for Student Life in consultation with the activity sponsor.



## **Absences for a Semester Exam**

Being absent or tardy for a semester exam or end-of-semester project is a serious matter, and families should contact the Assistant Director for Student Life directly and immediately in this instance.

## **Extended Absences**

When a student has been absent for an extended period of time, the Assistant Director may request a conference with the student, parent(s), guardian(s), teachers, and counselor in order to discuss the student's academic status. A professional's documentation may be requested for excessive absences due to illness or accident.

Students requesting a leave of absence such as a semester or year leave of absence, such as a stay with a parent on sabbatical, must meet with the Associate Director as early as possible. The Associate Director works with the Curriculum Committee to grant approval for such leaves.

# DISCIPLINE

By joining the Uni community, students assume the obligation of abiding by the standards commonly held by the school and are expected to conduct themselves in compliance with all school rules and policies. Every student at Uni is therefore obligated to assume responsibility for his or her actions, to be truthful, and to respect the rights of others to obtain an education in an orderly and peaceful environment, as well as to protect personal and public property. Failure to comply with school rules and policies or to conduct oneself in a manner that violates the rights of others may result in discipline.

A separate Bullying and Harassment policy governs those types of misbehavior, and the Computer Usage chapter details the rules in that area. Please see those sections of the Handbook.

## **Prohibited Student Conduct: Minor Misbehavior**

In order to ensure a positive learning environment, students are expected to follow all directives from staff members and school officials and refrain from any activity that would constitute an interference with school purposes or educational functions. Students are expected to be quiet and orderly in classrooms, hallways, gyms, and the library.

The following is not an exhaustive list; relatively minor misbehavior that still warrants disciplinary action may take a variety of forms that cannot be foreseen. Some examples of minor misbehavior at Uni are the following:

- inappropriate dress (see “Dress” section below); wearing offensive clothing;
- offensive signs, including in/on lockers;
- causing a classroom, hallway, or lounge disruption, including the use of profanity;
- causing a disruption at a school-sponsored event or in another University building;
- habitually being without a prox card and therefore disturbing the office staff;
- being in an unauthorized area of the school;
- using the elevator without approval;
- texting or using a cell phone in class, unless authorized for research by a teacher;
- participating in public display of affection (beyond holding hands or momentary hugging);
- misusing school computers, such as playing games in the lab (see “Computer Usage” section elsewhere);
- damaging school property;
- eating in class without permission;
- using a disrespectful tone of voice to an adult or student;
- leaving messes of any kind in hallways, the kitchen, classrooms, etc.

## **Faculty and Staff Disciplinary Consequences**

Each faculty member, and any other school employee when students are under his or her charge, is authorized to impose appropriate discipline for minor behaviors that disrupt the classroom learning environment or school activity. Faculty and staff are encouraged to issue a verbal warning to the student to cease the inappropriate behavior. If the student fails to comply or if a

verbal warning is impractical, faculty or staff may do one or more of the following:

- withhold privileges;
- notify parents/guardians or call conferences with parents/guardians;
- seize personal items that are distracting students or faculty from the activity at hand (to be retrieved from the Main Office at the end of the school day or the following school day);
- temporary removal of the student from the classroom.

*Any substantial misbehavior, even if handled by the teacher, must be reported to the Assistant Director of Student Life for appropriate recordkeeping. Teachers use the Student Behavior Report, either in the hard copy or electronic format.*

Faculty members should not give academic consequences for disciplinary violations. One possible exception is participation points in classes that rely heavily upon discussion or group work.

If a student feels that a disciplinary action taken by a faculty or staff member—not by the administration—is unwarranted, the student may request in writing a review by the Assistant Director for Student Life. The request will specify the sanction being appealed and the reasons for appeal. The Assistant Director for Student Life will discuss the matter with the student and the faculty or staff member who imposed the sanction to determine whether or not the sanction was appropriate. The Assistant Director for Student Life may uphold the sanction or adjust the sanction as appropriate. The Assistant Director for Student Life's decision is final.

## **Administrator Disciplinary Consequences for Minor Misbehavior**

In normal circumstances, a faculty or staff member, when he or she would like a matter addressed by the Assistant Director of Student Life, *must send the Student Behavior Report to the Assistant Director*. The Assistant Director will find the student later in the day for a discussion. Faculty and staff may also send a student immediately to see the Assistant Director for Student Life (or the Associate Director or the Main Office if both are unavailable) for more immediate issues. *As soon as possible after sending a student to the Assistant Director, the teacher or staff member must submit the Student Behavior Report form to the Assistant Director.*

The Student Behavior Report allows for effective recordkeeping by the Assistant Director for a student's offenses across all classes, and communication back to the teacher who completed the report of the disciplinary consequence.

Disciplinary responses are at the discretion of the Assistant Director for Student Life, and may range from verbal warnings to much more serious consequences. However, discipline for minor misbehavior, not that of the most grave nature, will most often take the following course of action (often called the "disciplinary ladder"):

## **Disciplinary Ladder**

### **Verbal or Written Warning**

first two offenses of any kind in any one school year

### **Parent Contact**

next two offenses of any kind in any one school year

### **Three Hours of School Service**

next two offenses of any kind in any one school year

### **Revocation of Free Periods**

next two offenses of any kind in any one school year;  
normal order is free periods, then lunch, then Uni Periods;  
length of time to be determined by Assistant Director

### **Saturday Service**

next offense of any kind in any one school year  
Saturday service is usually 9:00-11:00 a.m.

### **Out-of-School Suspension**

next offense of any kind in any one school year  
length of time to be determined by Assistant Director

### **Dismissal**

next offense of any kind in any one school year.

Saturday service may be appealed to the Associate Director. His or her decision is final.  
Suspensions may be appealed to the Director, and his or her decision is final.

Dismissal hearings, as explained below, are part of any possible dismissal.

In normal instances, with minor misbehavior, a student begins with a fresh start in relation to the discipline ladder each school year. The Assistant Director may make exceptions at his or her discretion.

Disciplinary consequences take priority over co-curricular commitments, with exceptions granted by the Assistant Director.

### **Behavioral Dismissal Hearing and Dismissal**

In a dismissal hearing, three faculty members from a rotating list meet with administrators, and the group determines a course of action, from dismissal to placement on any rung of the disciplinary ladder. The Assistant Director reports the result to the student and family; they may appeal in writing to the Director within three days. The final appeal, due within one week, is to Uni's liaison in the Provost's Office. His or her decision is final.

### **Prohibited Student Conduct: Major Offenses**

Teachers must immediately report violations of Major Offenses to the Assistant Director.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing or backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Students may be disciplined for misconduct, including, but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (1) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (2) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to:
  - (1) ingest, inhale, or inject cannabis or controlled substances into the body; and
  - (2) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. See “Alcohol/Tobacco/Drug” subsection below.

4. Using, possessing, controlling or transferring a weapon, such as a firearm or “look alike,” knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

5. Possessing fireworks or any other form of explosive incendiary device.

6. Serious insubordination or disobeying rules of student conduct or directives from staff members or school officials.

7. Bullying or harassment. Refer to the chapter on those topics for more information.

8. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property. See “Theft” subsection below.

9. Being involved in any fighting, battery, or verbal altercations. See the “Fighting/Battery/Verbal Altercations” subsection below.

10. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

11. Violating any criminal law, including but not limited to, assault, arson, gambling, eavesdropping, and hazing.

12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

14. Initiating a fire alarm or initiating a report of warning of a fire or of an impending bombing or other catastrophe without cause.

This listing is not exhaustive, in that the school cannot anticipate every kind of inappropriate or illegal behavior.

Students who commit major offenses will be placed on any step of the disciplinary ladder or receive other consequences according to the consensus of the Assistant Director and Associate Director. A written appeal is due to the Director within 24 hours.

Serious offenses are cumulative during the Uni career; that is, repeat offenses of any kind or combination will be considered when the administration determines disciplinary action.

## **Legal Consequences**

In addition to school sanctions, students who commit illegal behaviors may face additional legal consequences in addition to school consequences. Illegal behaviors will be reported to the University of Illinois Police Department, and parents or guardians will be notified.

## **Aiding and Abetting**

Any student found to be either directly or indirectly involved in aiding, abetting, or assisting another student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to dismissal.

## **Jurisdiction**

The grounds for disciplinary action, including those described more thoroughly elsewhere in these policies, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of school grounds, before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity, or event, or any activity, or event, which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.

In this instance, "school grounds" or "school property" includes the Uni block bounded by Wright, Stoughton, Goodwin, and Springfield Avenues. Because of our students access to the University, disruptions anywhere on University of Illinois property during school hours or associated with the time of a co-curricular event may be considered as Uni's jurisdiction for discipline or may be reported to the campus police.

## **Required Notices**

A school staff member must immediately notify the office of the Director, or in his absence, other administrators, in the event that the staff member: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. "School grounds" includes modes of Uni transportation to school activities and any public way within sight of the school grounds, as well as school property itself. The "school grounds" or "school property" is defined above.

Students are to inform the administration or any adult if they see or hear that someone has a weapon or hear someone threatening to use a weapon against anyone.

Teachers and staff may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

## **Theft**

Students responsible for stealing school or private property (including student prox cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is "stolen," or reported as stolen will be subject to school discipline as assigned by the Assistant Director of Student Life.

Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there" will most likely not be acceptable reasons for a student to be in possession of lost or stolen property.

Reports of theft may be turned over to the University of Illinois Police Department.

Students should mark with indelible pen all items such as books, calculators, personal electronics, clothing, etc. The math department has an etcher that will mark calculators with the student's name.

## **Fighting/Battery/Verbal Altercations**

A fight is defined as two or more individuals involved in mutual, aggressive physical contact with one another. Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to suspension from school and/or appropriate consequences as the Assistant Director for Student Life recommends for serious misbehavior. Subsequent incidents during the school career may result in dismissal.

All incidents of fighting/battery will be reported to the Assistant Director of Student Life and could result in a criminal matter as well.



Verbal altercations that result in a school disruption may result a variety of consequences on the disciplinary ladder as determined by the Assistant Director.

## **Language and Gestures**

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or other students are to be reported to the Assistant Director of Student Life for appropriate disciplinary action. Students may be subject to the consequences for serious offenses for using obscene or otherwise offensive language or gestures toward a staff member.

## **Search and Seizure Procedures**

### **Searches of Property**

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

All lockers and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students. All such lockers and other storage areas, as well as their contents, are subject to inspection at any time, without notice and without cause, at the discretion of school administrators. No student will lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the administration of the school.

The school administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Searches of Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) where there is a reasonable ground for suspecting the search will produce evidence that the particular student has violated or is violating either the law or the 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.

When feasible, the search should be conducted

- away from the view of others, including students;

- in the presence of a school administrator or adult witness;
- by a school employee or liaison police officer of the same sex as the student.

University Laboratory High School does not condone the use of strip searches of any student under any circumstance.

Immediately following a search, a report shall be made by the school authority who conducted the search, and given to the Director.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **Alcohol/Tobacco/Drug**

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited on school property or at school-related events at any time, whenever or wherever the student's conduct is reasonably related to school, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the Medical section of this handbook.

The Assistant Director for Student Life, with the concurrence of the Associate Director, will evaluate whether alcohol/tobacco/drug policies have been violated and take appropriate disciplinary and other action. Factors that the decision makers consider when determining the appropriate disciplinary and remedial actions include, but are not limited to, the type of substance involved; whether and the degree to which the student participated in the consumption, sale or possession of the alcohol or prohibited materials; the location and timing of the conduct at issue; other conduct or circumstances at issue, and any other relevant factors such as previous discipline issue on file. Additionally, the Assistant Director for Student Life, with the concurrence of the Associate Director, is informed by the following guidelines.

### **First Offense During the Student's Uni High Tenure**

A student will be required to meet with a licensed professional substance abuse counselor approved by the school for a minimum of three sessions. The student's family will be responsible for the costs of the required counseling. Typically, an out-of-school suspension, of a length at the discretion of the administration, is also assigned. Under normal circumstances, the suspension is for three days. During suspensions for alcohol/tobacco/drug offenses, students may make up school work.

### **Second Offense During the Student's Uni High Tenure**

The student will be required to meet with a licensed professional substance abuse counselor approved by the school for a minimum of ten sessions. The student's family will be responsible for the costs of the required counseling. Typically, an out-of-school suspension, of a length at the discretion of the administration, is also assigned. Under normal circumstances, the suspension is for ten days. During suspensions for alcohol/tobacco/drug offenses, students may make up school work.

### **Third Offense During the Student's Uni High Tenure**

Typically the student will be dismissed from the school following the dismissal procedure outlined in this chapter.

## **Academic Dishonesty**

Intellectual honesty is at the heart of any academic undertaking, and Uni High students are expected to assure the originality of their academic work. Students are responsible for refraining from the following infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.

### **Faculty and Administrative Responsibilities**

This policy on academic integrity will be made available to all faculty at University Laboratory High School. Faculty are encouraged to uphold the spirit and meaning of the policy. In addition, faculty should work to discourage academic dishonesty and protect academic integrity.

Faculty should inform students of course requirements, such as the scope of permitted collaboration, if any; notice of the conventions of citation and attribution expected for course assignments, including papers; and notice of the materials that may be used during examinations and on other assignments.

### **Examples of Academic Dishonesty**

The following behaviors are examples of academic dishonesty:

**Cheating** is intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data in any academic exercise. Cheating consists of using unauthorized notes, study aids, or other materials or information during an examination or for the preparation of other graded work; altering and resubmitting work previously submitted and graded; or submitting identical or substantially identical work for credit in more than one course without prior permission from the instructor(s). Substantial portions of the same academic work may not be submitted for credit more than once without authorization.

During examinations and other graded work, student should assume that external assistance (e.g., books, notes, calculators, Internet sites or other computer assistance, conversation with others) is prohibited unless specifically authorized by the instructor. Collaborating with others on an assignment or examination in a manner not permitted by the instructor is cheating.

Cheating is also

- knowingly allowing another to copy from any graded work or from one's work during an examination constitutes a breach of academic integrity.
- intentional or unauthorized falsification or invention of any information, citation, data, quotations, or sources in an academic endeavor is cheating.
- stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the teacher is cheating.
- taking an exam by proxy for someone is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute.

**Plagiarism** is intentionally or knowingly representing the words or ideas of another as one's own in any academic endeavor. Plagiarism includes, but is not limited to, the knowing or intentional failure to attribute language or ideas to their original source, in the manner required by the academic discipline (such as by quotation marks, attribution in the text, proper paraphrasing and citation) in an academic exercise.

A student obtains an **unfair advantage** by (a) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of the use of the materials; (b) intentionally obstructing or interfering with another student's efforts to complete an academic exercise; or (c) undertaking any other activity intended to create an unfair advantage over other students in meeting course assignments and requirements.

## **Academic Dishonesty: Disciplinary Actions**

A teacher or administrator who believes a student is guilty of an infraction of academic integrity notifies the student of the basis for the belief and then requests the student respond to the allegation.

The student will then have two possible courses of action to choose from

1. If the instructor is willing, the student may try to work out a solution directly with the instructor. If it is determined by this method that academic dishonesty did occur, the instructor must notify the Assistant Director for Student Life of the incident so that a record of academic dishonesty may be compiled for future reference. In this option, the decision of the consequences rests between the teacher and the student. Consequences often take the form of the teacher's assigning a grade of zero for the work or the student's completing the work again, or similar work, with a reduction in the grade. Students may fail a course due to significant academic dishonesty.
2. The student or teacher may take the matter to the Assistant Director for Student Life, who will then review the situation and decide on a course of action that may include consequences such as those above and/or may include any step on the disciplinary ladder.

The number of student offenses are cumulative throughout the Uni career, and consequences may become more severe with each instance. A student's total record of academic integrity is

always considered in the school's offer to return to Uni each year. A pattern of infractions may lead to dismissal, following proper dismissal procedures, before the next school year. A change from past years is that there is no Academic Hearing procedure for Academic Dishonesty, although teachers, executive teachers, and students will be interviewed during the Assistant Director's review.

## **Disclosure to Colleges**

Uni does not disclose disciplinary offenses to colleges. Students are urged to be ethical when answering application questions of discipline themselves.

## **BULLYING AND HARASSMENT**

University Laboratory High School strives to provide all students with a safe school environment that facilitates learning. Uni's desire is for all students to thrive in an atmosphere of mutual respect, an atmosphere of respect for individual differences.

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Bullying and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, including sexual harassment, and will take disciplinary action against any student who participates in such conduct.

Violations of bullying and harassment policies may be subject to discipline under applicable University of Illinois and police procedures as well as those of Uni High School.

The jurisdiction of the school in bullying and harassment is the same as for other discipline incidents (see the Discipline section). Typically the school becomes involved in external behavior of bullying and harassment when it interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

### **Caveats**

It is important for students and parents to realize that all social conflict is not bullying or harassment *per se*, although it might definitely be inappropriate behavior that would be addressed by the school with education and consequences. In addition, bullying and harassment can be difficult to detect by staff, and all bullying and harassment can never be stopped in any school environment, no matter how diligent the school is. It is essential that victims, bystanders, parents, and teachers report bullying directly and clearly and in a timely fashion using proper procedures below to give Uni an opportunity to address problems. All teachers must intervene in any conduct they witness that approaches bullying and harassment and report significant instances of misbehavior as appropriate.

## **Definitions and Examples of Bullying and Harassment**

### **Definition and Examples of Bullying**

Bullying means any severe physical or verbal act or conduct, including communications made orally, in writing, or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of

1. placing the student in reasonable fear of harm to the student's person or property;
2. causing a substantially detrimental effect on the student's physical or mental health;
3. substantially interferes with the student's academic performance; or

4. substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

With bullying, there is a relationship between bully and victim and typically a real or perceived difference in power between bullying and victim. Bullying typically involves a pattern of negative behavior over time, and is typically intentional harm-doing.

Bullying and similar prohibited conduct may include, without limitation, threats, intimidation, sexual harassment, stalking, physical violence, theft, public humiliation, teasing, social exclusion or social aggression/control, destruction of property, or retaliation for asserting or alleging an act of bullying.

- Name-calling, racist remarks, put-downs, hazing, or extortion may be considered bullying.
- Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, taking, hiding, or destroying other's possessions, may be considered bullying.
- E-mail, blogs, other computer transmission from school computers, signs, and graffiti may be considered bullying.
- Cyber bullying may include, without limitation, some of the above behaviors by electronic means (such as rumor spreading) but might also include photo altering, flaming, trolling, impersonation, sexting, and other conduct. More information on how to react to cyber bullying is available from the SSO.
- Extreme or subtle relationship manipulation, reputation attacking, and using demeaning gestures may be considered bullying. More information on this type of social aggression is available from the SSO.

### **Staff Behavior**

While all unpleasant or unprofessional behavior by staff (singling out students, using sarcasm, unequal treatment, etc.) may be not be considered bullying, staff—like all members of the Uni community—must bear in mind the above prescriptions for their own conduct. In addition, Uni staff must adhere to the school's Workplace Expectations and the University's various codes of conduct as they interact with students and other staff members.

## **Harassment**

### **Definition and Examples of Harassment**

Uni High considers harassment to be, without limitation, intimidating, bullying, physical, or verbal conduct that is based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, status as homeless or other socioeconomic difference, or pregnancy, or association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguished characteristics. Behaviors of communication including, but not limited to, written or electronic means or distribution or display of printed material may constitute harassment. The school will not tolerate harassing conduct that interferes with a

student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

University of Illinois policies and procedures, as well as those of law enforcement, regarding harassment may apply to activities at University Laboratory High School as well.

### **Racial, Ethnic or Religious Harassment**

Racial, ethnic, religious, and sexual orientation harassment are specifically prohibited and will not be tolerated. Language, gestures, apparel, or any action that show disrespect, intimidate, threaten, or cause injury on the basis of racial, ethnic, or religious origin or background or sexual orientation will constitute harassment.

### **Sexual Harassment**

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is often defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Sexual harassment typically includes, but is not limited to, sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance, or sexual orientation; sex-oriented verbal kidding, teasing, or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body. With sexual harassment, behavior often persists despite objection by the person toward whom the conduct is directed.

As with bullying, sexual harassment may depend upon a power differential between the parties or depend upon repetition of occurrences, and not all of the behaviors listed above or below are sexual harassment.

Sexual harassment may take the form of adult-on-adult activity; University of Illinois and Uni Faculty Handbook rules govern this behavior among adults. Policies in this document focus on sexual harassment situations that are teacher on student or student on student.

In addition to the behaviors described above, teacher-on-student sexual harassment may include requests for sexual favors, sexual advances, or other sexual conduct when

- submission is either explicitly or implicitly a term or condition for any education decision; or
- such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile, or offensive school environment.



## **Examples of Sexual Harassment**

Examples of student-on-student conduct that are prohibited in the school's educational environment and that may constitute sexual harassment, in addition to the above behaviors, include but are not limited to

1. expressing sexual slurs, epithets, e-mail, or blogs that are sexually degrading or abusive, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or inappropriate sexual propositions;
2. engaging in graphic verbal comments about an individual's body, or overly personal conversation;
3. using sexual jokes, stories, drawings, pictures, e-mails, blogs, or gestures;
4. displaying sexually suggestive objects, software programs, or computer graphics;
5. spreading sexual rumors;
6. stalking a person—in person, by written or graphic means, or by Internet or phone;
8. displaying sexually suggestive objects in the educational environment;
9. making lists of "hot people" or rating or ranking people according to attractiveness or body parts; or
10. any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **Witnessing Bullying and Harassment**

For bullying and harassment to be addressed, it is often crucial that witnesses and bystanders take action. Any teacher who sees inappropriate conduct must, on the spot, stop it, identify it, and remind students of the school's expectations. If the inappropriate conduct is bullying or harassment, including sexual harassment, the teacher must report the incident.

Student bystanders in a bullying or harassing situation are asked to refrain from joining in, to tell the bully to stop his or her behavior, and report the incident to a trusted adult.

## **Reporting Bullying and Harassment**

Students who believe they are victims of bullying, intimidation, harassment, or sexual harassment, or have witnessed such activities, are encouraged to discuss the matter with any teacher, counselor, or administrator. Students may choose to report to a person of the student's same sex, and students may be accompanied by a parent/guardian, friend, or advisor in making such a report.

If students, families, or adults are not comfortable taking bullying or harassment complaints to any other source, they should rely upon the two designated intake persons of the school. They are

Elizabeth Majerus	244-8577	201 Hue House
Steve Rayburn	244-8579	205 Hue House

The school representative taking the report should ensure that the reporting form below is completed, so that incidents are documented and investigated in a prompt and thorough manner.

For additional information on the equal opportunity, affirmative action, and harassment policies of the University or information on Title IX, ADA, or 504, please contact the Director of the Office of Diversity, Equity, and Access; 104 Swanlund Administration Building (MC-304); 601 E. John Street; Champaign, IL 61820, 217-333-0885. The University's Title IX Coordinator is Menah Pratt-Clarke. The Deputy Title IX Coordinator for University High School, available at the same office, will also be able to address questions.

## Reporting Form

### **Bullying, Harassment, Sexual Harassment, and Other Aggressive Behavior**

Students \_\_\_\_\_

Incident date \_\_\_\_\_

Incident location \_\_\_\_\_

Incident time \_\_\_\_\_

Reported by \_\_\_\_\_

Reporting date \_\_\_\_\_

Reported to whom \_\_\_\_\_

**Aggressive behavior description:** *(Reporters, be specific and objective. List all pertinent information regarding the incident including: names of all parties present and involved, all witnesses, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc. Use reverse if necessary).*

Accepted by the Assistant Director of Student Life:

\_\_\_\_\_  
Assistant Director of Student Life

\_\_\_\_\_  
Date

## Investigating Bullying and Harassment

All reports are channeled to the Assistant Director for Student Life, who investigates incidents of bullying and harassment, including sexual harassment.

The principles governing Uni's actions upon a report are the following:

- Complaints will be kept confidential *to the extent possible given the need to investigate*. Complete confidentiality cannot be guaranteed in an investigation.
- An investigation will begin promptly after a report form is received.
- Communications to parents and students, both alleged perpetrators and victims, will be timely.
- The school will use due diligence to protect the alleged victim, alleged perpetrator, and witnesses during an investigation.
- Typically, peer mediation/conflict resolution will not be used unless behavior is found, after an investigation, not to be bullying. Typically, only trained personnel are involved in any kind of mediation.
- The University Police will be notified if laws have been violated.

In the course of the investigation, the Assistant Director of Student Life will interview alleged victims and perpetrators, both of whom may have parents/guardians present. The Assistant Director of Student Life will interview bystanders and any other witnesses necessary to determine whether bullying or harassment occurred. In the course of the investigation, the Assistant Director may confer with University of Illinois resources.

After the investigation is complete, the Assistant Director for Student Life will convene the Bullying and Harassment Committee of three elected faculty members and the Associate Director, and present evidence uncovered during the investigation. The Committee will present to the Director a recommended outcome.

## Consequences of Bullying and Harassment

Consequences for engaging in bullying and harassment, including sexual harassment, are severe. Depending upon the behavior, circumstances, history, and other contextual factors, consequences including, but not limited to, verbal or written reprimand, detentions, denial of privileges, and other penalties may be assigned; often suspension or expulsion from school are warranted. As stated above, illegal behavior will be reported to the police. The Director will notify parents of outcomes, and an intervention plan governing future behavior will be created. Appropriate University of Illinois offices will be apprised of outcomes as well.

Depending upon circumstances, the school will also meet some complaints of bullying and harassment with educational measures, such as training students on the differences between playful teasing and hurtful taunting.

## ACADEMIC POLICIES

The Academic Policies section of the Student-Parent Handbook is designed as a supplement to the Curriculum Guide, which is published each year.

### Graduation Requirements

#### Subfreshman Year

Subfreshmen are required to take the following courses: Subfreshman English, Foreign Language, Introduction to Social Studies, Science, Algebra I, Computer Literacy I, Physical Education, and Interrelated Arts. In addition, students may elect to enroll in Mixed Chorus, Orchestra, and/or Jazz Band.

Students should note that most courses taken in the subfreshman year do not earn any units toward graduation but are required during that year. Only computer science and foreign language units from subfreshman year (and the rare case in which a subfresman took Geometry) count toward the required departmental units.

#### High School Years

All students are required to complete 19  $\frac{3}{4}$  units for graduation at Uni High. Students are required to enroll in a minimum of six courses each semester, with at least 300 minutes of supervised instruction per day. To meet the 300-minute rule, students must usually be supervised, such as in a Study Hall, for seven periods a day. Each semester students must be enrolled in classes from at least four different academic departments at Uni (English, Computer Science, Fine Arts, Foreign Languages, Mathematics, Science, and Social Studies). Specific required courses are outlined in the Curriculum Guide.

English	4 units
Foreign Languages	2 units (of the same language, includes subfreshman year)
Mathematics	3 units (beyond Algebra I)
Science	3 units
Social Studies	3 units
Physical Education	2 units
Health	$\frac{1}{2}$ unit
Driver Education	$\frac{1}{4}$ unit
Fine Arts	1 unit
Computer Science	1 unit (includes $\frac{1}{2}$ unit subfreshman year)

Consumer Education is a required online course; it is not included in the unit count.

Students should discuss with their counselors the possibility of any coursework outside Uni. Regardless of the number of credits accumulated, students may not graduate from Uni before the end of the senior year.

## **Grading System**

### **Purpose and Definition of Grades**

Grades are determined according to criteria established by the teacher. A definition of the grade is as follows:

A	Excellent
B	Very Good
C	Creditable
D	Passing
F	Failing
P/F	Pass/Fail (indicates work is a passing grade or is a failing grade)
WP	Withdraw Passing
WF	Withdraw Failing

Pluses and minuses are given for academic feedback from the teacher but are not calculated into the grade-point average.

### **Quarterly Grades and Grading Systems**

Quarterly grades are mailed to the student's parents or guardians. The quarterly grades issued to a student are one of the major forms of communication between the school and the family. The grading system used, whether cumulative or competency-based, will be an outgrowth of stated course objectives. Course objectives and grading method will be communicated to students within the first week of instruction, in writing, and on the course website.

### **Participation Grades**

If a teacher gives credit for participation, his or her grade policy must be delineated in the syllabus or written explanation of the grading system given at the beginning of the semester. Such a possibility should be clearly understood by the students at the beginning of the course, and every effort made to modify student behaviors to ensure success, using the resources of the family, Executive Teacher, Student Services Office, and school administration.

If the classroom behavior of a student is such that the learning of other students is impeded, the student's participation grade may be lowered.

### **Incomplete Grades**

For incomplete grades,

- The student must initiate a meeting with the teacher to discuss the possibility of an incomplete grade. The student may then request an Incomplete Grade Contract from the Student Services Office up to a week before the end of a quarter. If this form is not turned in within the allotted timeframe, the grade issued will be an "F" instead of an "I."
- The completed form must be returned to the Student Services Office by the last day of the quarter.

- All student work related to the Incomplete Grade Contract must be completed by the student within two weeks of the end of the quarter. It is the student's responsibility to complete the work by the stated time and agreed to by the teacher.

Teachers may report an Incomplete quarter grade for students who need an extension, but only if the student has initiated above steps. By the last day of the quarter, the *student* must complete and sign the Incomplete Contract Form, have the teacher sign it, and submit a copy to the SSO office manager.

The teacher converts incompletes by entering the grade within two school weeks after the end of the quarter. The teacher must notify the SSO office manager that the changes have been entered into the computer grade program so that new grade reports can be sent out after the changes are made. If students do not complete the work within two weeks after the end of the quarter, the incomplete is automatically converted to an "F." There is no extension beyond 10 working days after the end of the quarter.

### **Grade Point Average**

The following procedures are used in calculating grade point averages at Uni:

- Grade point averages each semester are calculated on a 4-point scale (A=4, B = 3, C = 2, D = 1, F = 0).
- Physical Education and Driver Education are not included in the calculation of grade-point average (GPA).
- Courses with Pass/Fail grades are not included in the GPA.
- Pluses and minuses are not included in the GPA.
- The GPA shown on the student transcript includes only work completed at University Laboratory High School. No summer school work or college courses concurrently taken outside Uni High are included in the GPA calculation.
- If a course is repeated, all semester grades are reported on the transcript, but only the repeated course grade is included in the GPA calculation.

### **Class Rank**

University Laboratory High School does not rank students numerically.

### **Credit for Year-Long Courses**

In order to earn credit for year-long courses, students must earn a passing grade for each of the two semesters.

### **Grading Grievances**

Students and parents or guardians may ask a teacher to explain how a grade was determined for an exam, project, paper, or the course. If grading concerns cannot be resolved through direct discussion with the teacher, they should then be taken to the department's Executive Teacher.

Grade changes are made only if evidence indicates a miscalculation or "capricious grading" practices by the teacher.



Formal appeals for grade changes must be directed in writing to the Assistant Director for Student Life. The Assistant Director will review the information, investigate the grievance, and communicate a decision in writing. This decision may be appealed to the Associate Director within two school days after the student has received the written decision from the Assistant Director for Student Life. The Associate Director will make the final decision on the grade change appeal and communicate the decision in writing to the student, parent(s) or guardian(s), teacher, and Executive Teacher of the department.

Capricious grading, as used here, is defined in one or more of the following ways:

1. the assignment of a grade to a particular student on some basis other than performance in the course;
2. the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that course; and/or
3. the assignment of a grade by a substantial departure from the instructor's previously announced standards.

## **Semester Examinations**

Exam days are scheduled at the end of each semester. Each teacher determines if a semester examination, final project, or another culminating activity supports the goals of his or her courses. Students will not be required to take more than two final exams per day unless there is a scheduling problem that cannot be reconciled. A student with more than two semester exams on one day first consults his or her teachers. Further assistance may be sought from the Assistant Director for Student Life when exam scheduling problems arise.

## **Course Selection**

Students should carefully consider their educational and career goals and interests when making course selections. Teaching assignments are determined and the construction of the master schedule is based on student course requests as originally submitted. Parents are encouraged to be involved with their students during the course selection process. Early in the second semester, the Student Services Office organizes academic counseling and information sessions to assist students in selecting courses for the following academic year. Students are provided with a scheduling packet that includes the link to the online Uni High Curriculum Guide, a course request sheet, and Drivers Education information. Students may meet with their counselors to discuss their course selections.

A student may not be scheduled for all of his or her choices due to the number of requests, enrollment limits, and schedule constraints. The scheduling priority for each rising class is as follows: seniors, juniors, sophomores, and freshmen. A lottery may be necessary to select students for some courses.

### **Modifying Schedules**

Requests for schedule changes are processed through Dr. Radnitzer. Students must meet with Dr. Radnitzer to discuss the reason they wish to add or drop a course. Students must comply with the school rule requiring enrollment in a minimum of six courses each semester, including in courses from at least four different academic departments, with at least seven supervised class periods.

Schedule changes are considered for the following reasons only:

1. Changes for seniors that are necessary to meet Uni graduation requirements.
2. Students who have a free period during a time that a section of an originally requested course is available and no other schedule changes will need to be made.
3. Scheduling conflict due to technical error.
4. Scheduling error in course placement. Original requests will be reviewed.
5. Need for a course, as an upperclassman, required for university admissions.
6. Failure to meet a course prerequisite.
7. Successful completion of summer school courses. Student must have prior written approval from his or her counselor and the Associate Director before enrolling in a summer school course for credit.
8. Academic need of student as determined by teacher and counselor.
9. Concurrent enrollment.

### **Adding Courses**

After the first five days of each semester, requests to add courses are generally not approved.

If a late request is made to add a course and the student's counselor determines that the request is educationally beneficial to the student and meets the criteria for making a change, the teacher(s) impacted by the requested change will be consulted. A teacher has no obligation to accept a student into his or her course after the first five days of the semester.

If the schedule change is approved, the student must follow his or her old schedule until receiving a new schedule. A new schedule can be obtained from SSO. Teachers should check that the student has a new printed schedule and that the attendance roster has been updated to reflect the change in class enrollment.

The Registrar and Main Office must be notified so that school records are updated.

### **Dropping Courses**

Requests to drop courses are processed through the Student Services Offices. A student must meet with his or her assigned counselor to discuss the reason to drop the course. The student will be provided the proper form(s) only if the counselor determines that the request meets the criteria for dropping a course. These form(s) require the signature of the counselor, teacher(s) impacted by the change, administrative approval, and the student's parents. The form(s) must be completed and appropriate signatures secured before the course can be officially dropped from a student's schedule.

If the schedule change is approved, the student must follow their old schedule until they pick up a new schedule from the SSO. Teachers should check that the student has a new printed schedule and that the attendance roster has been updated to reflect the change in class enrollment.

The following timelines and guidelines apply for a request to drop a course:

### ***1st Semester Courses***

- End of the 1st Quarter grading period – no grade appears on the transcript
- Three weeks after 1st Quarter grading period ends—WP or WF appears on the transcript
- Students may not withdraw more than three weeks after the 1st Quarter grading period ends.

### ***2nd Semester Courses***

- End of the 3rd Quarter grading period – no grade appears on the transcript
- Three weeks after 3rd Quarter grading period ends—WP or WF appears on the transcript
- Students may not withdraw more than three weeks after the 3rd Quarter grading period ends.

### ***Year-Long Courses***

- End of the 1st Quarter grading period—no grade appears on the transcript
- Three weeks after 1st Quarter grading period ends—WP or WF appears on the transcript
- End of the 3rd Quarter grading period—1st semester grade remains on the transcript, no 2nd Semester grade appears on the transcript, notation indicates that this was a year-long course appears on the transcript
- Three weeks after 3<sup>rd</sup> Quarter grading period ends—1<sup>st</sup> semester grade remains on the transcript, WP or WF appears on the transcript for 2<sup>nd</sup> semester
- Students may not withdraw more than three weeks after the 3<sup>rd</sup> Quarter grading period ends.

### **Concurrent Enrollment**

Concurrent enrollment allows students to pursue interests beyond the University Laboratory High School curriculum. Therefore, students may not take courses that duplicate Uni courses. Enrollment forms are available in the Student Services Office and the student must follow the procedures and application deadlines that are set by Uni High.

Courses taken as concurrent enrollment during the academic school year may count towards fulfillment of the 300-minute rule (students must be in classes or study halls 300 minutes each day). Courses taken as concurrent enrollment do not count toward graduation requirements.

### **Independent Study**

Students may elect to take independent study courses with the Uni faculty or with professors at the University of Illinois. Independent studies usually involve studying specific topics in more depth than would be typical in a regular course. The following criteria apply:

- The independent study contract must represent a study opportunity that is above and beyond the courses offered in the Uni High curriculum. Independent study proposals that duplicate courses offered at Uni will not be considered.
- Independent study courses do not satisfy the 300-minute rule.

### ***Procedures***

- Students should meet with the supervising teacher to determine if the teacher is willing and able to sponsor an independent study course.
- If the teacher agrees to supervise an independent study, the student should obtain an independent study application from the Student Services Office (SSO), complete the form, and return it to the SSO.
- The deadlines to submit independent study applications are as follows:  
1<sup>st</sup> Semester—September 15  
2<sup>nd</sup> Semester—January 15

### **Homework**

The homework guidelines of University Laboratory High School are consistent with its philosophy of providing the academic challenge its students need to help them develop their academic gifts and talents. Homework is a significant and necessary part of the learning activities of students at Uni High School. Homework includes daily and long-term assignments, such as reading, written exercises, problem sets, preparation for exams, term papers, projects, and daily review and daily preparation for class. The role of homework in the classroom and the weight of homework in grade computation will be defined by the instructor.

As a rough guideline, Uni teachers assign no more than 30 minutes of homework per night per class on average. Teachers attempt to judge how long it would take an average student working at an average pace to complete the work. A student carrying six academic courses, therefore, could assume he or she would have three hours or so of homework per night. (One should bear in mind that many classes—Computer Literacy, fine arts, PE—rarely require extensive homework and that most students will be able to start their homework during free periods.) The average homework time of 30 minutes per night per class should remain the same even if teachers know students have no homework in other classes.

When teachers assign homework, the weekend should be considered one night. Three-day weekends should also be considered one night; students should not expect a doubling of homework over a three-day weekend.

Homework will not be assigned over the extended vacation periods: Thanksgiving, winter break, and spring vacation. In addition, teachers should not assign a large project or paper due the second or third day after Thanksgiving, winter break, and spring break; so doing is in conflict with the spirit of the homework-free-vacation guideline. Teachers may assign a one-night assignment of homework during Agora Week; Agora Week should be treated like a weekend regarding homework load.

The homework policy assumes that students keep up with daily assignments and that students budget their time effectively over a period of days or weeks for long-term assignments. Study time

for announced tests, work on major projects, and writing major papers that require nightly study/work time beforehand is considered part of homework. Teachers may assign homework in the days before a major test or due date, but they should consider study time for tests and completion time for projects and papers as part of the 30 minute-per-night allotment. In many instances, therefore, teachers will find it impossible to give regular, daily homework assignments a few days before a test, project, or paper is due in addition to test study or completion time for a major project or paper.

It is suggested that long-term projects, including papers, be designed with pieces due in smaller sections before a final and complete version of the project or paper is due. Students in the junior and senior years will be given more long-term assignments requiring the development and demonstration of sophisticated self-management skills.

Periodically, all teachers will be asked by the administration to check on homework loads through student feedback by using a homework feedback form.

Families should look for homework expectations that are clearly explained in a teachers' opening letter/syllabus shared with students the first day and with parents at Open House night.

If a student is having difficulty completing homework within these general time frames, students or parents should contact the teacher(s) and/or a counselor for advice on the preparation of subject matter and on time-management skills. Questions from students or parents about homework amount or other homework issues should be addressed to the teacher first. Further questions should be addressed to the department's executive teacher. If the issue is still not resolved, students and parents should contact the Associate Director, who will investigate and establish any necessary changes, mediating between the teacher's perspective and that of the students and parents. In general the Associate Director uses school resources to help the student improve in his or her ability to handle homework load and holds faculty members accountable for homework policy. Adherence to the homework policy will be a part of the teacher evaluation process.

Just like students have responsibilities to learn new study strategies, executive teachers have responsibilities to aid teachers with strategies to meet homework expectations. Executive teachers may help faculty members see the benefits of a "less is more" homework philosophy.

### **Due Dates for Major Tests, Major Projects, and Major Papers**

Teachers must use the online test, project, and paper calendar and should refrain from scheduling major tests, major projects, and major papers when it appears that students in the same grade may have more than two major due dates on any one day. Teachers should also refrain from scheduling major due dates when it appears that students in the same grade will have many major tests, projects, or papers in the same week. The online test calendar is at <http://illinois.edu/calendar/list/3797>.

However, because students' daily schedules are unique, it will happen occasionally that a student will have more than two of these major activities due on the same day. Students who realize they have more than two tests, papers, or projects in any day should talk to the teachers involved and ask for relief, which will give the student additional time to complete the work. It is the student's

responsibility to ask teachers for special consideration in this situation; students should not wait until the last minute to request changes. In most cases, the last work assigned is the task for which relief is given. Communicating and deciding priorities should occur among teachers. Students are not expected to negotiate an agreement among adults about which assignment came last.

If students encounter excessive due dates in a day or week, students and parents should first contact teachers, then executive teachers, and then the Associate Director.

## **Exam/Papers/Project Load**

Students are not to have more than two major exams, tests, or major papers due, or any combination thereof during any one school day. A student scheduled with more than two of these major activities is to consult the teachers. If the problem is still not resolved, the matter can be referred to the Assistant Director for Student Life. Of course, if a student chooses to complete more than two of these activities in any one day, that would be his/her decision. Students should not wait until the last minute to request changes.

## **Alternative Assignments**

When parents voice an objection regarding their child's using particular instructional activities and/or materials, it is the right of the parent/guardian to request alternative activities and/or materials, within reasonable limits. It is the teacher's responsibility to consider such requests in consultation with an Executive Teacher. If the problem cannot be resolved, the complaint should be reported to the Associate Director.

## **Classroom/Course Concerns**

Parent(s)/guardian(s) and students are requested to voice concerns about classes and/or teachers first to the teacher. If further concerns remain, the concerns should be brought to the department's Executive Teacher, then to the Assistant Director for Student Life, and finally to the Associate Director.

## **Graduation**

In order to receive a diploma in graduation ceremonies at University Laboratory High School, students must have completed all graduation requirements that were in effect when they enrolled at Uni. The Consumer Education requirement must be completed prior to May 1st of the student's senior year.

### **Graduation Requirement Waiver**

Students may petition for waiver of graduation requirements, on a credit-by-credit basis, to the Executive Teacher in the affected department. Exceptions normally will be granted only for substantially equivalent course work completed satisfactorily elsewhere, and then only with prior approval. No credit for waived requirements will appear on the student's transcript. The procedure for the petition is as follows:

1. Each petition must be submitted on a form, available from the Student Services Office, stating specifically for which course(s) a waiver is requested, and providing adequate justification for the request (a syllabus and school/teacher contact information). The petition should be submitted to the Associate Director at least one month prior to beginning the alternate program (one month before the end of the current school year before a course to be taken the next school year). New students must petition during enrollment at Uni for course work completed prior to admission.
2. The Associate Director will route the form to the Executive Teachers, who will approve or deny the waiver or may ask for changes in the request.
3. The Associate Director will review both the petition and the comments of the Executive Teacher, and may submit the request to the Curriculum Committee for discussion before making a final decision.
4. Appeals to the decision by the Associate Director may be addressed to the Director.
5. Agreements to waive a graduation requirement may be withdrawn by the Associate Director with due cause, such as failure to complete the equivalent course work satisfactorily.

## **Transcript Requests**

Current students can receive a copy of their transcript by going to the Student Services Office. The Registrar will accommodate the request within three business days.

Graduates and former students of Uni High may request a copy of their transcript by emailing the Student Services Office at: [UniHighSSO@illinois.edu](mailto:UniHighSSO@illinois.edu). Graduates and former students may also mail or fax requests to:

Student Services Office  
University of Illinois Laboratory High School  
Attn: School Registrar  
1212 W. Springfield Avenue  
Urbana, IL 61801  
fax: 217-333-4064

This request may only be originated by the alumni/former student requesting the transcript, unless he or she is under the age of 18.

All requests must be made in writing. Official transcripts are issued directly to universities, organizations, and companies. Unofficial transcripts are issued to the student.

There is currently no fee for transcript requests.

## **Standardized Testing**

It is important for students to know Uni's CEEB number for the College Board: 144-180.

### **PLAN, PSAT, SAT, Subjects Tests and ACT**

Through the Student Services Office, Uni administers the PLAN (part of the ACT program) to

sophomores, and the PSAT (part of the College Board program) to sophomores and juniors.

Uni High is a laboratory school and so is exempt from all other state testing.

All students must use the national testing calendars to register themselves for the ACT and/or SAT & Subject Tests: <http://www.actstudent.org>; <http://student.collegeboard.org>. Timelines and registration directives are discussed with all juniors and their parents at an SSO information meeting in September of the junior year.

### **AP (Advance Placement Exams)**

Our laboratory mission is focused on developing innovative curriculum and creating an environment that fosters the intellectual independence and creativity of our students. Uni does not offer courses that follow the Advanced Placement program of the College Board. Students may elect to participate in AP exams and are encouraged to consult with their respective teachers regarding readiness and preparedness for an exam. Urbana High School allows our interested students to take any AP Exam of interest on site at their school. Registration materials and information are sent from the SSO and are released to faculty, students, and parents each February. AP Exams are only administered in May each year. More information about the AP program is at <https://apstudent.collegeboard.org/home>

### **Sabbaticals and Leaves**

No leaves will be approved for the student's first year at Uni High. Admitted students who request a leave during the first year will be required to reapply for admission the following year. Uni students in their second through fifth years may take up to one academic year of leave from the school and return to the school without reapplying for admission only under two conditions, and providing the student has complied with an approved contract. Leaves are granted only 1) when the student's family temporarily relocates and the student intends to return to Uni after the leave, or 2) the student participates in an academic exchange program approved by the Curriculum Committee. In order to obtain a contract, the family must request the leave of absence as soon as possible (but no later than one month before the end of the semester prior to the start of the leave). The request must be made in a written letter to the Associate Director, explaining the purpose for the leave request. The Associate Director will develop a leave contract in consultation with the counselor and all executive teachers that must be signed by the Associate Director, the counselor, the executive teachers, the student, and the parent(s)/guardian(s) of the student requesting the leave before the leave request will be approved.

The leave contract is a conditional document, in that the student is guaranteed readmission only when the specific conditions of the written contract have been fulfilled. The school recognizes that the situation at the other end may be fluid; we will work with the family, but the family should realize that any adjustment to the contract may alter the school's response when the student returns. To assist in preparing the contract, the family may be asked to provide course descriptions, syllabi, or textbook lists for courses the student expects to take. In addition, students may be asked, upon returning, to take proficiency tests and/or provide copies of formally evaluated work (tests, papers, etc.) done by the student during the approved leave in



order to ensure placement in the appropriate Uni courses. Performance on the proficiency test or other measure of progress will not count for academic credit or earn a grade. As part of fulfilling the contract, families may be required to provide official transcripts from the visited school.

Students taking leave must meet all Uni graduation requirements, and the contract will spell out which, if any, graduation requirements might be met at the visited school; in many cases, it will be possible for the student to graduate with his/her cohort group. Some cultural exchange programs do not emphasize academics, and it is possible that students who participate in such programs may be asked to postpone graduation for a year. Some families have chosen this option for their students.

Students who wish to participate in a student exchange program during what would normally have been their senior year are expected to return to Uni and finish another complete year after the exchange or academic program in order to receive a Uni diploma.

The normal procedure is not to issue University Laboratory High School credit for coursework done at another school (or home school), but to state the leave dates on our transcript and attach relevant information regarding educational progress while on leave (for example, a transcript from the school attended). Grades awarded by other institutions are not included in the Uni GPA. If a student hopes to have transfer credit granted, this must be part of the leave contract.

## **Academic Probation and Dismissal**

The Assistant Director of Student Life oversees academic probation. The purpose of academic probation is to provide the means for students to improve their academic performance. Successful completion of academic probation depends upon cooperation and effort between the student, family, teachers, counselors, and the Assistant Director of Student Life.

### **Criteria for Academic Probation**

A student will automatically be placed on academic probation when his or her academic performance, measured by quarterly grade reports, falls to a grade of F in one or more subjects or falls to a D in two or more subjects. Academic probation ends for the student if he or she has been successful (avoiding two D's or 1 F in the following quarter. Academic probation may carry into the following school year if fourth quarter grades are not improved.

### **Conference**

The first time a student is placed on academic probation in each school year, a conference is scheduled by the Assistant Director of Student Life. Attendees may include, as necessary, the following: the student, his or her parents or guardians, a counselor, the student's teachers, and coaches or sponsors of co-curricular activities in which the student participates. The purpose of the conference will be to outline strategies for improvement. The Assistant Director for Student Life will distribute a letter summarizing the conference and remediation program to the student, his or her parents or guardians, the student's current teachers and counselor.

### **Monitoring of Progress**

After the conference, a student on academic probation will be monitored through weekly academic progress reports completed by the teachers. Teachers will e-mail these reports to the

student's parents or guardians and copy the counseling staff.

Teachers, the student's counselor and the Assistant Director of Student Life will monitor student progress as agreed upon in the remediation program created in the academic probation conference.

### **Limitation of Extracurricular Activities**

A student placed on academic probation may be placed on any step on the disciplinary ladder or be limited in the privilege of free periods, Uni Periods, lunch, and participation in co-curricular activities as stated in the section "Student Involvement in IHSA/Non-IHSA Activities."

### **Academic Hearings**

If a student currently on academic probation receives a new quarterly report containing two D's or one F during the current quarter (or in the first quarter if academic probation continued into the new school year), an academic hearing will be conducted by the Assistant Director for Student Life.

The Assistant Director of Student Life will gather written evidence/information about the student's academic progress and effort from all of the student's teachers.

The Assistant Director of Student Life convenes a hearing that includes all of the student's teachers and his or her counselor. The committee discusses and suggests to the Assistant Director one of the following actions:

- reinstitution of another quarter of academic probation, perhaps with greater stipulations in a revised remediation plan; or
- dismissal.

Teachers and the Assistant Director make every effort to identify students academically at-risk as early as possible.

The outcome of the Academic Hearing will be communicated in writing to the student, his or her parent or guardian, his or her teachers, counselor, and Executive Teachers by the Assistant Director of Student Life.

A dismissal decision may be appealed within 48 hours, in writing, to the Associate Director and Director. Their decisions are final.

# COMPUTER USAGE

Additional information and guidelines about computer usage in the school is provided to all subfreshmen in their Computer Literacy I courses.

## Computer Labs

The Mac Lab on the first floor and the PC Lab on the third floor are open to students most hours that the school is open. Scheduled classes have priority in the labs, followed by those working on homework and class projects, and then students participating in personal communications (such as checking e-mail) or recreational uses such as web browsing.

Complete listings of rules are posted in the labs or are available from the Computer Science teachers, but the principal expectations are

- Do not eat or drink in the labs.
- Do not participate in games of any kind, Internet chat, or instant messaging.
- Do not install any software, or modify or delete any system files on any lab computers.
- Use headphones to listen to music or whenever the sound from your computer may disturb other users.
- Respect the equipment. Don't remove or disconnect any labels, parts, or cables.
- Do not read or modify other users' files.
- Keep your passwords private and change it periodically.
- Do not run programs that continue to execute after you log off.

## Laptops

Those families and students who have been issued laptops from the school abide by the documents *Student-Parent Laptop Agreement* and *General Policies and Standards for Laptop Use and Care*.

## Computer Use Agreement

Each year, students and parents agree to the following during the registration process. This document includes almost all of the expectations for computer use under University of Illinois and University Laboratory High School Processes.

### **Agreement to Appropriate Use Guidelines in Order to Access University of Illinois Computer Resources**

Like other Urbana campus computer users, University Laboratory High School students are also bound by all University of Illinois policies regarding computer and network facilities and services. The appropriate use of University computing resources at Urbana-Champaign is addressed in several University policies, most specifically in the campus "appropriate use"

policy found at <http://cam.illinois.edu/viii/viii-1.1.htm>. The use of the Network and other computer resources is a privilege, which may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

- Altering system software or files, or installing unauthorized software
- Placing unlawful information, computer viruses, or other harmful programs on the Network
- Allowing others to access any of your University provided personal account(s)
- Accessing files, accounts or computer systems you are not authorized to use
- Impersonating other users by using their accounts or login names
- Sending threats, harassments or bullying by electronic mail or other forms of electronic communications
- Sending or forwarding e-mail chain letters
- Using University or other computing resources for commercial activities or political campaigning (Guidance on political campaigning can be found in the Campus Administrative Manual under Guidelines Concerning Use of University Resources for Political Campaign Activities at <http://cam.illinois.edu/viii/VIII-1.3.htm>)
- Falsifying the originating address of any e-mail message or online post
- Damaging or defacing any computer or network equipment

The Network is intended for exclusive use by its registered users who are responsible for the use of their passwords and accounts on the Network. Any problems that arise from the use of an account are the responsibility of the account holder. Any misuse may result in suspension or revocation of Network privileges.

Administrators reserve the right to remove any material stored in computer files which they, in their sole discretion, believe may be unlawful, obscene, in violation of copyright (see: <http://copyright.illinois.edu>), or otherwise unrelated to the teaching and laboratory mission of the school.

Parents of children who are 13 or younger should also see [http://www.vpaa.uillinois.edu/policies/web\\_privacy.cfm](http://www.vpaa.uillinois.edu/policies/web_privacy.cfm), specifically the section entitled “Rules for Individuals under Thirteen Years of Age.”

Parents and Students must sign this form before a student will be given access to any University of Illinois systems, networks, or electronic services.

### **Consent to E-mail Release of Student Information to Parents**

Parents/guardians/sponsors (“Parents”) sometimes e-mail teachers or administrators requesting information related to a student’s homework or grade. Due to the increasing use of e-mail for the exchange of information and the need to maintain a high level of confidentiality when exchanging student information, University Laboratory High School is asking for parental consent before teachers and administrators will be allowed to release student information via e-mail.

Parents are advised that most information shared on University electronic systems is considered

a public record. As such, it is subject to laws and policies that may compel the University to disclose the information. The privacy of information shared via e-mail is neither a right nor is it guaranteed. It is important to note that the contents of e-mail might be seen by a system administrator in the course of routine maintenance or in order to dispose of undeliverable messages.

Parents are reminded that, if the information exchange must be completed in a timely manner, e-mails are occasionally lost and other methods of communication might be a better choice. Because e-mail is an insecure mechanism for the transfer of information and because it is simple to pretend to be someone else when sending/receiving e-mail (spoofing), the Parents assume complete responsibility for any and all e-mail communications containing student information, which are sent to or from Uni High. To minimize risks, Parents must validate or certify this consent annually and must provide e-mail addresses above that identity from where such requests for student information will come and to where responses should be sent.

Parents are asked to sign and return this form every year.

## **E-mail Alias Lists**

Students may send messages to any of the following class aliases to use this delivery method:

subfreshmen	uni-subfreshmen
freshmen	uni-freshmen
sophomores	uni-sophomores
juniors	uni-juniors
seniors	uni-seniors
students	uni-students
staff	uni-staff

Students should add “@lists.illinois.edu” to the alias address.

All messages to any lists above will be forwarded to the system administrator’s mailbox. After the school’s system administrator reviews the message, a copy will be sent to the alias mailing list. All messages must comply with the Uni High Computer Usage Agreement. Questionable messages will be sent to the Assistant Director for Student Life for approval/disapproval for release.

Due to the system administrator’s schedule and the need to moderate all messages, there will be a delay between sending a message and its posting to the final recipients. Rejected messages are returned to the sender with an explanation.

# **PHYSICAL EDUCATION**

## **Participation in Physical Education**

All students are required to participate in P.E. class if they are in school. They may be provided with an alternate activity for the class if they have a valid parent note explaining a reason for a change. All students are required to wear shorts or sweat pants, a t-shirt or sweat shirt, socks and appropriate shoes. Running shoes are suggested because of the amount of running that our students will be doing throughout the year.

## **Petitioning Out**

Petitioning out of Physical Education for student-athletes from the first day of practice through the final day of competition may occur when

- the athlete is enrolled in enough classes to be present 300 minutes per day.
- the athlete has received a passing grade in P.E. during the school year.
- the athlete has no unexcused absences in P.E. for the school year.
- the athlete has completed all the necessary forms, paid the athletic fee, and turned them into the Athletic Director.
- the athlete fully participates as a member of an IHSA-sanctioned sport by attending all practices and competitions unless excused by the coach.
- the athlete completes all physical fitness testing that is required by the Physical Education Department.

## **Lockers for Physical Education**

Locks for P.E. lockers will be loaned to Uni students from the Uni High P.E. Department. There is no charge for the use of these locks, unless they are not returned at the end of the year. Gym lockers are the property of the University of Illinois Laboratory High School and are made available to students for their convenience. Lockers may be subject to search provided school officials have reasonable cause. Please lock the lockers to prevent theft.

## **CO-CURRICULARS**

### **IESA/IHSA Athletics and Activities**

#### **IESA/IHSA Athletic Teams**

Uni High offers the following high school teams:

- Fall (mid-August through late October/early November)  
Girls: Cross-Country, Swimming, Volleyball  
Boys: Cross-Country, Soccer
- Winter (early November through late February)  
Girls: Basketball  
Boys: Basketball
- Mid-Winter/Spring (January through May)  
Girls: Track  
Boys: Track
- Spring (March through May)  
Girls: Soccer  
Boys: Tennis

The following sports are offered for subfreshmen:

- Cross-Country, Girls and Boys (August through late October)
- Basketball, Girls (October through early December)
- Basketball, Boys (November through January)
- Track, girls and boys (January thru May)

#### **IHSA Activities**

Uni High offers Scholastic Bowl and Journalism as IHSA activities.

Athletic teams are open to all Uni High students. No tryouts are held for the teams. Most Uni High sports compete in the Eastern Central Illinois Conference, although some are independent teams. Athletes may participate in only one IHSA sport per season unless permission is granted from the Athletic Director.

#### **Registration**

Student-athletes must register for athletics prior to an athlete's participation in a practice or event. After paying the athletic fee of \$180 per sport, the athlete or parent will need to turn in all of the following forms, which must be properly completed:

1. Uni High Athletic Participation Agreement Form
2. Uni High Return to Play for Head Injury Form
3. IHSA Physical Form (valid for 395 days)
4. Athletico Parent Release for Injury Screen Form

#### **Academic Eligibility**

To be eligible to participate in Uni High athletic events, a student-athlete must meet academic

requirements. The Athletic Director conducts weekly academic grade checks on Thursday evenings. If a student-athlete is earning either two D's or one F for his or her cumulative semester grade in any class at the time of the grade check, he or she will be academically ineligible to wear a uniform and participate in all athletic events for one week. The week of ineligibility is defined as the following Monday through the Sunday after a Thursday evening weekly grade check. If a student-athlete becomes academically ineligible, the athletic director will contact the student, parents, and coaches as soon as possible. Academically ineligible student-athletes are still allowed to attend and participate in team practices during the week of ineligibility. Any student-athlete that is academically ineligible for four weeks during a specific sport season will be removed from the team.

### **Petitioning out of Physical Education**

Petitioning out of Physical Education from the first day of practice until the final day of competition may occur when the student-athlete

1. is enrolled in enough classes to be in classes 300 minutes per day.
2. has received a passing grade in P.E. during the school year.
3. has no unexcused absences in P.E. for the school year.
4. has paid the athletic fee and has completed all necessary forms and turned them into the Uni High office or athletic director.
5. fully participates as a member of an IHSA sanctioned sport by attending all practices and competitions unless excused by the coach.
6. completes all P.E. physical fitness testing.
7. attends all junior/senior health classes scheduled by the P.E. department.

### **School Attendance**

When a student-athlete is absent from school for more than half of the day of an event, he or she may not be allowed to participate in any sport activity for the day. It is the responsibility of the individual athlete to present written evidence of an absence on a game day to the athletic director to justify a possible exception. Any student participating in an event when not in attendance for classes that day may be prohibited from participating in the next scheduled event. Athletes are expected to be in regular school attendance the day following a contest if school is in regular session. Any athlete who earns an unexcused absent from any class on the day of an event will be ineligible to compete.

### **Equipment/Uniforms**

All athletes are responsible for the proper care and security of all athletic department equipment/uniforms issued to them. Athletic department furnished equipment/uniforms are to be worn only for athletic contests. All equipment not returned will be subject to a financial penalty. All equipment not returned on time may be subject to a late fee.

### **Dropping or Transferring Sports**

An athlete may find it necessary to drop a sport. If this is the case, the student-athlete needs to communicate his/her intentions face-to-face with the head coach. The student-athlete also needs to report the situation to the athletic director. The student-athlete need to return all Uni High athletic department equipment to the athletic director. Finally, the student needs to return to physical education class the day after the last practice/event.



### **Travel**

All athletes must travel to and from athletic contests and practices in transportation provided by the Athletic Department unless previous arrangements are made and communicated with the coaching staff and Athletic Director. Transportation will not be provided for many events that are in Urbana, Champaign, and Savoy. All athletes will remain with their team and under supervision of the coach. All regular school bus rules will be followed. Student-Athletes will dress appropriately and in good taste on contest days.

### **Missing Practices/Games**

Athletes must consult his/her coach before missing practice. This needs to be communicated as early as possible and preferably at the start of the season.

### **Team Rules**

All teams will have a list of team rules and regulations. These rules and regulations have been approved by the athletic director and may be more stringent than the Athletic Code.

### **Drug and Alcohol Policy for Uni High Athletics**

Participation in athletics is considered a privilege. Students who participate are accepting the responsibility of representing the high standards of conduct and values for which University High School stands. Failure to comply with those standards can result in the revocation of the privilege to participate. Uni High student athletes are subject to the Uni High Drugs and Alcohol Policy for Students, its requirements, and disciplinary and remedial actions taken pursuant to it.

The IHSA competitive year is defined as starting the first date that teams are permitted to practice in August and the last day that teams compete in May.

This policy is in effect 24 hours per day during the athletic season.

The athletic program is an extension of the regular curricular program at Uni High. Therefore, codes of conduct and expectations of behavior apply at events, contests, practices, and in transit just as they apply at school. At the same time, athletic programs have some additional dimensions: participation is voluntary; they are provided through a great commitment of resources; many of the events occur in view of the public; and many of these events take place before or after school hours and away from school grounds and facilities.

A Policy Committee will evaluate and make decisions regarding discipline and suspension under this policy. The Policy Committee will evaluate and decide what appropriate additional consequences will be for a student-athlete's violation of the Uni High Drug and Alcohol Policy for Students. The Policy Committee's decision shall be informed by the following guidelines:

- a. First violation: Suspension from a total of 20% of the number of varsity contests in the current season/school year, upcoming season or a combination of the current season and the upcoming season, whichever is applicable to the specific situation. The terms of this suspension must be met before the athlete will be permitted to participate on any Uni High athletic team.

- b. Second violation: Suspension from 60% of the number of varsity contests in the current season/school year, upcoming season or a combination of the current season and the upcoming season, whichever is applicable to the specific situation. The terms of this suspension must be met before the athlete will be permitted to participate on any Uni High athletic team.
- c. Third violation: Suspension from membership in all athletic activities for one calendar year from the date of the infraction. The terms of this suspension must be met before the athlete will be permitted to participate on any Uni High athletic team.

A student may appeal a decision rendered by the Policy Committee to the Director. Such appeal must be submitted in writing within 48 hours of notification of the Policy Committee's decision.

### **Athletic Facilities**

The use of the facilities in the Kenney Gym complex is restricted to the hours designated by the University's Office of Facility Planning and Management. These may change each semester. The facilities must be supervised by a Uni High P.E./Athletic Department staff member at all times.

### **Individual Athletes Participating in IHSA Sponsored Sports and Activities**

The Athletic Department regrets that it cannot sponsor school teams for all sports of interest to Uni students. Athletes who want to represent the school as individuals should familiarize themselves with how Uni can support them, and parents should be aware of the importance of advance planning. Families should discuss the responsibilities of the school and the responsibilities of the athlete/parents/guardians with the athletic director well in advance of participating in an IHSA sport or activity as an individual.

## **Clubs and Organizations**

School clubs and organizations fall under the guidance of the Assistant Director for Student Life. All student behavior expectations apply for all student activities.

Uni clubs promote participation and leadership. Particular leadership opportunities in the school include Student Council and class officer positions and membership in the Student-Faculty Advisory Council (SFAC), and various roles offered by the Student Services Office.

### **Attendance at Co-Curricular Activities**

Students must be in regular school attendance for at least one-half day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by the Assistant Director.

### **Process for Establishing a Club and Approval**

Students who want to form a new club need to have a preliminary conversation with the Assistant Director for Student Life. Before the meeting they should develop their ideas and decide the club's name, its purpose, how often it will meet and what, if any, funds are needed. Student organizers also will need to find a faculty member who will agree to sponsor the club and be present at every meeting or to find a faculty substitute when that is not possible.

All student clubs and organizations must be approved by Student Council. The group must then obtain an official club recognition form from the Student Council Secretary-Treasurer and have the proposed faculty sponsor sign the form.

Student leaders then appear at a meeting of the Student Council to present their plans, including any requests for financial assistance. The Student Council votes on approval, and in some instances, the approval of the Assistant Director for Student Life is also required. Student clubs are also encouraged to establish bylaws for their organization.

### **Club Equal Access Act**

University of Illinois Laboratory High School has established a limited open forum by allowing non-curriculum-related student groups to meet. The U.S. Supreme Court has interpreted “non-curriculum related student group” as any student group that does not directly relate to the body of courses offered by the school.

The Equal Access Act prohibits the school from denying fair opportunity or “equal access” to students who wish to conduct a meeting within a limited open forum on the basis of the religious, political, philosophical or other speech content at such a meeting. Non-curriculum related student groups may meet on school premises during non-instructional time.

If the meeting is student-initiated and not a part of a school-sponsored activity, religious organizations must be conducted according to the following guidelines:

- Attendance is voluntary.
- School employees must be present at all meetings in a supervisory and non-participatory capacity. The assignment of a teacher or other school employee is to ensure safety of the students and school property. The teacher must not promote the activity.
- The activity cannot interfere with the orderly conduct of educational activities within the school. The school reserves the authority to deny permission to hate groups, gangs, cults or to any group whose conduct is disruptive or threatens student well-being.
- Non-school persons may not direct, conduct, control or regularly attend.
- The school retains its authority to maintain order and discipline.

All recognized groups may advertise their meetings in student publications and notices afforded other student activities will be available to all groups.

### **Clubs and Sponsors**

Student clubs and organizations must work diligently with their sponsors to make sure proper procedures are followed for approval of dances, fundraisers, trips, and similar events and the handling of monies. Guidelines for class or club sponsors are included in the faculty handbook.

### **List of Student Clubs and Organizations, Faculty Sponsors**

Since clubs and organizations at Uni may start—or cease—activity rapidly, and because sponsors change periodically, it is best to ask the Assistant Director for Student Life for the most up-to-date information.

In the past, some student clubs and organizations have included the following: Art Club, Asian Media Club, Book Club, Drama Improv Club, Food Pantry Club, Habitat Club, Invent Team, Investment Club, language clubs, Math Team, Model U.N., Student-Faculty Advisory Committee (SFAC), Spectrum (sexual orientation issues), Student Council, Unique (literary magazine), WILL interns, and many more.

### **Dances and Similar Events**

Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior.

Under usual circumstances, students will not be allowed to return to a dance after they have left the dance location, and students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. Students who leave a dance more than a half-hour before its end must contact parents, who will give permission by telephone to a sponsor.

Students may bring one guest to school dances. Those bringing guests to dances must complete the appropriate school forms well in advance, and the guests must be in the 7<sup>th</sup>-12<sup>th</sup> grade, or the guest will be denied admission. No one over 19 years or older will be admitted as a guest, and invited guests must present a current school ID.



## **COUNSELING (Student Services Office)**

The goal of University Laboratory High School's Student Services Office is to help students benefit from every aspect of the school experience.

### **School Counselors**

Each student is assigned a school counselor who remains with the student for his or her time at Uni. Kristi Bandy has students A-K, and Janai Rodriguez has students L-Z. Counselor assignments are made alphabetically, and while the school counselor's role is primarily academic advising, short-term social-emotional support, and preparing students for life after Uni, our school counselors are trained professionals in counseling and mental health issues; they understand and respond to the many challenges presented by today's diverse student population.

School counselors do not work in isolation; rather, they are integral to the total educational program. They align and work with the school's mission to foster a community of concern and friendship and to instill in every student a love of learning and an understanding of him- or herself.

The roles and responsibilities of the School Counselor include

- Programming for students, parents, and faculty that supports the academic, future planning, and social/emotional development of the students.
- Advising students on appropriate course selection and academic/summer plans.
- Student advocacy and oversight of all special-needs accommodations.
- Consultation with faculty and parents to support their work with students.
- Delivery and interpretation of standardized tests and career/interest inventories (School counselors serve as testing coordinators for the practice ACT and PSAT. In addition, they work with Urbana HS to offer AP Exams to interested Uni students.)
- Assistance and personal guidance on scholarship searching, summer planning, and post-secondary goals.
- Individual, family, and school crisis intervention.
- Consultation with faculty for child abuse and neglect mandated reporting issues.
- Short-term individual academic and social-emotional counseling for students  
In the event that long-term counseling is needed, school counselors make referrals for outside counseling and evaluations and may act as confidential liaisons between private therapists and Uni.
- Sponsorship/coordination of the Subbie Buddy/Transfer Buddy peer mentor programs.

### **College Counseling**

Lisa R. Micele is the Director of College Counseling.

### **Juniors and Seniors**

During the junior year, Uni's Director of College Counseling becomes a part of the student's support team—working with our school counselors, students, and their parents during the formal college counseling process. The mission of college counseling at Uni High is an organic part of our larger educational mission. In this environment of support and advocacy, students engage in self-reflection, attend meetings to fully understand the college application process and key

elements of college admissions, maintain realistic expectations, explore post-secondary educational options, consider gap year experiences (if interested), and learn to manage the complex process of applying to college. Uni's full-time college counselor guides students through the process—supporting both upperclassmen and their parents by meeting and communicating with them regularly throughout the college research, application, and selection processes. Through education, self-knowledge, and access to professional resources, Uni students are equipped to take ownership of the process with the goal of finding colleges that are a good match for the student.

### **Younger Grades**

While the formal college counseling process begins in the junior year, we know families have questions throughout their high school years. The Student Services Office hosts meetings for parents of younger students designed to offer guidance and answer early college planning and standardized testing questions.

*Additional information about all Counseling/SSO programs can be found on the Uni High website.*

## **MEDICAL**

Medical policies of University Laboratory High School ensure the health and safety of all students, and must be followed carefully.

### **Immunizations**

Students must present a complete immunization record with proof of immunizations by October 15 of the year in which such proof is mandated; if the student fails to provide proof, the school must suspend the student from school. To be in compliance with state laws, the following vaccinations are required:

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles
4. Mumps
5. Rubella
6. Hepatitis B
7. Varicella (Required for 10th grade and under)

Please see Uni registration forms' updated information.

### **Physical Examination**

All students entering ninth grade or an Illinois school for the first time must submit a current physical exam by October 15.

### **Eye Examination**

All students enrolling for the first time in an Illinois school to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school

### **Exemptions**

A student will be exempted from the above requirements for

- religious grounds if the student's parent/guardian presents to the Associate Director a signed statement explaining the objection;
- health examination or immunization requirements on medical grounds if a physician provides written verification;
- eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.



## **Illness at School**

If a student becomes ill during the school day, he or she should report to the Main Office.

The Main Office will ask students to call their families to inform them of the situation. Parents and guardians make all decisions about appropriate followup and arrangements when a student comes to the office with illness or a non-urgent injury, and families inform office staff of their wishes.

In the case of emergency, the office staff contacts 911 and informs families as soon as possible. Parents are responsible for informing the school in a timely manner of any changes to their emergency contact numbers.

## **Administration of Student Medication**

Parents or guardians are responsible for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. University Laboratory High School retains the discretion to reject the request for administration of medications.

“Medication” refers to both prescription and non-prescription drugs. It is against the law for students to have over-the-counter medicines and/or prescribed medicine in their lockers, book bags, purses, or on the student’s body. Please see the Assistant Director for Student Life for more information. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this handbook.

Parent(s)/guardian(s) may authorize their child to self-administer medication following the following guidelines.

The student will self-administer the medication under the supervision of the designees of the Uni administration, which is the Main Office staff. All medication must be stored in the Main Office.

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber and the parent or guardian must be on file at the school. The appropriate form for the administration of medication is available at registration and in the Main Office.

No school employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until the completed and signed form for medication authorization is submitted by the student’s parent/guardian. All prescription medication, brought to school or on field trips, must be in the original container labeled by the pharmacist or licensed prescriber. The label must include

1. name of student;

2. name of medication;
3. dosage;
4. time to be taken/given;
5. prescriber's name; and
6. date.

The school will provide no medication. Unless ordered for a short term, all requests for administration of medication will expire at the end of the school year. If the parent/guardian does not pick up an unused medication, the Main Office will dispose of the medication in the presence of a witness and document this action.

Additional information about the self-administration of asthma medication is available on the appropriate form in the registration packet. The form must be completed by families with students who have asthma.

### **Exceptions in Carrying Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a medication authorization form. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Students with Diabetes**

A diabetes care plan will serve as the basis of a student's Section 504 plan and must be signed by a student's parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting. Please see the Associate Director for more information. It is the responsibility of the student's parent or guardian to share the health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in a diabetes care plan must be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.

At Uni, the student and his or her family is responsible for completing a uniform record of glucometer readings and insulin administered using a standardized format provided by the State Board of Education. At Uni the responsibility for confirming an insulin dosage is appropriate lies with the student and his or her family.

A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment; as soon as practical following a student's diagnosis; or when a student's care needs

change during the school year. Parents shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding the most serious communicable diseases.

1. Parents are required to notify the Assistant Director for Student Life if they suspect their child has a serious communicable disease.
2. In certain cases, students with a serious communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will refer the parent and guardian to an information source regarding appropriate treatment for the communicable disease.
4. A student excluded because of a serious communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Because of the risk of communicating a disease, students with the following conditions should not attend school:

- A fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy.

Once a student has been fever-free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.

- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Since the exchange of blood or other bodily fluids may present a high risk of infection, students should never handle blood or other bodily fluids (i.e., vomit) from other individuals. Instead, students should always seek the assistance of a faculty or staff member.

Uni will observe similar recommendations of the Illinois Department of Public Health regarding head lice.

## **Allergies**

Parents and guardians should note on the student's information sheet (and if in athletics, on that sheet) any and all allergies or medical problems and whom to contact in an emergency.

# RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

## Categories of School Student Records

University Laboratory High School maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years, and student temporary records (except for Uni admissions materials) are maintained for not less than five years after the student has transferred, graduated, or otherwise permanently withdrawn.

Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after five years, be transferred to the parents or guardians to the student if the student has succeeded to the rights of the parents or guardians.

The Associate Director is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records.

### **Permanent Record**

A student's permanent record contains the following information:

1. Basic identifying information (name, date of birth, address, parents' names, date of enrollment, etc.)
2. Academic transcript;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and
6. High school state assessment test scores (if any).

### **Temporary Record**

A student's temporary record contains the following information:

1. A record of release of temporary record information;
2. Standardized test scores;
3. Completed home language survey form;
4. Attendance records;
5. Information regarding serious infractions that resulted in discipline; and
6. Information provided under the Abused and Neglected Child Reporting Act.

*The temporary record may also consist of*

7. Uni admissions application materials;
8. Family background information;
9. Reports of psychological evaluations;
10. Elementary and secondary achievement level test results;
11. Participation in extracurricular activities or athletics;
12. Honors and awards received;

13. Teacher anecdotal records;
14. Other disciplinary information;
15. Special education files;
16. Any verified reports or information from non-educational persons, agencies or organizations; and
17. Other verified information of clear relevance to the education of the student.

## **“Directory”-Type Information**

The school routinely discloses what is known as “directory”-type information without consent. (For the actual school directory, published for the Uni community each year, families have opt-out options for individual pieces of information.)

Directory-type information is limited to name, address, gender, grade level, locker number, birthdate and place, parents’ names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics, major fields of study, and period of attendance at the school. Any parent or guardian or eligible student (aged 18 or older) may prohibit the release of directory-type information by delivering a written request to the Associate Director, in compliance with the The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act. University Laboratory High School may not require students or their parents/guardians to provide social security numbers for identification purposes.

Each year Uni produces a hard-copy Source Book and Directory with basic contact information; the copy is distributed only to the Uni community. Families and staff have the opportunity to opt out of providing any information they so choose.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent(s)/guardian(s) become exclusively those of the student.

## **Inspection and Access**

The parent, parent representative, guardian, or eligible student has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her school student permanent record.

Inspection and copying of the student’s educational records shall occur within 15 school days of the date the school receives a request for access. The parent, parent representative, guardian, or eligible student should submit to the Associate Director a written request that identifies the record(s) he or she wishes to inspect. Families sign a document that indicates they have accessed the information, and they examine the record in the presence of a University Laboratory High School administrator. Costs for copies of school student records or any portion thereof are \$.25. The school is not responsible for inappropriate use of FERPA-protected materials after families are in possession of the copies.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The school may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications to the school, for employment, to a post-secondary educational institution, or for the receipt of an honor or honorary recognition.

## **Confidentiality**

School student records are confidential and information contained therein will not be released other than as provided by law, except in the case of "directory-type" information listed above. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

1. To a parent, student, or authorized representative;
2. To an employee of the school with current demonstrable educational or administrative interest in the student, in furtherance of such interest (see below);
3. To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
4. To any person for the purpose of research, statistical reporting, or planning;
5. Pursuant to a court order;
6. To any person as specifically required by State or federal law;
7. To juvenile authorities when necessary for the discharge of their official duties;
8. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
9. To any person, with the prior specific dated written consent of the parent;
10. To a governmental agency in furtherance of an investigation of a student's school attendance; and in several other instances required by law.

University Laboratory High School and all schools release the names, addresses and phone numbers of senior students to requesting military recruiters. Parents/guardians may prohibit this release by signing a form provided during registration.

A divorce or a change in custody alone does not change the right of every parent to receive a copy of the child's school records. The only basis sufficient to deny records to a parent is a court order that specifically states that the parent may not receive the records. This might be done in an order of protection, a divorce decree, a child custody agreement, or a separation agreement. Only an order signed by a judge and specifically stating that particular parent may not have records is sufficient to deny a parent access to records.

Allowing students to grade each other's papers does not violate FERPA; such student work is not a "school record" until it is recorded by the teacher. A photo of an unnamed student is not a

school record because the student is not individually identified. The school shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

## **Challenging School Records**

Parents may challenge any entry in their child's school student records, except for academic grades and references to expulsions or out-of-school suspensions. Challenges can be made on the basis of:

1. accuracy;
2. relevance; or
3. propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the school, an initial informal conference with the parents will be scheduled within 15 school days. The school's decision shall be one of the following:

- To retain the challenged contents of the student record;
- To remove the challenged contents of the student record;
- To change, clarify or add to the challenged contents of the student record.

### **Unresolved Challenges**

If the challenge is not resolved by the informal conference, a hearing will be held by a hearing officer appointed by the University of Illinois. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore.

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and

issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

## **Admissions Records**

University Laboratory High School admissions records policies mirror the admissions records policies of the University. Uni procedures are the following:

1. Records of sixth grade applicants who are not enrolled and not accepted are kept for two years; records of seventh-grade applicants and older who are not enrolled and not accepted are kept for one year.
2. According to the above schedule, both physical files and electronic files are destroyed or deleted.
3. The admissions files of students who are accepted and enrolled are destroyed five years after admission. However, recommendation letters are destroyed upon enrollment.
4. All notes and drafts of decisions of the Admissions Committee are destroyed after each admissions season.
5. Admissions files must be not be saved locally to computers but only in appropriate shared drives that are password protected.



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