

# University High School



2024-2025

## Preamble

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

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

**Any modifications to the handbook during the school year will be reported to students and parents/guardians accordingly.**

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## University High School 2024 – 2025 Calendar of Events

August	15	First Day of School
	16	Schedule E
September	2	No School – Labor Day
	4	Schedule E - 1pm Dismissal - TCH 216 Assembly
	4	Open House 6:30-8:30 pm
	13	Schedule E
	20	Homecoming Game
	21	Homecoming Dance – 8:00 pm
	27	Schedule E
October	2	Schedule E - 1 pm Dismissal - Parent/Teacher Conferences
	3	Teacher Institute
	4	No School
	11	Schedule E
	18	End of 1 <sup>st</sup> Academic Quarter
	25	Schedule E
November	1	No School
	5	No School – Election Day
	8	Schedule E
	22	Schedule E
	27-29	No School – Thanksgiving Break
December	13	Schedule E
	19	Final Exams (Even Hours)
	20	Final Exams (Odd Hours)
	20	End of 2 <sup>nd</sup> Academic Quarter
	Dec 23-Jan 3	Winter Break– Office Closed
January	6	School Resumes
	10	Schedule E
	20	No School - Martin Luther King Day
	24	Schedule E
	29	Schedule E – 1 pm Dismissal – TCH 216 Assembly
	29	Prospective Student Open House 6:00-8:30 pm
February	14	Schedule E
	17	No School – President’s Day
	26	Schedule E – 1 pm Dismissal - Parent/Teacher Conferences
	28	Schedule E

**2024-2025 Calendar of Events (cont'd.)**

March	7	End of 3 <sup>rd</sup> Academic Quarter
	10-14	Spring Break
	21	Schedule E
	31	Teacher Institute
April	11	Schedule E
	18	No School
	25	Schedule E
	30	Freshman Testing
May	3	Grand March & Prom
	9	Schedule E
	14	Awards Assembly 9:30 am -11:00 am
	14	Senior Brunch (following Awards Assembly)
	14	Class Night
	18	Graduation 2:00 pm
	21	Final Exams (Odd Hours)
22	Final Exams (Even Hours) – Last Attendance Day	

**All dates on the preceding and following calendars are subject to change, updates to the calendar will be posted on the U-High website at [www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu).**

## REGULAR DAILY SCHEDULE

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

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

## SPECIAL SCHEDULES

<b>A</b>	1	9:00 – 9:40	40 Minutes
	2	9:45 – 10:25	40 Minutes
	3	10:30 – 11:10	40 Minutes
	4	11:15 – 11:55	40 Minutes
	5	12:00 – 12:40	40 Minutes
	6	12:45 – 1:25	40 Minutes
	7	1:30 – 2:10	40 Minutes
	8	2:15 – 2:55	40 Minutes
<b>B</b>	1	7:05 - 7:55	50 Minutes
	2	8:00 - 8:50	50 Minutes
	Class Meetings	8:55 - 9:25	30 Minutes
	3	9:30 - 10:20	50 Minutes
	4	10:25 - 11:15	50 Minutes
	5	11:20 - 12:10	50 Minutes
	6	12:15 - 1:05	50 Minutes
	7	1:10 - 2:00	50 Minutes
8	2:05 - 2:55	50 Minutes	

### SPECIAL SCHEDULES (cont'd.)

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

### FINAL EXAM SCHEDULES

#### Even Hour Classes

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

#### Odd Hour Classes

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

## **INTRODUCTION**

The University High School Handbook is provided to all students and their parents/guardians as a central reference to the services, policies, and regulations of University High School. Students and parents/guardians are strongly encouraged to read the handbook carefully and to become familiar with the content. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and, as such, are subject to change. As required by the Illinois State University policy, University High School does not discriminate in its admissions policies upon the basis of race (including traits associated with race, such as hair texture and protective hairstyles), color, ancestry, national origin, religion, order of protection, age, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sex stereotypes, sex characteristics, gender identity and expression, sexual orientation, marital status, parental status, and pregnancy or related conditions), and sex-based harassment (including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation).

## **UNIVERSITY HIGH SCHOOL CREED**

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

Prepared by the Walter Dill Scott Chapter of the National Honor Society (1934), University High School



## **U-HIGH MISSION AND BELIEFS**

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

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

## **LABORATORY SCHOOLS MISSION**

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

## **The Essential Qualities of a U-High Graduate**

We at University High School strive to develop educated leaders who are prepared to respectfully engage in a diverse and interdependent society. To prepare them for this journey, a University High School graduate should:

- Demonstrate universal ethical principles such as fairness, honesty, integrity, and respect for all people.*
- Possess the collaborative and interpersonal skills needed to be a productive team member.*
- Communicate effectively and creatively using varied modes of expression.*
- Recognize and exhibit personal responsibility for learning.*
- Use resources (including technology) to locate, evaluate, and apply information.*
- Think critically and flexibly to solve problems.*
- Make choices that lead to mental and physical health.*

## U-HIGH STUDENT VALUES

We lead with love.  
We confront and challenge prejudice.  
We are held accountable for our words and actions.  
We stand up and speak up for one another.  
We value diversity and inclusion.  
We have courageous conversations.  
We respect all identities.  
In the spaces we create—you, me, we—are safe.

## TRADITIONS

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

**Colors:** Green and Gold

**Mascot:** The Pioneer

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

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

## **HISTORY OF UNIVERSITY HIGH SCHOOL**

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

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

During the early years, students came to University High from all parts of Illinois and from other states as well. From an enrollment of 115 students in 1875, only 64 pupils came from McLean County; five pupils were from outside the state, and one was from Vermont.

The close relationship between the high school and the University in curriculum and activities is mentioned in the 1895 Catalogue of the State Normal University:

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

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

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

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

## **FREQUENTLY CALLED PHONE NUMBERS**

Main Office	438-8346
Attendance (24-hour availability)	438-3349
Laboratory Schools Director	438-8105
Principal	438-8346
Assistant Principal	438-8346
Activities Office	438-7373
Counseling Office	438-5691
Library	438-2054
Registrar	438-5691
FAX Number	438-5198
Parking Services	438-8391
ISU Police (Non-Emergency)	438-8631
Thomas Metcalf Elementary School	438-7621

### **Department Offices:**

Art	438-8304
Band	438-8355
Business	438-8188
Chorus	438-8052
Engineering Technology	438-5513
English	438-2828
Freshman Program	438-8448
HILIA	438-7124
Mathematics	438-3556
Orchestra	438-7342
Science	438-8106
Social Science	438-8350
Engineering Technology	438-5513
Wellness	438-8913
World Languages	438-3846

## **UNIVERSITY HIGH SCHOOL STUDENT CODE OF CONDUCT & DISCIPLINARY POLICIES**

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

### **STUDENT RESPONSIBILITIES**

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

### **STUDENT RIGHTS**

All students are entitled to enjoy those rights protected by the federal and state constitution and laws for persons of their age. Students who violate the rights of others or violate school policies or rules will be subject to disciplinary measures. An acknowledgment of receipt and review of the student handbook will be required in the form of signatures by student and parent on an appropriate form to be returned to the appropriate school office.

- All students have the right to be free from harassment and discrimination based on race (including traits associated with race, such as hair texture and protective hairstyles), color, ancestry, national origin, religion, order of protection, age, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sex stereotypes, sex characteristics, gender identity and expression, sexual orientation, marital status, parental status, and pregnancy or related conditions), and sex-based harassment (including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation).
- Students have a right and are encouraged to participate in student government through the Student Senate. Through their direct participation, or through their representatives, they have the right to participate in decisions affecting the curriculum.
- Students have the right to present petitions and grievances to teachers and administrators and have the right to a prompt reply. For further information, please contact the Assistant Principal.
- Students shall have reasonable access to faculty, staff, and administration, in order to consult regarding school-related activities and have the right to be treated fairly by faculty, staff, and administrators.
- Students have the right of physical safety and protection of personal property.
- Students have the right to inspect their academic records (from which transcripts are made) and are entitled to an explanation of information recorded on them. Documents submitted by or for the student in support of their application for admission or for transfer credit shall not be returned to the student, nor sent elsewhere at their request.
- Students have the right to an alcohol and drug-free school.
- Students have a right to a safe environment.

## **COMMITMENT TO DIVERSITY**

Diversity refers to the ways in which people are both similar and unique. “These can be along the dimensions of race, ethnicity (including language and culture), gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies” (Carter). Furthermore, diversity is more than physical appearance and quantitative data. It is a way of being, acting, understanding, knowing, and valuing peoples who are within our school community. By acknowledging diversity, we are promoting a socially just environment. This means the following:

- Understanding and appreciating interdependence of humanity, cultures, and the natural environment.
- Practicing mutual respect for qualities and experiences that are different from our own.
- Recognizing that personal, cultural and institutionalized discrimination creates and sustains privileges for some while creating and sustaining disadvantages for others;
- Building alliances across differences so that we can work together to eradicate all forms of discrimination.
- Creating a safe school environment—both inside and outside of the building—for positive, nurturing celebration, discussion, and disagreement. (QCC Diversity Committee)
- Utilizing restorative practices to proactively build community, support diversity, and repair harm when conflicts arise.

## **ATTENDANCE PROCEDURES**

Regular attendance and punctuality are essential and expected at University High School. Parents and guardians are responsible for their child's regular school attendance, while U-High students are responsible for their use of time. Illinois law requires that whoever has custody or control of any child who is enrolled in school, regardless of child's age, shall assure that the child attends school during the entire time school is in session. U-High students will attend school during all times when school is in session, including scheduled classes, class meetings, pep assemblies and assemblies scheduled during the regular school day. Students who are frequently absent may experience an impact on their grades.

### **Absences**

Absences due to illness, participation on a school-sponsored field trip, observance of a religious holiday or event, death in the immediate family, family emergency, suspension, and/or other situations beyond the control of the student as determined by the Administration, or other circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety are considered to be excused absences. A student will also be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. Additionally, Illinois law allows students to be excused for mental health for up to 5 days in a calendar school year before a doctor's note is required. We encourage students and guardians to discuss

the nature of mental health with their student, and to understand that after the use of the second mental health day, that student may be referred to their school counselor.

All other absences will be identified as unexcused. Because school attendance is a requirement imposed by the State of Illinois, parents may not, at their discretion, excuse students from the school's attendance requirements. The administration has the sole authority in assessing the validity of an absence, and may require documentation from a credible source to verify the legitimacy of an absence.

### **Attendance Procedures**

1. All parents/guardians **MUST** call the attendance phone line (**438-3349**) to report each day when a student is absent. This is requested regardless of a student's age at the time of the absence and must be made within 24 hours of the absence. The student absence will only be excused if the parent/guardian calls the phone line. The attendance phone line is available 24 hours per day.
2. When students return from a reported absence, they are to report directly to their first class. An individual Admission Slip will not be required. If the absence was not properly reported, report directly to the Assistant Principal.

All student absences will be marked UNEXCUSED if students do not follow the attendance procedures. Students will be disciplined for unexcused absences according to the student handbook policy.

### **Procedures for Arriving Late to School**

1. Students who arrive after their first class begins, must report to the main office and check-in before reporting to class. All students are required to check-in at the main office and will be issued an Admission Slip before attending class.

### **Procedures for Leaving School Early**

1. A student's parent/guardian may make arrangements, in advance whenever possible, to have them check out prior to their usual dismissal time by calling the Attendance Line.
2. A student **MUST** receive a Permission to Leave School Slip before leaving school if they are going to miss any portion of class. A copy of a student's Permission to Leave School Slip will be kept in the office until their return to school. If a student returns to school the same day, they must sign back in before returning to classes.
3. Students that become ill or injured at school and need to go home **MUST** check-out through the main office. The office will call home to confirm with parent/guardian before student is released to go home.
4. Students are required to bring documentation/written notes for the following absences: medical/physicians note (i.e. excessive absences/consecutive days), extended absences (i.e. vacation, consecutive days), early release (leave for an appointment), late arrival (i.e. returning from appointment). The administration has the sole authority to make the final decision regarding the validity of the documentation.

Failure to check-in or check-out may result in disciplinary consequences from the Assistant Principal.

A student may not attend after school practices or contests unless they attend the last three classes of their own schedule or unless prior arranged absence has been approved with an administrator.

One hour unexcused absences are subject to the following consequences:

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

Note: If a student already has accumulated 3 tardies, the 1<sup>st</sup> unexcused absence will be disciplined as a 2<sup>nd</sup> unexcused absence. Multiple unexcused absences the same day will result in discipline as determined by the administration. Incidents of unexcused absences will be counted in any combination of classes, and will accumulate by academic semester (18-weeks).

### **Attendance Letters**

In order to encourage good attendance, University High School will provide written notification to parents/guardians of students who accumulate seven (7) total absences (excused or unexcused) in any one class per semester that states their student is approaching ten (10) absences. School personnel will review the absences prior to sending written notification. Parents/guardians are encouraged to contact the Counseling Center when their student needs to be absent for more than ten (10) days during the semester to investigate options to support their student. Contact should be initiated through the Counseling Center. There will be no disciplinary action for excessive absences due to medical excuses or chronic illness.

### **Make-Up Work Policy**

Students will have one day for each day they are absent to complete make-up work, providing the absence is excused. Make-up tests or quizzes may be administered outside of class hours at the teacher's discretion. Students are expected to contact their teachers and complete all make-up work in a timely manner.

### **Truancy**

Truancy is an absence without valid cause or parental permission. This would include a full day, a partial day, a single class period, or part of a class. Determination of a valid cause is the responsibility of the administration and will follow the provisions of the Illinois School Code. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days shall be considered a chronic truant and will be reported to the Regional Office of Education. The school will make available to any chronic truant the appropriate support services in order to correct the chronic truant's behavior before taking any disciplinary action against the chronic truant for such truancy (i.e. assigned to U-Link Center during free periods). If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney



- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school for truancy/non-attendance. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**Tardy Policy**

U-High follows the guidelines of the Illinois School Code with regards to the tardy policy. Students will attend, and will be on time to all classes unless there are extenuating circumstances that prohibit the student from attending. Tardiness is defined as reporting late to class without valid cause.

Parents/guardians may not, at their discretion, excuse students from the school's tardy policy. The administration has the sole authority in assessing the validity of a tardy. Whether or not a tardy is excused is at the discretion of the administration. Written notification must be presented to the teacher when arriving to class late.

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

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

**STUDENT CODE OF CONDUCT**

It is the responsibility of the teachers and administrators involved to work with the student, his or her parents/guardians, and other support personnel to help the student correct his or her behavior. All progressive disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. The Student Code of Conduct applies to all students on and off of school grounds during school hours and all school related activities.

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

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal

punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

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

The Laboratory School Director, Principal, Assistant Principal, or their designee are authorized to discipline, exclude, suspend, or expel students that have demonstrated gross disobedience or misconduct from school (including all school functions) in accordance with the following procedures. The Laboratory School Director may expel students that have demonstrated gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined.

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

The school rules, disciplinary policies, and codes of conduct described in this handbook govern all school activities. Violations will result in a student being suspended from school and also as a participant or spectator from activities, school sponsored events, and/or athletics for the duration of suspension. **Some student code of conduct violations are cumulative for a student's entire attendance at University High School. Violations can result in disciplinary sanctions from both the student code of conduct and the extracurricular code of conduct.**

### **Discipline Definitions**

1. "Exclusion" means any denial of educational services, programs, participation in and/or attendance of school functions outside of the regular school day, or transportations, as the case may be, to which a student would otherwise be entitled.
  
2. "Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension will be imposed in or carried forward to a succeeding school term.
  - a. "In-School Suspension (ISS)" – students will be placed in an isolated, supervised environment for the school day. Students will be expected to complete all work assigned by teachers for the school day.
  - b. "Out-of-School Suspension (OSS)" – students will be removed from school and school grounds imposed by the school administration for noncompliance with school policy. Students will be expected to complete all work assigned by teachers.
    - i. "Short term suspension (1-3 days)" the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities. In the written suspension decision, the school must explain (1) the

specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for equivalent academic credit.

- ii. "Long term suspensions (4-10 days)" the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities and other appropriate and available behavioral/disciplinary interventions have been exhausted. In the written suspension decision, the school must (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 school days shall be provided appropriate and available support services as determined by the school.
3. "Expulsion" means an exclusion of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate. An expulsion and/or disciplinary removal to an alternative school deems the student's continuing presence at school constitutes a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school. The written notice of expulsion must include the specific reasons why removing the student from the learning environment is in the best interest of the schools; a rationale for the specific duration of the expulsion; documentation whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
4. "Emergency" means a situation where a student's presence poses an immediate or a continuing danger to himself or herself, other persons or property, or constitutes an on-going threat of disrupting the education process.
5. "Certificated Person" means any person who is duly certificated under the provisions of the Illinois School Code and who is employed by the Illinois State University Laboratory Schools in a position requiring a certificate.
6. 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, backpack, or automobile; (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.

### **When and Where Student Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any time; "School grounds" means all property located on ISU campus including but not limited to University High School.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; "School event" means any event on or off school grounds that University High School is affiliated with.
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 (b) endanger the health or safety of students, staff, or school property; or (c) during periods of remote learning.

### **Reporting of Offenses**

Violations of law or school rules should be reported to the Principal or their designee by members of the Lab School community. Reported infractions will be investigated by the administration. Sources used to identify violations may include police reports, public notices of offenses, court dispositions, staff/teacher and student witness accounts, rumors of violations, and information provided by law enforcement officials. The administration shall reserve the right to interview students regarding disciplinary situations.

### **Reporting of Threatening Behavior**

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

Upon the identification of behavior(s) that either individually or in combination with other information might produce a threat to the school environment, school personnel should immediately notify a school administrator, who will investigate the reported incident or behavior. Students and school personnel may be interviewed and all evidence will be reviewed to determine the credibility of a threat. If necessary, a school threat assessment team will assist with the investigation. All necessary precautions will be taken to ensure student and staff member safety.

### **Emergency/Temporary Suspensions**

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

### **Suspensions**

Before a student may be suspended for up to 10 days for gross disobedience, misconduct, exhibiting threatening behavior or other disciplinary violations, the following procedures shall apply:

1. The suspending administrator shall give the student oral or written notice of the charges which constitute

the student's gross disobedience, misconduct, or exhibition of threatening behavior and a summary of the evidence which supports said charges. If the student denies the charges, the administrator shall give the student an opportunity to explain the incident. The administrator shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension is appropriate. If a student is suspended from school for a serious violation of school policy or rules, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

2. The administrator shall promptly send written notice to the student's parents or guardians informing them of the suspension, stating the reasons for the suspension including any school rule that was violated, and informing them of their right to appeal the suspension to the Laboratory School Director. In case of an emergency suspension, written notice to the student's parents will be sufficient (step 1 does not apply). Following an emergency suspension, the school administrator will send a written notice extending the emergency suspension for an additional period which shall not to exceed a total of 10 days.
3. If the parents/guardians and/or student are unsatisfied with the decision of the suspending school administrator for a violation of the Student Code of Conduct and/or Extracurricular Code of Conduct, they may appeal to the Laboratory Schools Director within five (5) days of the receipt of the written suspension notice. The appeal of the suspension decision must be filed in writing and submitted to the Illinois State University Laboratory Schools Director's Office, Campus Box 5300, Normal, IL 61790-5300, 309-438-3813 (fax). The appeal must outline the reasons the students should not be suspended.
4. The Director may request further information from any party to the suspension review proceedings and may hold further proceedings if he or she deems it necessary. The Director shall give due consideration to the decisions of the suspending administrator, but shall not be bound thereby. The Director may appoint some other person not involved in the case to act in their stead, and shall do so if the Director is a witness in any case. The Director or their designee shall issue a final written decision and mail it to the parents or guardian promptly.

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

### **Expulsions**

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

1. The administrator shall give the student oral or written notice of the charges which constitute the student's gross disobedience, misconduct, or exhibition of threatening behavior and a summary of the evidence which supports said charges. If the student denies the charges, the administrator shall give the student an opportunity to explain the incident. The administrator shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension or expulsion is

appropriate. If a student is suspended from school for a serious violation of school policy or rules, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

2. The administrator shall promptly send written notice to the student's parents or guardians informing them of the suspension or expulsion, stating the reasons for the suspension or expulsion, including any violation of the school rule; the time and place of the pending hearing; and the right to appear and present evidence to refute the charges.
3. A formal hearing before the Laboratory School Director shall be held within ten (10) days of the incident or within thirty (30) days by mutual agreement of the school and parents. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing shall be conducted by the Laboratory School Director or their designee. The Director may appoint some other person not involved in the case to act in their stead, and shall do so if the Director is a witness in any case.
4. During the hearing, the only persons allowed to be present at the hearing shall be the student, their parents or guardians, the Principal, the Laboratory School Director, and any other appropriate University High School teacher or administrators. Attorneys may be present at the expulsion hearing solely in an advisory capacity. The rules of evidence shall not apply at the hearing. The student and/or parent/guardian shall have the right to present evidence and testimony to refute the charges.
5. At the hearing, the Director may request further information from any party to the proceedings. The Director shall give due consideration to the prior decisions but shall not be bound thereby. The Director or their designee shall issue a final written decision and mail it to the parents or guardian promptly after the conclusion of the hearing.

### **Re-Engagement of Returning Students**

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Emergency Removal**

"Emergency Removal" is a process under the University Anti-Harassment and Non-Discrimination policy 1.2 that authorizes removal of a student from the learning environment before the full complaint and grievance process under the policy is completed. This type of removal is only available if it is determined that there is a credible, imminent, and serious threat to the health or safety of the school, students, employees or other individuals. An Emergency Removal can be appealed to the Laboratory School Director. This type of removal is non-punitive, non-disciplinary, and is not a sanction administered under the Code of Conduct. Additional details on Emergency Removal and the appeal process are described in Appendix A of this handbook and in University Procedures 1.2.3 and 1.2.4 available on the University policy [website](#).

## LEVELS OF MISCONDUCT/DISCIPLINE MEASURES

**Level I:** Any minor misbehavior that represents inappropriate behavior for the school and its educational processes. These offenses will be handled by the administration, faculty, or staff member. **Depending upon the severity of the offense, some Level I offenses may be classified and treated as Level II offenses at the discretion of the administration.**

**Level I Offenses:** include, but are not limited to, the following types of behaviors:

- General Classroom Rules/Hallway Rules
- Classroom Academic Rules
- Dishonesty
- Public Displays of Affection (PDA)
- Disrupting the learning environment
- Dress Code
- Tardy
- Improper Parking
- Couch/Lounge Rules
- Mobile Devices
- Gross Disobedience or Misconduct Policy
- Violation of Laboratory School Handbook, Laboratory School Policies, and University Policies, including the Anti-Harassment and Non-Discrimination Policy 1.2.

**Level I Discipline Consequences:** include, but not limited to, the following types of consequences:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Phone call to parents/guardians
- Temporary removal from the classroom
- Restrictions from activities, field trips, assemblies, etc.
- Assignment to free hour detention or after-school detention
- Assignment to Saturday school detention
- Loss of Privileges – as defined by the discretion of the administration
- Any other disciplinary technique that positively promotes the student code of conduct

**Level II:** Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, affects other students' education, or affects the student's own education. These offenses will be handled by the administration. **Depending upon the severity of the offense, some Level II offenses may be classified and treated as Level III offenses at the discretion of the administration.**

**Level II Offenses:** include, but are not limited to, the following types of behaviors:

- Academic Misconduct
- Insubordination/Disrespect to Staff or Certified Person
- Dress Code
- Public Displays of Affection (PDA)

- Forgery/Misrepresentation
- Property Damage
- Gambling
- Access/distribute explicit materials
- Profanity/Gestures
- Unexcused Absences
- Inciting others to misconduct
- Bullying, Cyberbullying, Aggressive Behavior, Harassment
- Gross Disobedience or Misconduct Policy
- Technology Acceptable Use Policy Agreement
- Violation of Laboratory School Handbook, Laboratory School Policies, and University Policies, including the Anti-Harassment and Non-Discrimination Policy 1.2

**Level II Discipline Consequences:** include, but not limited to, the following types of consequences:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Phone call to parents/guardians
- Restrictions from IHSA activities and athletics, school activities, field trips, assemblies, etc.
- Assignment to free hour detention
- Assignment to after-school detention
- Assignment to Saturday school detention
- Loss of Privileges/Exclusion
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Financial restitution for the repair of any property damages
- Any other disciplinary technique that positively promotes the student code of conduct

**The level and type of disciplinary consequences may vary depending on the number, type, and frequency of offense violations. U-High will consider all Level II and Level III offenses imposed on a student at any point in their high school career when making disciplinary decisions.**

**Level III:** Any misbehavior whose consequences may pose a threat to the health and safety of other in school or has a lasting effect on the individual. The behaviors that violate local, state, or federal law will require the notification of law enforcement officials. These offenses will be handled by the administration. **Depending upon the severity of the offense, some Level III offenses may lead to criminal charges.**

**Level III Offenses:** include, but are not limited to, the following types of behaviors:

- Arson
- Bomb Threat
- Theft/Possession of Stolen Property
- Extortion
- Assault/Fighting



- Bullying, Cyberbullying, Aggressive Behavior
- False Alarms
- Possession of Weapons/Fire Arm/Explosives
- Gang Activity
- Public Displays of Affection (PDA)
- Sexual Harassment/Threatening Behavior
- Vandalism/Major Property Damage
- Hazing - Endangering the Safety of Others
- Possession/Usage/Distribution of tobacco
- Gross Disobedience or Misconduct Policy
- Tobacco Use/Vaping
- AOD Policy --- Possession/Under Influence/Distribution of alcohol, illegal drugs/substances, look-alike products/counterfeit drugs, prescription drugs, paraphernalia, etc.
- Violation of Laboratory School Handbook, Laboratory School Policies, and University Policies, including the Anti-Harassment and Non-Discrimination Policy 1.2

**Level III Discipline Consequences:** include, but not limited to, the following types of consequences:

- Restrictions or Removal from IHSA activities and athletics, school activities field trips, assemblies, etc.
- Loss of Privileges/Exclusion
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS) for up to 10 school days
- Expulsion from school
- Transfer to an alternative program
- Financial restitution for the repair of any property damages
- Any other disciplinary technique that positively promotes the student code of conduct

**The level and type of disciplinary consequences may vary depending on the number, type, and frequency of offense violations. U-High will consider all Level II and Level III offenses imposed on a student at any point in their high school career when making disciplinary decisions.**

### **FAILURE TO SERVE DISCIPLINARY CONSEQUENCES**

At the discretion of the administration, the following disciplinary sanctions can be issued accordingly for students failing to serve an issued disciplinary consequence.

“Detention” - student(s) who refuse to comply with an assigned detention or fails to proceed to comply with detention rules will be assigned a minimum of a 2-hour Saturday school

“Saturday school” - student(s) who refuse to comply with the restrictions of an assigned Saturday school will be assigned an In-School suspension (ISS)

“In-School suspension (ISS)” - student(s) who refuse to comply with the restrictions of an assigned ISS will be assigned multiple In-School suspensions or Out-of-School suspensions (OSS)

“Out-of-School suspension (OSS)” - student(s) who refuse to comply with the restrictions of an Out-of-School suspension shall be recommended for Expulsion from school or multiple Out-of-School suspensions

## **DISCIPLINARY POLICIES**

### **Behavioral Threat Assessment Procedure:**

The Laboratory Schools utilize a threat assessment protocol with the intention of sustaining and enhancing positive school climates built on foundations of safety, respect, trust, care, and connectedness. The Threat Assessment Team, which includes representatives from both Thomas Metcalf Laboratory School and University High School, as well as other university personnel, has the purpose of identifying, assessing, and providing interventions for individuals whose behavior may pose a threat to the safety of school staff or students. More information regarding the Threat Assessment Team is available on the Laboratory School policy page: <https://education.illinoisstate.edu/labschools/policies/>.

### **Mobile Devices**

University High School recognizes that the use of cell phones, smart watches, and other mobile technologies are embedded into society as accepted forms of communication. However, we also recognize that classroom learning is a social construct built on mutual respect for classmates' and teachers' contributions to the development of deep understandings and academic competencies. In order to support the classroom learning environment and minimize distractions that may cause a loss of understanding, we believe that personal electronic communication devices should not be used. Therefore, all cell phones, tablets, smart watches, and ear buds or other types of headphones should be turned off and put away in a student's book bag or locker during class time, unless otherwise stated by the classroom teacher. Teachers that allow the use of cell phones or other technologies for purposes related to their discipline will communicate the procedures for their use to students in the classroom syllabus.

\*Please note: Because a teacher allows you to access your phone, headphones, or electronic device in one classroom, does mean it is allowed in another classroom. Know each of your teachers' policies.

Students are allowed to possess and use mobile devices during their free periods as spelled out in the Acceptable Use Policy.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- (1) using the device to take photographs, video or other recordings of students and staff without permission;
- (2) using the device to take photographs, video or other recordings of any person in a private setting such as locker rooms or bathrooms;
- (3) cheating;

- (4) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Using devices in this manner may also constitute a violation of the University’s Anti-Harassment and Non-Discrimination Policy or Bullying, Cyberbullying, or Harassment, Policies, or Gross Disobedience and Misconduct, or other relevant provisions, and may be evaluated and enforced under those standards.

The Laboratory Schools are not responsible for the loss, theft or damage to any electronic device brought to school. The use of electronic devices and other technology at school is a privilege, not a right. Students found in violation of a classroom cell phone policy, may have their devices confiscated and turned into the office. There is no expectation of privacy for a mobile device that has been confiscated (see Search and Seizures section of Handbook), however school officials may not request/require a student or their parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website or to demand access in any manner to a student’s account or profile on a social networking website. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

If a cell phone or other electronic device is confiscated, the following consequences go into effect:

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

**Bus Conduct**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or laboratory schools policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Behaviors the administration deems to threaten the safe operation of the bus and/or occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the administration may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Public Displays of Affection (PDA)**

University High School recognizes that genuine feelings of affection might exist between two students. However, school is not the place for prolonged displays of affection. These types of behaviors may cause classmates and staff to become uncomfortable and distract from the purpose of the learning environment. Examples of inappropriate public displays of affection include, but are not limited to, fondling, groping or grabbing body parts, lengthy kissing and hugging, and/or other sexual acts. Students will refrain from such acts while on school grounds, busses, extracurricular events, and other school sanctioned activities.

**Depending upon the severity of the sexual act, the display of affection may be classified and treated as a Level II or Level III offense.**

### **Gross Disobedience or Misconduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to, any of the following acts or behaviors which occur at school, at any school related or school-sponsored activity, or which substantially impacts the school:

- a. Refusal to obey the policies, rules, and regulations of the Laboratory School or administrative staff;
- b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, non-certificated supervisory personnel, or bus driver;
- c. Behavior, which interrupts the orderly process of school affairs;
- d. Conduct, which is or may be physically injurious to persons or property;
- e. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter;
- f. Repeated minor incidents of misbehavior that violate or attempt to violate Lab School policy, rule, or regulation;
- g. Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, and non-certificated staff;
- h. Being in possession of selling, using, or threatening to use any weapon, dangerous object, or instrument capable of inflicting or intended to inflict bodily harm, or creating in an individual reasonable fear for bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment.

For purposes of this policy "Dangerous Object or Weapon" includes, but is not limited to:

- 1) "Firearm" including but is not limited to: any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961, any starter gun, the frame or receiver of any such firearm, any firearm muffler or firearm silencer, or any "look alike" of any such device;
- 2) A knife, brass knuckles or other knuckle weapon regardless of its composition;
- 3) Any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any weapon. Such items include but are not limited to: baseball bats, pipes, bottles, locks, sticks, billy club, any explosive or other incendiary device, pencils, or pens.

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

- i. Vandalizing or otherwise intentionally damaging property of a teacher or administrator on or off campus or harassing or intimidating a teacher or administrator on or off-campus;
- j. While driving, failing to follow traffic safety rules on or off-campus with regard to school buses, student or school employees, going to and from school or to any school sponsored activity;
- k. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property;
- l. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault
- m. Fighting;
- n. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone, urging other students to engage in such conduct, and/or creating a reasonable fear for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment;
- o. Using or possessing electronic signaling devices, laser pens and pagers.
- p. Harassment and discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, protective order status, disability, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era;
- q. Refusal and failure to serve appropriate punishment imposed for any discipline violation;
- r. Exhibiting threatening behavior and/or 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.
- s. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- t. 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, smartphone or cellular phone.
- u. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Building Principal, the flight is authorized under applicable University policy, and is consistent with applicable FAA standards.

### **Bullying, Cyberbullying, and Aggressive Behavior**

University High School does not tolerate any form of bullying or aggressive behavior. *Bullying* includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Examples of prohibited conduct include name-calling, using derogatory slurs (directly or indirectly), stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, public humiliation, wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above, or retaliation for asserting or alleging an act of bullying.

Students should report suspected bullying to any teacher, counselor, or administrator. Any type of bullying, on and off school grounds or outside school hours, that causes a substantial disruption to the educational process, will result in consequences at the discretion of the administration. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, student instruction in socially appropriate behaviors, and/or a referral to community organizations that teach strategies in the reduction of aggressive behaviors. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference to recommendation for expulsion under the Student Code of Conduct. Any bullying or cyberbullying that is based on any protected status identified under the Anti-Harassment and Non-Discrimination Policy will be managed under that process.

### **Gang Activity**

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

## **Harassment, Discrimination, and Sex-based Harassment**

### **Anti-Harassment and Non-Discrimination Policy**

Any alleged act of harassment and/or discrimination based on race (including traits associated with race, such as hair texture and protective hairstyles), color, ancestry, national origin, religion, order of protection, age, disability, genetic information, unfavorable military discharge, status as a veteran, sex (including sex stereotypes, sex characteristics, gender identity and expression, sexual orientation, marital status, parental status, and pregnancy or related conditions, and sex-based harassment (including sexual assault/misconduct, dating/domestic violence, stalking, and sexual exploitation) is a violation of this policy and the law and will not be tolerated. The [University Anti-Harassment and Non-Discrimination Policy 1.2](#) provides additional information about what constitutes discrimination or harassment.

Allegations of harassment or discrimination will be reviewed by the Office of Equal Opportunity and Access (OEOA) pursuant to the appropriate University Procedure. Retaliation against students, employees, or faculty members who exercise their rights by filing a complaint or participating in a protected investigation are also prohibited under Policy 1.2. More information about the OEOA procedures applicable to the Laboratory School are available at Appendix A of this Handbook including:

- Information about what constitutes discrimination and/or harassment under the Anti-Harassment and Non-Discrimination Policy 1.2.
- How Laboratory School students and parents may file a complaint with OEOA.
- A summary of the complaint resolution procedures that apply to Laboratory School students based on an allegation of discrimination and/or harassment based on race, color or national origin under the Illinois Racism-Free Schools Act.
- A summary of the complaint resolution procedures under Title IX that apply to Laboratory Schools students based on an allegation of discrimination and/or harassment based on sex (including sex stereotypes, sex characteristics, gender identity and expression, sexual orientation, marital status, parental status, and pregnancy or related conditions) and allegations of sex-based harassment (including sexual assault/misconduct, dating/domestic violence, stalking, and sexual exploitation).

**All University Laboratory Schools' students, faculty and staff are expected to adhere to the University Anti-Harassment and Non-Discrimination Policy 1.2 and will be accountable for actions that violate the policy.** Illinois State University and the Laboratory Schools will respond promptly to all complaints of harassment, discrimination, and retaliation. Determinations of whether an incident constitutes harassment or discrimination will be made by the Office of Equal Opportunity and Access based on individual circumstances of the case. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees. The policies and procedures will be available on the [University policy website](#) and the [Laboratory School policy page](#).

### **Who to contact**

**Students/Parents:** Students and parents/guardians may report an incident to a teacher, counselor, building administrator, directly to the Title IX Coordinator in the Office of Equal Opportunity and Access, or staff person. If an incident of discrimination or harassment is reported to a teacher, counselor or staff person, they must inform the Building Principal or their designee or may also directly contact the Office of Equal Opportunity and Access as soon as possible. If reported to the Building Principal or designee, that

individual will promptly notify the Office of Equal Opportunity and Access. No part of this section precludes any individual from reporting an incident directly to the Office of Equal Opportunity and Access. Any person (student, or parents/guardians, employee, volunteer) who believes they are a victim of discrimination or harassment or have witnessed discrimination or harassment are encouraged to review Appendix A and the corresponding University Procedures available on the [University policy website](#) for more details on reporting options and the Office of Equal Opportunity and Access grievance process.

### **Faith's Law**

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith's Law was passed by the Illinois General Assembly as two separate pieces of legislation. The first legislation established the definition of sexual misconduct within the School Code and outlined the requirements for schools to develop and post employee code of professional conduct policies. The second legislation adds employment history reviews as part of the hiring and vetting process for schools and school contractors, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. The Laboratory Schools have adopted policies to implement these standards which are described on the [Laboratory School policy page](#). A resource guide titled: [Sexual Abuse Response and Prevention Resource Guide](#), published by the Illinois State Board of Education June 12, 2023 is also available on the site.

### **Hazing**

University High School recognizes the dignity and worth of all individuals and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school-sponsored club, activity or athletic team. This includes behavior, which is demeaning, degrading, or contrary to accepted standards of common decency and/or is based upon affiliation with any group, sex, race, religion, or economic status. Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to disciplinary action(s).

### **Academic Misconduct**

University High School is committed to providing an atmosphere in which the values of truth, integrity, personal accountability, and respect for the rights of others are modeled. To this end, University High School prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. University High School expects students to be honest in all academic work. A student's placement of their name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought and study. University High School values academic integrity. University High School considers it to be a serious issue if a student has not submitted solely their own work, not given credit thoroughly to sources, or completed a test /assignment using unauthorized materials/assistance. Administrators, faculty, students, and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued.

Academic integrity can only be maintained when students attend class regularly and are present to address academic concerns that may otherwise put undo pressure on a student to make dishonest choices that result in academic misconduct.



It is University High School's expectation that students take care of themselves both physically and mentally, but do not use illness or other personal circumstances to avoid or prolong the timely completion of academic assignments.

Students will not use dishonest methods to fulfill academic expectations and responsibilities.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Students shall not:

- a. possess or utilize any means of assistance (books, notes, papers, articles, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.
- b. take any action with intent to deceive the person in charge as to the student's acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.
- c. appropriate without acknowledgement and authorization another's computer program, or the results of the program (in whole or part) for a computer-related exercise or assignment.
- d. submit the same paper for more than one course without the prior approval of the instructors.
- e. willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or distribution of test materials. Both parties to such knowledge are considered responsible.
- f. substitute for another student in any quiz or examination.
- g. be involved in the advertisement, solicitation, or sale of term papers or research papers.
- h. plagiarize. Plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:
  1. Failing to cite with quotation marks the written words or symbols of another author
  2. Failing to cite research materials in a bibliography
  3. Failing to name a person quoted in an oral report
  4. Failing to cite an author whose works are paraphrased or summarized
  5. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects
  6. Copying or paraphrasing ideas from literary criticism without documentation.

Examples of academic dishonesty may include, but are not limited to, the following:

- Communicating with another student during an examination or quiz
- Copying material during an examination or quiz
- Allowing a student to copy from one's examination or quiz
- Study a copy of an exam prior to taking a makeup

- Giving test questions to students in another class
- Using unauthorized notes or devices; the presence of a cell phone or prohibited device during an examination or quiz is a violation
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher
- Submitting a paper or project that is not the student's work
- Copying another person's assignments
- Submitting the same paper to another class without permission
- Allowing another student to copy one's assignment
- Changing answers on an assignment or examination after the work has been graded and returned
- Stealing or accepting stolen copies of tests or answer keys
- Altering a teacher's grade book
- Falsifying information for applications (e.g., college scholarships)
- Using computers and programmable calculators in violation of guidelines established by the teacher
- Unlawfully copying computer software or data created by others
- Using Artificial Intelligence to generate parts of or a whole assignment intended to be a student's original work, unless otherwise stated by the classroom teacher.
- Making up data or results
- Any other violation intended to obtain credit for work that is not one's own

Teachers will work in collaboration with the Administration to determine the appropriate form of action. All students shall be subject to the following consequences (offenses accumulate for the entire time the student is a University High School student):

<b>Number of Offense</b>	<b>Disciplinary Sanctions/Intervention</b>
1 <sup>st</sup> Offense	Meeting with teacher; parent/guardian notification; 2-hour Saturday School assigned by administration. Academic consequences will be decided by the class instructor (i.e. alternative assignment, denial of credit, etc.)
2 <sup>nd</sup> Offense	Four 4- hour Saturday School detention will be issued. Parent/Guardian will be notified. Academic consequences will be decided by the class instructor (i.e. alternative assignment, denial of credit, etc.). Academic interventions decided by teacher, counselor, and administrator.
3 <sup>rd</sup> Offense	Two (2) days in-school suspension will be issued. Parent/Guardian conference will be held with administration and counseling office. Intervention services from counselors will be provided. Student will receive "zero" credit on assignment.
4 <sup>th</sup> Offense	In-school or out-of-school suspension issued at administration' discretion. Parent/Guardian conference will be held with administration and counseling office to create academic management plan. Intervention services from counselors will be provided. Student will receive "zero" credit on assignment.
5 <sup>th</sup> Offense	Expulsion from school.

## **Alcohol and Other Drugs Policy**

**Please see the voluntary admission section on page 75.**

Student use of alcohol and other mind-altering drugs is illegal and interferes with the learning process. These mind-altering drugs are capable of producing the organic disease of substance abuse and chemical dependence. Students will be disciplined for violating alcohol and other drugs policy, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.

In accordance with the [University Policy 5.1.7](#), the Smoke-Free Campus Act, the Smoke-Free Illinois Act, and the School Code Tobacco Prohibition, smoking and tobacco use is prohibited on the University campus. This prohibition applies to the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, personal vapors, vaporizing pens, or any electronic delivery system, or other lighted smoking equipment including look alike items. Smoke or smoking also includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product. Smokeless tobacco and electronic cigarettes are prohibited under this definition. Use of such items is not permitted on or off school grounds during school hours, on school buses, or while attending school-sponsored events. Possession of lighters is prohibited on school property. A violation of University Policy 5.1.7 is treated slightly differently in terms of disciplinary sanctions.

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions.
2. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis). Illinois State University does not allow medical marijuana on campus based on the Drug-Free Schools Act.
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

It is the policy of University High School to support abstinence from alcohol and other drugs for all students in order that their development can reach full intellectual, emotional, social, and physical potential. This policy is, therefore, a “no-use” policy. “No use” refers to our expectation that no alcohol or other drugs, nor drug paraphernalia, can be used during the school day or be present or provided at school, on the ISU campus, or at school-sponsored events. These include, but are not limited to, athletic contests, field trips, assemblies, school trips, or any other school activities. While University High School students may have hours throughout their day that do not involve classroom instruction (student preparation hours), this time is nonetheless school time.

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

The purpose of this policy and its administrative procedures is to provide direction to school staff in the development of a comprehensive program designed to address the issues related to student use of alcohol and other drugs. Implementation of this policy, including staffing, in-service training, and instructional materials, will be provided within the resources allocated in the annual budget. All violations of the AOD policy are cumulative for a student’s entire attendance at University High School.

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

When there are reasonable grounds (e.g., erratic behavior, smell of alcohol or drugs, bloodshot eyes) for suspecting that a student is under the influence of an illegal substance, the school may contact a law enforcement official who may administer an appropriate test(s) to the student to verify the presence of an illegal substance. If a student and/or parent refuse to take a test, the case will be referred to the Police Department at Illinois State University. Parents/guardians will be notified of the referral. If the student tests positive, parents/guardians will be notified immediately. Consequences for violating the Alcohol and Other Drug Policy will be determined in accordance with applicable sanctions as outlined in the Student Handbook.

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

Number of Offense	Disciplinary Sanctions/Intervention
1 <sup>st</sup> Offense	Five (5) day suspension and enrollment in/and successful completion of a school-approved AOD treatment program. The police will be notified. Failure to enroll or successfully complete a treatment program will result in sanctions agreed upon by the administration and the school counseling office, including the probable expulsion of the student. With the parents' consent, the student and family will be responsible for obtaining and sharing the results of up to four (4) drug tests within a calendar year (365 days – including summer) at the request of the administration or counselors. A positive test result for an illegal substance will automatically qualify as an additional offense. The tests need to be obtained from a school approved provider or recognized health provider. If the required treatment testing is not complete, the school reserves the right to impose additional disciplinary sanctions.
2 <sup>nd</sup> Offense	Eight (8) day suspension and enrollment in and successful completion of a school-approved AOD treatment program. The police will be notified. Failure to enroll or successfully complete a treatment program will result in sanctions agreed upon by the administration and the school counseling office, including the probable expulsion of the student. With the parents' consent, the student and family will be responsible for obtaining and sharing the results of up to six (6) drug tests within a calendar year (365 days – including summer) at the request of the administration or counselors. A positive test result for an illegal substance will automatically qualify as an additional offense. The tests need to be obtained from a school approved provider or recognized health provider. If the required treatment testing is not complete, the school reserves the right to impose additional disciplinary sanctions.
3 <sup>rd</sup> Offense	Expulsion from school. The police will be notified.

**Other Disciplinary Actions**

The Laboratory Schools reserve the right to impose sanctions for disciplinary actions that may not be incorporated or directly addressed in the Student Code of Conduct. Actions that may result in exclusion include:

- a. Inappropriate behavior (gross misconduct) at a school sponsored event or at school
- b. Insubordination to a staff member during a school sponsored event or at school
- c. Repeated violations of other rules under student conduct may result in exclusion at the discretion of the administration

The duration will be determined by the administration and will be measured in calendar days and include all weekends and holidays during the suspension period.

## **GENERAL EXPECTATIONS**

University High School does not participate in the Federal Food Lunch program. Food is provided by ISU Campus Dining on a daily basis. Vending machines are located in the student lounge.

### **Appearance**

University High School is committed to providing a safe and nurturing educational environment conducive to student learning. University High School recognizes that a safe learning environment can only be created when the appearance requirements support equitable educational access and do not burden, stereotype or otherwise contribute to a hostile or intimidating atmosphere for any student. The administration, faculty, staff, and students strive to create a community which does not judge people based on their dress or fashion, but which values individuality. At the same time, clothing reflects the educational environment and should be respectful of the diverse values and perspectives the Laboratory Schools strive to support. Students are encouraged to dress in a manner that is appropriate for the educational setting but is comfortable and reflects their individuality and self-expression. Students and staff are responsible for managing their own personal distractions without regulating other individual students' clothing or self-expression.

Therefore, there shall be no restriction on a hairstyle, or manner of dressing or appearance unless these present a clear and present danger to a student's health and safety or otherwise interfere with the operation of the school or disrupts the educational process.

Students are not permitted to wear clothing that:

- Fails to cover the student's genitals, buttocks, nipple, or breast.
- References tobacco, drugs, alcohol or related paraphernalia, or other illegal conduct or activities.
- Displays lewd, obscene, pornographic, offensive, violent, defamatory images, profanity and language or otherwise displays images or language that could be reasonably construed as containing fighting words, or speech that incites others to imminent lawless action or contains threats to others.

Parents/guardians and students are primarily responsible for the student's attire and appearance. Student dress choices should respect the Laboratory School's intent to sustain a community that is inclusive of a diverse range of identities, perspectives, and talents. In accordance with Appendix A, U-High administration will work with the University Office of Equal Opportunity and Access to address circumstances in which a student's attire may display images or language that may be in violation of University and Laboratory School policies by contributing to a hostile or intimidating environment or otherwise constitute harassment or discrimination based on an individual's race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

School staff shall enforce the appearance requirements consistently and in a way that protects the privacy and dignity of students. School administration and staff shall not have discretion to vary requirements in ways that lead to discriminatory enforcement. If any staff member suspects that a student is in violation of the Student Appearance Code Policy, that staff member will contact a member of the administration in a

discreet way (i.e., email, in-person conversation after class) that protects the privacy and dignity of the student, unless it is perceived that immediate action is necessary. Students found to be in violation of these expectations will be given the opportunity to make the necessary changes to comply with this expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. Disciplinary measures for multiple violations will be determined by the administration. Students that have any questions regarding acceptability of a particular item of clothing should check with a member of administration before the clothing is worn to school.

\*Please Note: Specific courses may have different guidelines for appropriate dress in order to maintain student safety based on the activity or learning experiences inherent in that curriculum (e.g., protective clothing for laboratories, clothing appropriate for dance, athletic attire, etc.). If you have questions about these, please ask your classroom teacher.

### **Change of Address/Telephone**

If, at any time during the school year, there is a change in personal information such as address or telephone number, please contact the Registrar's Office as soon as possible to complete the required state form.

### **College Visits**

Juniors and seniors may elect to use three (3) school days per year for college visits. **These visits must be pre-arranged with the main office. Each student must complete a college visit form.** Additional days must be approved by the Assistant Principal. Additional days not approved by the Assistant Principal will be identified as Unexcused.

### **Couch Rules and Lounge Rules**

The student body helped purchase the couches in the lounge and thus has a responsibility to maintain them. In order to preserve their quality, Student Senate determined U-High students will:

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

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

- 1) Swearing, pushing, shoving, wrestling, running, shouting, or throwing food
- 2) Leaving trash or spills on tables or floor
- 3) Showing disrespect toward lounge supervisors
- 4) Placing feet on tables and chairs
- 5) Sitting or standing on tables
- 6) Throwing or kicking any items, including athletic equipment
- 7) Willful destruction of furniture

## **Dances**

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. A student displaying inappropriate behavior, as determined by the chaperones or administration, during a school sponsored dance will receive one warning. If inappropriate behavior continues then the student will be asked to leave the dance immediately and the student's parent/guardian will be contacted. Further disciplinary action may be taken. Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

## **Distribution of Materials**

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

1. A request to distribute materials must be approved by the principal or their designee. The request to distribute materials must include copies of the material to be distributed/posted and manner in which the materials are sought to be distributed, and the approval and name of the organization or sponsor.
2. Groups and organizations that are not related to the school co-curricular activities will not be allowed to distribute or display materials at University High School.
3. Requests from students shall be approved as long as they meet the following criteria:
  - a. The material does not relate to a private business or promote a sale for individual gain or profit;
  - b. The material is not defamatory, obscene, vulgar, or in bad taste;
  - c. The distribution will take place in such a way to not disrupt the conduct of normal school activities.
4. The Principal or their designee shall respond to all requests to distribute/post within three school days and shall indicate the specific reasons for any denial of request.

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

## **Electronic Door System**

University High School has an electronic door system to help secure the building to create additional protection for our students, faculty, and visitors. The doors are maintained and monitored in the main office, as well as through the ISU Facilities Department and the ISU Police Station. Students can use their Redbird Card to access the building Monday through Friday from 6:00 am until 4:00 pm. Students who lose their cards and acquire a replacement must visit the Main Office to have the new card activated in our system. Students should never give their cards to anyone else to use for any purpose, including using the card to gain access to the building. In addition, students are prohibited from opening the door for anyone else attempting to gain access to the building. Students who do not have cards or whose cards are not working, as well as all visitors, may gain access to the building by using the intercom system on the 2<sup>nd</sup> floor entrance on the South side of the building. Students whose cards are not working properly or who have any problem using the electronic doors should contact the main office for assistance. Anyone propping a door open or allowing access will be subject to disciplinary action by the administration.



### **Field Trip Policy**

Student participation on a field trip is expected. Exceptions to this policy can only be made with the administration. Students who know in advance that they will be out of class for a school field trip must make every effort to discuss with teachers how they can make up their work prior to leaving. Students that do not to participate in a Field Trip are required to attend school. **All students attending a field trip must complete a field trip permission form.**

### **Inclement Weather**

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

### **Lockers**

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

### **Lost and Found**

Students may check for lost items in the main office. Items in the Lost and Found will periodically be donated to a local non-profit organization during the year. Announcements will be made prior to the donation to alert students.

### **Open Campus**

Open campus is a policy that requires students to attend their classes but does not require their attendance during unscheduled periods (i.e. free periods). The purpose of this policy is to develop self-discipline and personal responsibility. Abuse of the open campus privilege is subject to loss of this privilege.

### **Parking Services**

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

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. Consistent with applicable law and as described below, school lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are

subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **Phone Use and Messages**

Messages of an urgent nature may be delivered to students when a parent or guardian calls the main office.

### **Searches and Seizures**

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

### **School Property and Equipment as well as Personal Effects Left There by Students**

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.

The Building Principal 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. This right to search extends to student cars parked on school grounds and ISU property.

### **Student Searches**

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.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Personal Cell Phone, Computer, Tablet Searches**

There is no expectation for privacy when a student brings a personal cell phone, computer, or tablet to school. School authorities may confiscate and search personal electronic devices when there is reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the laboratory school's student rules or policies. . The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Any search will also be subject to University High School's social media and digital content policy.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Evidence of a crime will be turned over to law enforcement. Authorities shall have the power, as provided by law, to seize objects encountered in a search.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer or school administrator questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Building Principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

### **Stroud Auditorium Rules**

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

### **Unpaid Fees**

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

### **Video Monitoring Systems**

A video and/or audio monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape will be provided to law enforcement personnel.

### **Visitor Policy**

All visitors are required to sign in at the main office upon arrival at U-High. Student visitors from other schools should pre-arrange their visit with the Assistant Principal. Failure to comply with this procedure may result in visitors being denied visitation privileges. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Upon entering either school, visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering Laboratory School buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of their visit. Once you have visited one of our schools and been cleared you will not need to go through the process each time you enter the building. You will need to sign in as usual. The Raptor system will better allow us to track Laboratory School visitors, contractors, and volunteers and provide a safer environment for our students and staff.

Illinois State University and Heartland Community College students assigned to complete coursework at U-High are not considered visitors, but both are required to sign in when at school.

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

Visitation with U-High students for social purposes during the school day is not permitted at University High School. Anyone not properly registered in the main office will be asked to leave the building. U-High students are not to visit other schools, unless approved by administration from both schools.

### **Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.

Applications for fee waivers may be submitted by a parent or guardian of a student. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The administration will give additional consideration where one or more of the following factors are present:

- An illness in the family/emergency situations;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment or when one or more of the parents/guardians are involved in a work stoppage.

### **PARENT AND COMMUNITY INVOLVEMENT**

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

### **Boosters**

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

### **Citizens Advisory Committee (C.A.C.)**

This committee consists of parents, faculty/staff, and a non-affiliated member representing the community at large. The purpose of the committee is to act as a liaison and a support group between the administration, faculty, and parents of students attending the Laboratory Schools.

### **Parent Support Network (P.S.N.)**

The P.S.N. provides a vehicle for communication for parents throughout McLean County who wish to help combat negative effects of teen peer pressure.

## **STUDENT SERVICES**

### **COUNSELING SERVICES**

Counseling is an integral part of the high school experience. During a student's career at U-High there will be many opportunities to work with counselors. Students are encouraged to see the Counseling Center staff as often as necessary.

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

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

Counselors are available for consultation with students and parents on the following:

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

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

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school.

University High School maintains student and parent resources on suicide and depression awareness and prevention. Much of this information is posted on the school's counseling website [here](#). Information can also be obtained from the counseling office.

### **Schedule Changes**

Course registration for the following year starts in January. Students will receive a copy of their schedule at registration and can only change it for the following reasons:

- Drop 7<sup>th</sup> or 8<sup>th</sup> class for a free period
  - Students enrolled in more than six courses may drop an elective course for a "Prep" within the first 6 weeks of the semester, given they don't need that specific course for Graduation purposes. A teacher's signature will be required before the drop takes place.
- Level change (such as Accelerated Geometry to Regular Geometry)
- Summer School completion
- To meet a college admissions requirement
- To better align courses with career goals

Please visit this link for the Heartland Community College dual credit/dual enrollment drop or withdrawal deadlines. <https://www.heartland.edu/collegeNow/studentInfo/index.html>

### **School Student Records Policy**

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

### **School Visitation Rights**

The School Visitation Rights Act permits most employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings.<sup>1</sup> Information regarding the University's policy on leave for school conferences and activities is available [here](#). Letters verifying participation in this program are available from the school office upon request.

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<sup>1</sup> Please be aware this law is limited to public and private employers with fifty or more individuals and that the employee requesting leave be employed at least six months.

## **Student Assistance Program**

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

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

### **Syllabi**

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

- Instructor contact information (office phone and email)
- Course description, including goals and objectives of the course
- General description of assignments and assessments
- Use of Blackboard
- Grading policy
- Management plan of classroom

## **The U-Link Learning Center**

It is the goal of the U-Link Learning Center to provide a facility that offers an inclusive, inviting environment for students to seek support across all content areas. The center uses mentors that are both peers from U-High and undergraduate students from ISU. Any U-High student can apply to be a mentor. Mentors partner with a student in need to provide academic, organizational, and social support while building their own leadership skills. Students mutually benefit from their experiences.

Mentor expectations:

- To be leaders and role models
- Treat others with respect
- Work with students as guides & readers
- Be respectful to teachers' assignments and styles; we are an extension of the classroom
- Maintain the confidentiality of the sessions that occur in the center

Students can take advantage of a variety of services offered by the U-Link center. These include:

- Mentoring in all content
- Drop-in assistance with research, drafting, revising, test preparation, assignment assistance, & assessment re-do process
- Long term mentor-student partnerships, if desired
- A place to work/study
- A positive learning environment
- Organizational/Executive skill development

### **U-Link Mentors**

U-Link Mentors is a peer mentoring program made up of U-High students that support their peers academically, organizationally, and socially. Peer mentors assist other students in a variety of areas which might include study skills, writing skills, and content area learning. Mentoring is a great opportunity to build leadership skills as well as serve others. Contact the Director of the U-Link Literacy and Learning center for more information about joining this peer group.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504) & Individuals with Disabilities Education Act (IDEA)**

There are two primary federal laws that impact the educational rights of children with disabilities relating to special education and related services.

- Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal civil rights law that prohibits discrimination on the basis of disability in programs and activities that receive any Federal financial assistance from the U.S. Department of Education. Section 504 was enacted to "level the playing field" - to eliminate impediments to full participation by persons with disabilities. Section 504 establishes a student's right to full access and participation to education and all school-related activities and requires schools to provide appropriate services to meet the individual needs of qualified students.
- The Individuals with Disabilities Education Act ("IDEA") is a federal law that requires State and local education agencies receiving federal IDEA funding to guarantee special education and related services so that eligible children with disabilities receive a free and appropriate public education. The Individuals with Disabilities Education Act also provides discipline protections for children who are or may be eligible for IDEA services. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

The Laboratory Schools work together with our students' home school districts to provide programs and services that meet federal and state requirements. Additional information about Section 504, IDEA and the Laboratory Schools procedures are included in Parent Rights Notice available on the website: [www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu).

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

### **Withdrawal From Class/School**

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

Students enrolled in more than six courses may drop an elective course for a "Prep" within the first 6 weeks of the semester, given they don't need that specific course for Graduation purposes. A teacher's signature will be required before the drop takes place. Students who drop a class after the 1<sup>st</sup> 6 weeks of a semester will receive a "WF" unless illness or unusual circumstances necessitates a reduced course load. This



decision will be at the discretion of the administration after consulting with the student's parent(s)/guardian(s), teacher, and counselor.

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

Any student that has withdrawn from University High School for any reason, and then wishes to return, must reapply, and the only materials that can be considered in the application process are the new materials that are submitted for the new application. \*Please note: Previous admittance does not guarantee that they will be accepted upon reapplication.

### Graduation Requirements

All University High School students must take 6 classes each semester. Please note these are minimum standards.

<b>ENGLISH</b>	<b>4.0</b>
<b>SOCIAL STUDIES *</b>	<b>2.5</b>
<b>MATH</b>	<b>3.0</b>
<b>SCIENCE</b>	<b>2.0</b>
<b>FOREIGN LANGUAGE (ALL CREDITS IN ONE FOREIGN LANGUAGE) OR FINE ARTS (IN ONE PROGRAM)</b>	<b>2.0</b>
<b>Additional Courses including course work in Social Sciences, Math, Science, Foreign Language, or Fine Arts and/or courses in Vocational Education and fundamentals of computing</b>	<b>2.0</b>
<b>VOCATIONAL EDUCATION **</b>	<b>0.5</b>
<b>WELLNESS/PE ***</b>	<b>4.0</b>
<b>ELECTIVES</b>	<b>4.0</b>
<b>TOTAL CREDITS</b>	<b>24.0</b>

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

\*\* Students are required to pass Consumer Economics (0.5 credit) in order to graduate.

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

NOTE: College-bound students are strongly urged to complete 4 years English, 4 years Math, 3 years Science (lab), 3 years Social Studies and 2 years Foreign Language, Fine Arts. Most colleges and universities, including Illinois State University, require similar course preparation as a minimum for admission.

## Courses

Detailed information regarding course offerings can be found in the Course Description Manual which is available on the Counseling website.

**Consumer Economics:** 0.5 credit Consumer Economics course.

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

**Social Science:** 1.0 credit U.S. Studies, 1.0 credit elective and 0.5 credit Government/Civics course

**Health:** Health is included as part of Physical Education.

**Physical Education:** Students must enroll in physical education every semester with the following exceptions:

1. A written excuse from a certificated physician is presented indicating that the student shall be excused for a specific period of time.
2. The waiver policy is met.
3. A written statement for temporary or extended excused absences from P.E. is approved by the school administration.

In order to not participate in P.E. due to a temporary physical or emotional condition, the student must present a written note from a physician (or other person licensed under the Medical Practices Act). If a student has a physical or emotional condition that prevents the student from participating in P.E. for a longer period of time, the student may be referred for consideration for a Section 504 accommodation. State law prohibits the school from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the laboratory schools.

### **Driver Education:**

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

### **P.E. Waiver Policy:**

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

1. The student is participating in interscholastic athletics or marching band. Waivers granted for this reason will be granted by the activities director only for the semester in which the majority of their activity occurs.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or University High School minimum graduation standards is required for admission. University High School counseling staff must verify that the student's present and proposed schedule will not permit the completion of the needed course without the waiver.
3. The student lacks sufficient course credit on one or more courses mandated by State requirements or University High School's graduation policy. Students who have failed required courses, transferred into U-High with deficient credits, or who lack credits due to other causes maybe eligible for this exemption.

4. The student is participating in a Reserve Officer's Training Corps (ROTC) program sponsored by the district

Every student excused from physical education will be required to take a schedule of classes, which meets or exceeds the minimum school day requirement at University High School. Students waiving P.E. will not receive the P. E. credit and must take additional classes to meet the twenty-four (24) credit requirement for graduation. Students who do not obtain a waiver must be enrolled in a PE class no later than the fifth day of the semester.

State law prohibits University High School from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education.

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

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

NCAA eligibility requirements can be found on page 78.

### **Advanced Placement Program**

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

### **Course Audit**

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

### **College Application and Transcript Procedures**

The following are procedures for students to prepare and send transcripts for college applications:

1. Seniors must acquire their own application forms from colleges.
2. The personal data section of the application forms must be filled out by the student (name, address, etc.).
3. The student must obtain the transcript release form from the Counseling Center permitting the school to release all cumulative records of the student for the purpose of admission to a college. If the student is not at least 18 years of age, their parent or guardian must sign the form. This form must be signed and returned to the Counseling Center before a copy of the records can be mailed. Students will receive 5 free transcripts and after the fifth request there will be a \$2.00 fee per transcript.
4. The student should request to the Counseling Center that their transcript be sent at least 2 weeks prior to the mailing deadline.
5. Student requests for letters of recommendation should be requested at least 2 weeks prior to the mailing deadline. Requests not submitted by the 2-week deadline are not guaranteed to be completed by the requested submission date.

### **College Courses (Illinois State University, Heartland Community College)**

University High School students have the opportunity to enroll in college courses for dual credit. These courses are offered through Illinois State University and Heartland Community College. All dual credit must be approved by the U-High administration and the receiving institution. Students may enroll for dual credit if they meet one of the following criteria:

1. The course the student wishes to enroll is not offered in the U-High curriculum;
2. Taking the course at an outside institution will help the student accomplish their academic goals and the course is unable to fit into their University High School schedule.

Application Procedure:

1. Obtain and complete the "Dual Credit Enrollment Application" form from the University High School Counseling Center. Please note that HCC and ISU have deadlines for dual credit enrollment that change semester to semester.
2. The number of courses in which a student can enroll (in any one semester) will be determined by the recommendation of the Principal and the Counseling Department Chair.
3. Semester hour for dual credit transfer to high school in the following manner:

ISU/HCC Semester Hours	University High School Credits
4-5	1
3	0.5
1-2	0.25

### **College Now (Heartland Community College)**

University High School teaches dual credit classes at U-High that are taught by U-High trained faculty using Heartland Community College class syllabi. There is no fee for College Now courses. In order to enroll in a College Now course, students must do the following:

1. Complete the College Now application process
2. Pass the appropriate placement exam(s) at Heartland Community College

### **Early Graduation Policy**

It is the policy of University High School that twenty-four credits and eight semesters of attendance shall be the normal requirement for graduation from University High School. However, U-High recognizes that special circumstances might arise which could require consideration of an alternative to the eight-semester attendance requirement.

For a student to be eligible for an earlier graduation, the student must have met all graduation requirements. If a student chooses to graduate after three years, that student is waiving the privilege of senior status activities, including, but not limited to senior brunch, senior class picture and senior scholarships through U-high.

The student must have an early graduation request form completed and turned into the Counseling Center by September 1<sup>st</sup> of their graduating year.

If a junior graduate is a valedictorian or salutatorian, there will be an asterisk in the program recognizing them as a three-year graduate.

### **Failure Policy**

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

### **Illinois Virtual School (IVSA)**

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

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

The current IVSA fee is \$300.00 (subject to change). The student is responsible for the entire fee. Students who fail an IVSA class may not enroll in any future IVSA classes. If a student falls behind in their online class, the student will be assigned to the U-Link to complete the work during their free period.

### **Independent Study**

The Independent Study policy provides an opportunity for a U-High student to master an area of knowledge or a skill through independent organization and learning under the supervision and sponsorship of a U-High faculty member.

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

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

Independent Study contract forms may be obtained in the Counseling Center. Independent Study classes will not count for NCAA.

### **Office Aide/Department Aide**

Students interested in being an office aide or department aide must maintain a GPA of 3.0 and be of senior standing. Students should secure the appropriate form from the Counseling Center and complete it in collaboration with the appropriate office personnel or department. Approved requests will count as one (1) of the six (6) classes students are required to take each semester but will not earn credit. Students approved as an aide will be required to report to the respective office or department daily for the entire hour. Departments will have no more than two (2) aides per semester.

### **Regional Alternative School**

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

### **Seal of Biliteracy**

The Illinois State Seal of Biliteracy is an award presented at graduation in recognition of attaining a high-level of proficiency in English and in one or more other languages. It is officially designated on a student's transcript and high school diploma. Students wanting to earn this honor will take a test to prove their proficiency. A small cost is associated with the exam and will be communicated to students annually. The Coordinator of the program will be World Language Faculty Associate Heather Sandy who can be contacted at [hlsandy@ilstu.edu](mailto:hlsandy@ilstu.edu).

### **Summer School**

Each spring, the determination will be made as to whether or not Summer School Courses will be offered. Courses offered for the immediate summer will be communicated to families in April. Summer registration is held in April, and U-High students have first choice before it is open to students from other high schools. Summer school provides students the chance to improve a course grade or gain extra credits toward graduation.

### **BACC**

Students may enroll in work-study programs at the Bloomington Area Career Center to develop job skills (leading to employment in business and industry) while preparing them for continued training at another level. Courses are available in Business, Health Occupations, Industrial-Oriented Occupations, Personal and Public Special Occupations, and Technology.

Students interested in applying for admission should contact the Counseling Center in December of their sophomore year. Students must be at least 16 years of age and recommended for admission by a U-High Counselor.

### **Class Rank Policy**

University High School will begin weighting classes on a two-tier scale in the spring semester 2023. This will affect students starting with the class of 2026. All Advanced Placement courses will be weighted, and any Heartland Community College and/or Illinois State University dual credit course that carries weight will be designated in our course catalog. University High School does not rank, but any student who graduates with a 4.0 GPA or higher will be given the Summa Cum Laude designation. All courses are included in the GPA.

### **Final Exams**

Teachers will be responsible for determining what activities take place in their classes on the final days of each semester. Teachers may give final examinations, which are comprehensive beyond the scope and weight of a single unit test. Teachers giving a final exam are encouraged to review the scope and structure of any final exam with their classes sometime after December 1 and May 1 prior to the final week of the semester.

If a final exam is given in a class, it shall be administered to all students. However, seniors (in the spring semester only) have the option to waive taking the final exam. On the final day of classes for seniors, teachers will provide students with their final grades. Both the students and teachers will sign a non-reversible waiver form to opt out of a final exam. Seniors who have amassed a total of **five (5)** or more unexcused absences in a given class will no longer be eligible for opting out of a final exam in the spring semester in that given class. Arrangements will be made for those second semester seniors who are not exempt to take their exams at the teacher's discretion. The decision for opting out of the final exam for seniors who have amassed a total of **five (5)** or more non-school related excused absences in a given class will be handled based on the teacher's discretion/approval. The attendance records will be used to determine the qualification of senior exam exemptions.

All teachers shall be required to conduct class activities during the final examination days of school. All students not specifically exempted will be required to attend class.

### **Make-Up Final Exams**

An exam make-up will be scheduled at the end of each term for students who are unable to take the exam at the scheduled time. Reasons for absence other than illness must receive the approval of administration prior to the exam date. A parent must contact the main office on the morning of the exam day when the student is unable to take the scheduled exam. It is the responsibility of the student and parent to contact the teacher to arrange for a time to make up the exam.

### **Grade Improvement**

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

- a. Only students who received a grade of "D" or "F" are eligible to apply for grade improvement.
- b. The second grade will replace the original grade. An "F" will result in the loss of credit.
- c. Enrollment in a specific class for grade improvement will be dependent upon the availability of room in that class. Students taking the course for the first time have priority.
- d. Course work completed at another school other than U-High is not eligible for grade improvement unless approval is granted by the counseling department and the academic department.
- e. The grade improvement form must be completed within three (10) days of the start of the semester. Forms are in the Counseling Center.

### **Incomplete Grade Policy**

U-High recognizes that, due to an extended illness or some other extraordinary reason, it may be necessary to give a student an "incomplete" in place of a grade. No "incomplete" may remain in force longer than thirty (30) calendar days after the close of each semester grading period. Failure to complete course work within thirty (30) calendar days will result in an "F" (zero credit) for the course work not completed. Administrators must approve any exceptions to this policy.

### **Pass/Fail Option for Sophomores, Juniors, and Seniors**

Students, upon reaching sophomore status, shall be permitted to exercise the Pass/Fail option on any three (3) credits of the total required for graduation. A student may exercise the Pass/Fail option for no more than one (1) credit during any one school year of two (2) semesters. A student must elect the Pass/Fail option no later than the first nine weeks from the beginning of any semester course. A student cannot be designated valedictorian if they choose more than one (1) credit hour of pass/fail. A "pass" is not computed in the grade point average, but an "F" is. Forms are in the Counseling Center. *NCAA approved classes taken as a Pass/Fail will count under NCAA as a grade of "D."*

### **Progress Reports and Report Cards**

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

### **Graduation Ceremony**

University High School will recognize valedictorians and salutatorian(s) during the ceremony with an Honor Cord.



## **LIBRARY/MEDIA SERVICES**

**Library Mission Statement:** ISU Lab School Libraries strive to meet the academic, recreational, and social-emotional needs of their students, school communities, and the ISU university community at large by providing access to quality information and literature from diverse resources. We aim to advance student learning and success, cultivate the creation of new knowledge, steward all cultural heritages through curating inclusive collections, and deliver expertise. Our collections, spaces, and technologies are accessible in safe, vibrant, and comfortable learning spaces which foster lifelong learning through creativity and encouragement.

**Library Hours:** Monday – Friday 7:00 AM – 4:30 PM

### **Library Spaces:**

1. **U-High Library Collaborative Learning Commons:** The U-High library is a collaborative learning space open to all students, faculty, staff, ISU students and members of the Lab School Community. The library houses the physical book collection, maintains electronic resources, and has collaborative workstations, desktop computers, and a large meeting space. Additional spaces include a quiet study room and the Lincoln Conference Room.
2. **Quiet Study Room:** The quiet study room is available to all students during library hours. Disruptive behavior will result in the student being asked to vacate the quiet study room.
3. **Lincoln Conference Room:** The Lincoln Conference Room is available for meetings, group projects, and class activities. This room should be reserved at least 24 hours in advance. Student groups may be asked to relinquish the room at any time.

### **Library Conduct:**

1. While in the library, students should follow the University High School Student Code of Conduct as outlined in the U-High Student Handbook. The use of the library is a privilege and students are expected to uphold U-High values.
2. **Food and Drink:** Students may eat in the library but should avoid drinks without lids to minimize spills. The library staff may suspend this privilege for a time if students do not clean up messes and spills or continually leave trash.
3. **Furniture:** Students should not roughhouse or unnecessarily rearrange furniture. Students should avoid placing feet on tables and chairs, sitting or standing on tables, throwing or kicking any items, or willfully damaging furniture.
4. **Technology:** The computers in the library are intended as educational resources for U-High students and Lab School community members. Users should adhere to the terms and conditions outlined in the U-High Technology Acceptable Use Policy Agreement.

### **Library Policies and Procedures:**

1. **Borrowing Materials:** U-High Library borrowing privileges are limited to the ISU and University High School community. ISU's Milner Library maintains the online catalog for the U-High library

which can be accessed through the U-High library website or by visiting Milner Library website. U-High students should use the catalog to search for print and electronic materials.

2. Physical Items:

- The loan period for books is four (4) weeks.
- An ISU ID is required for borrowing books.
- Patrons may checkout materials at the information desk.
- Patrons can renew items in person at the information desk, by calling the U-High library, or online through the Milner Library catalog.
- Materials may be returned in the book drop at the information desk, in the hallway book drop by the U-High library, or at one of the Milner Library books drops on campus.

3. Electronic Resources:

- Students can access Milner Library's electronic resources by using their ISU Central Login username and password.
- E-books and audiobooks purchased by the U-High library are available to U-High students, faculty, and staff.
- The U-High library provides access to additional electronic resources on the U-High library website. Most of the databases have remote access capabilities and some require a username and password which may be obtained in the library or on the library's website.

4. Magazines and Periodicals: The most recent physical copy of select magazines and periodicals are available for library use only.

5. Course Reserves: Teachers may place materials on reserve for their classes. The loan period for reserve materials is determined by the teacher and library staff.

6. Overdues and Lost Materials: Overdue and lost materials are handled by the U-High library staff and business manager.

- Unpaid library fees owed by seniors will be applied to their student account and encumbered as stated in the U-High Student Handbook.
- Students will receive overdue notices if an item has not been returned by the due date.
- After 30 days overdue, the system will automatically flag an item as "lost" and apply a processing fee and replacement fine.
- Milner items are assessed a \$50 replacement fine.
- U-High items are assessed a \$25 replacement fine.
- Options for lost materials and fines:
  - i. Find and return the item(s) in good condition, and the fine will be waived.
  - ii. Replace the item(s) with an exact copy, and the fine will be waived.
  - iii. Pay the fine online, in cash, or by check payable to University High School.

7. Book Requests:

- Book requests for U-High, Milner, or interlibrary loan items can be placed by the student through the Milner Library online catalog or by library staff at the information desk.

- U-High materials may only be picked up at the U-High circulation desk. Milner Library and interlibrary loan item requests may be picked up at Milner Library or the U-High circulation desk.
  - Please allow 7 – 14 days for the receipt of interlibrary loan materials.
  - The loan period for requests is four (4) weeks.
  - Materials can be renewed through Milner’s online catalog or at U-High’s information desk.
8. Technology Equipment: Headphones, microphones, video cameras, and other electronic devices are available for borrowing from the U-High information desk.
  9. Office Supplies & Games: Students may use and borrow office supplies and games provided by the library. Students may use the games before or after school or during their free periods.
  10. 3D Printing Services: 3D printing is available to all University High School students, faculty, and staff free of charge. All 3D print jobs must adhere to the requirements outlined on the digital submission form.
  11. Collection Development Policy: The ISU Lab School Collection Development Policy can be found on the Lab School Policies & Procedures webpage.

**Library Website:** For up-to-date information about library programs and services, users can visit the U-High library website <https://uhigh.illinoisstate.edu/blogs/library/>.

**Technology Acceptable Use Policy Agreement**  
**(for students and parents at University High School)**

Each parent(s)/guardian(s) must sign this Agreement before the student shall be granted network/internet access at U-High. Please read this document carefully before signing.

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

**Terms and Conditions that governs University High School Students of U-High network/technology.**

1. **I, as parent/guardian, understand that ...**
  - a. the school reserves the right to restrict the use of ANY digital content. These restrictions may be enforced on the school network and/or any electronic device a student uses while at U-High.
  - b. all school-provided technology, including network access and storage, is for educational use. Any other use by a student may result in loss of access and/or confiscation of equipment.

- c. University email and other University accounts are Illinois State University property.
- d. anything a student does on U-High or ISU computers, or the related network is not private and can be monitored by University faculty and staff. The U-High filter logs all student network activity (including sites visited) regardless of whether students are in or out of school, and ISU records all network sites visited anytime a student connects to the ISU wireless network on any device.
- e. There is no requirement for students to bring a personal device to class and/or to use a phone (and its personal data plan) for any classroom activities.

## **2. Students are expected to ...**

- a. abide by all rules and regulations of the system as changed or added from time to time by the administration of U-High and/or Illinois State University (including the University's Policy on Appropriate Use of Information Technology Resources and Systems located at <http://www.policy.ilstu.edu/technology/9-2.shtml>).
- b. address all concerns regarding the use of technology first to the supervising teacher or librarian, and then to the U-High administration.
- c. abide by the additional rules set out in the Laptop agreement.

## **3. Students may not ...**

- a. use any personal laptop, laptop, ipad, tablet or kindle in the classroom.
- b. use any other electronic devices in the classroom unless the teacher authorizes the student to do so.
- c. use any software or access any internet content in the classroom, if its use has been prohibited by the teacher.
- d. attempt to circumvent or uninstall monitoring software from the student's laptop or any other U-High or University computer.
- e. use U-High and/or University computers, dvd/vcr players, flip cameras, classroom projectors or other school technical equipment without permission.
- f. use anyone else's ID and password nor allow anyone else to use the student's usernames or passwords.
- g. attempt to hack or otherwise breach security of any school or University computer, server, or any other person's account.

- h. attempt to introduce any virus or malware, or any other destructive software, onto any U-High or University computers or across the University network.
- i. download or store on University High school laptop any software, music, games, videos or other media for which the student has not obtained a legal license.
- j. download, install or run any software on my laptop for which the student has not obtained a legal license.
- k. plagiarize, or violate copyright laws in regards to using text, images, audio, music or video clips.
- l. vandalize any U-High property, or the personal technology property of others at U-High
- m. interfere with others' use of technology, including being polite and using appropriate language while using U-High technology resources.
- n. use any computer to commit acts which are illegal.

#### **4. The parent agrees to ...**

- a. Assume responsibility for any damages to school equipment arising due to the student's use of such equipment, including paying for repairs. For the laptop fees, please refer to the laptop legal agreement.
- b. Assume responsibility for whatever my student does on any non-school-provided electronic device that a student may carry with them to school, including personal smartphones and laptops.
- c. Assume responsibility for any consequences that arise from the student's use of technology- including a personal cell phone- while at U-High.
- d. Monitor their child's use of the school-provided laptop outside of University High School.

#### **Social Media, Gaming, Digital Platforms and other Digital Communications**

The International Society for Technology in Education standards for student digital citizenship state that, *"Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical."*

University High School recognizes that students participate in both a virtual and physical world. Through social media and educational technologies, students communicate frequently for a variety of purposes related to their classes, extracurricular activities, athletics, and other school related events. Student private exchanges or communications via social media, gaming, or other digital platforms that are not University High School-sponsored may still reflect and influence the greater school community when used by our students. University High School supports these interactions as a way for our students to connect and grow, but also recognizes these types of digital communication are not fully monitored by University High

School. Therefore, we encourage our students to be mindful of how they use these technologies when it comes to interactions with classmates and ask our students to keep these interactions positive, ethical, and legal and consider how the images, messages, videos, and other communications can affect groups and individuals throughout the Laboratory Schools community.

Students should be aware that posting images, messages, videos and other communications that violate the Student Code of Conduct are subject to discipline. The school reserves the right to limit or block student access to such sites via U-High or University equipment or networks at the discretion of the administration. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. School officials may not request/require a student or their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website or to demand access in any manner to a student's account or profile on a social networking website.

### **Data Security and safety**

U-High recognized the importance of information privacy and data security. Student information held by U-High is stored and used according to strict ISU data security policies. Occasionally, students may be asked to supply identifying information to an external site for classroom educational activities. In such cases, students have the right to supply limited or obscured information, or to opt out of such activities. In addition, there may be instances where parents/guardians are asked to supply identifying information to external sites. Parent information is not included in ISU's data security policies or protocols, nor is it stored or protected by ISU. In such cases, parents/guardians have the right to supply limited or obscured information, or to opt out of such activities.

### **Consequences for violations**

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

### **No Warranties**

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

### **Indemnification**

The parent or guardian, by signing below, in consideration of the Laboratory School providing their student with University network and Internet access, agrees to indemnify the University for any losses, costs, or damages incurred by the University relating to, or arising out of, any breach of these or other University rules by the student in using computers, the University network, and the Internet.

The parent acknowledges that the school attempts to bar access by students to certain material which is not in furtherance of educational purposes, but that it is impossible for the school to restrict access to all controversial and inappropriate materials. The parent or guardian agrees to hold harmless the University and its employees and agents from any cause of action related to the student obtaining access to materials or software, which may be inappropriate.

### **Telephone Charges**

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

1. I have discussed the terms of this Agreement and the rules with my child. I hereby request that my child be allowed access to the University's computers, network and the Internet.

For all information regarding school issued equipment, including rights, responsibilities, and fees, please refer to the Student/Parent Laptop Agreement.

## **HEALTH SERVICES**

### **Communicable Disease**

All cases of communicable diseases (measles, mumps, chickenpox, COVID-19 etc.) must be reported to the school. Exclusion from school is determined by the regulation of the Illinois Department of Public Health (IDPH). The school nurse is required to send regular reports to the McLean County Health Department, so parent notification of communicable disease to the school is essential. If in doubt as to whether your child has a reportable disease, call the health services office for information 438-2435.

### **Emergency Action Plans**

Emergency Action Plans are required for students with conditions needing immediate attention at school. Examples of these conditions are asthma, seizures, and food allergies. These plans are recommended and approved by the physician. Copies of Emergency Action Plans are provided to staff who would be accompanying your student outside the school building.

Parents/guardians may contact the Main Office directly to discuss issues privately. This information will be placed in the student's individual health record and be provided on a "need to know" basis to staff. All student health records are confidential and stored in the Health Services Office.

### **Home and Hospital Services**

Parents need to contact the Assistant Principal to determine eligibility for homebound services. A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A written statement from a physician, physician assistant, or licensed advanced practice registered nurse physician must document the specific timeline that the student is homebound (dates, duration, diagnosis, etc.).

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Special education and related services required by the student's individualized Education Program (IEP) or services and accommodations required by the student's federal Section 504 plan must be implemented as part of the student's home or hospital instruction, unless the IEP team or federal Section 504 plan team determines that modifications are necessary during the home or hospital instruction due to student's condition.

### **Illness or Injury at School**

If you become ill or injured during the school day, report to the Main Office. A parent/guardian must be notified before a student may leave school. No treatment except first aid can be given. If additional treatment is needed, a parent/guardian will be notified. In extreme emergencies, 911 will be called and the parent/guardian notified.

### **Medication at School**

It is the policy that medications be given at school **only** in those instances where such scheduling is required in order for the child to remain in school. (For example, medications ordered three times a day could be given at home right before school, right after school, and before bedtime and still meet therapeutic requirements.)

1. All medications, whether over-the-counter or prescription, (included antacids, cough drops, Tylenol, etc.) will require a Medication Authorization Form to be completed by the physician and the parent. This may be faxed to the school at 309-438-5198. The only exception is that sunscreen will only require parental permission. All medications will expire at the end of the school year unless they are necessary for school related summer programs or sports. New forms are required at the beginning of each school year. Parental/Physician Authorization forms are available at [www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu).
2. It is the responsibility of the parent to provide medication their child needs at school. **No medications will be provided by the school** except for undesignated Epinephrine injector, undesignated opioid antagonist, undesignated asthma medication, and undesignated glucagon.
3. All medications must be in their original container with the proper label and remain at school in the main office.
4. Over-the-counter medication must be sent in the original container with the child's name affixed to the container. Prescription medication must be in the original, pharmacy-labeled container. (Upon request, most pharmacists will divide prescriptions into two labeled containers – one to leave at home and one to bring to school). All prescription medication labels must include:

Name of Student	Name of Medication
Time of day to be taken	Prescriber's name
Dosage	Date



5. Medications given at school will be administered within a half hour of the time ordered by the physician as the student's schedule permit. In the absence of the nurse, a designated member of the school's staff will supervise as the student self-administers the medication.
6. Students will report to the main office to take medications.
7. Students are not allowed to carry any medications on them. All medications must be kept locked in the main office.
8. A student may possess an epinephrine injector (EpiPen) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed the Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to hold harmless the laboratory schools 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 injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Medical Management Plan (DMMP) signed by the physician.
9. The school retains the discretion to reject requests for administration of medication and/or procedures.
10. NO MEDICATION WILL BE PROVIDED BY THE SCHOOL. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE MEDICATION THEIR CHILD NEEDS AT SCHOOL.

### **Self-Carry and Self-Administration Policy**

Parents, guardians or a student may permit self-administration and self-carry of asthma medication or an epinephrine injector. Parents will be required to provide a written authorization and a written statement from a health care provider for the self-administration and self-carry of these medications. The parents or guardians must provide a written statement from a health care provider with the following information: the prescription label with the name of the medication, the prescribed dosage and time or circumstances when medication is to be administered. This permission shall be good for one year. This information shall be kept on file with the school nurse or school administrator.

### **Administration of Medical Cannabis**

Based on the Drug-Free Schools Act, University High School will not permit the administration or storage of medical cannabis or use of a medical cannabis infused product at school or on school property. Illinois state law requires that public schools adopt a policy pursuant to Public Act 100-660, 105 ILCS 5/22-33 or "Ashley's Law." Pursuant to University policy, the Laboratory Schools reserve the right to not authorize the use of a medical cannabis infused product if the school or University would lose federal funding as a result of this authorization.

### **Laboratory School Supply of Undesignated Asthma Medication, Undesignated Epinephrine Injectors, and Undesignated Opioid Antagonists**

The Laboratory Schools shall maintain a supply of undesignated asthma medication, undesignated epinephrine injectors, and undesignated opioid antagonists and provide or administer them as necessary according to State law and manufacturer instructions. A school nurse or trained personnel, as defined in

State law, may administer an undesignated emergency medication to a person when they, in good faith, believe a person is having respiratory distress, an anaphylactic reaction, an opioid overdose, or is required by a student's health care plan (Asthma Action Plan, Diabetes Care Plan, etc.). Each building administrator and/or corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to state law.

Please reference University High School's policies outlined in the two forms available on University High School's website at <https://uhigh.ilstu.edu/wp-content/uploads/forms/MedicationAuthorization.pdf>. (please note: these forms are filled out at registration).

### **Physical Examinations and Immunization Records**

A current physical (defined as having been completed within one year of the first day of school) and immunization record are required by the State of Illinois for all 9<sup>th</sup> grade students and new students to U-High, and should be submitted at registration. These are filed in the Health Services Office.

To ensure your student's well-being and full participation in school, the Physical Examination form must be accurately and legibly completed. The following are required:

1. The standard Physical Examination form for school use is the "Certificate of Child Health Examination" –Form IL444-4737.
2. Student Identifying Data (at top of form).
3. Health History is to be completed and signed/dated by parent/guardian.
4. Immunization section must be signed/dated by Health Care Provider. State of Illinois immunization requirements must be met.
5. Physical Examination must be completed and signed/dated by the examiner. The examiner's name, address, and telephone number are also required and must be printed legibly.
6. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

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

Sports physicals are kept in the student health file in the health services office. To be IHSA eligible, the physical must have been conducted within 395 days, and must be signed and dated by the examiner. The physical exam must be current throughout the duration of the sport season (i.e.: it must never be more than 395 days old). Continued participation after the expiration date will require a new exam.

### **Vision and Hearing Screening**

Vision and hearing screenings are conducted annually as required by the state of Illinois. Students screened include: all 9<sup>th</sup> graders new to the Laboratory Schools, all transfer students, all special education students, and teacher/parent referred students.

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the Building Principal a completed Illinois Certificate of Religious Exemption To Required Immunizations and/or Examination Form;

2. Health examination or immunization requirements on medical grounds if a physician provides written verification; or
3. Eye examination/dental 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.

### **Dental Examination**

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the Building Principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the Building Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **UNIVERSITY HIGH SCHOOL EXTRACURRICULAR CODE OF CONDUCT**

University High School believes that opportunities for physical activity, athletic competition, and participation in school sponsored events and clubs/organizations are important for the personal growth of students. These programs not only provide an avenue for developing physical fitness and extracurricular achievement, but also serve as a forum for teaching teamwork, self-confidence, and personal responsibility.

The school rules, disciplinary policies, and codes of conduct described in this handbook govern all school events (IHSA athletics, IHSA activities, school sponsored events, and clubs/organizations). Violation of these rules, policies, and codes of conduct will result in a student being suspended as a participant or spectator from IHSA athletics, IHSA activities, school sponsored events, and clubs/organizations. **All Extracurricular Code violations are cumulative for a student's entire period of attendance at University High School. Violations can result in disciplinary sanctions from both the Student Code of Conduct and the Extracurricular Code of Conduct for the same offenses.**

University High School offers many activities related to academics, athletics, and additional nonacademic activities. Most activities are open to all students who have a definite interest in the purpose and function of the organization. In other activities (such as Student Senate) students are elected to membership. Participation in certain activities may depend on tryouts and selection by a coach or panel. The Director of

Athletics and Activities is responsible for the final distribution of specific rules pertaining to IHSA athletics, IHSA activities, school sponsored events, and clubs/organizations.

**Participation in extracurricular activities is a privilege, not a right, extended by the Laboratory Schools to students who wish to participate and who agree to comply with the Extracurricular Code of Conduct as well as the rules and regulations established for each respective activity.** Failure to comply with these rules and regulations shall result in imposing disciplinary sanctions under both Student Code of Conduct and Extracurricular Code of Conduct. All school sponsored events, including but not limited to, Class Night, Class Trip, Graduation, Awards Assembly, Mr. U-High, etc. will conform to all policies and procedures for student conduct as defined in this handbook.

University High School adheres to all IHSA rules governing student participation in IHSA athletic and activity programs. This includes adherence to rules relating to school attendance, discipline, sportsmanship, and scholarship.

University High School administrators, coaches and sponsors of IHSA athletic teams and activities, school sponsored events, and clubs/organizations believe that students who are selected for the privilege of membership on teams, squads, performing groups, and clubs/organizations are expected to conduct themselves as responsible representatives of University High School. In order to assure this conduct, coaches, sponsors, and school administrators will enforce both the Student Code of Conduct and the Extracurricular Code of Conduct at all times. Furthermore, members of teams and organizations who fail to abide by these Codes of Conduct are subject to disciplinary actions. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate the personal commitment to high academic standards that is expected from all University High School students. As recognized representatives of our school, members are expected to exhibit appropriate behavior throughout the calendar year, in uniform or out of uniform, on campus or off campus.

## **STUDENT ACTIVITIES/ATHLETE INFORMATION**

### **STUDENT ATHLETE INFORMATION**

#### **A. GENERAL GUIDELINES**

1. Athletes will be allowed to participate in as many sports as possible to utilize the potential talents that they may possess, as long as it does not interfere in the athlete's academic progress and the student athlete has the approval of all coaches/sponsors and the Activities Director.
2. Interscholastic teams are in compliance of Title IX. Students will be eligible to participate on an interscholastic team according to participation requirements approved by the I.H.S.A.
3. Students and parents/guardians are required to read, sign and submit the required documents. A student is not allowed to participate until all required documents (including registration and an up-to-date physical) are on file in the Activities Office.
4. Eligibility Requirements – to be eligible to play in any extracurricular activity, club, or organization, University High School students must be passing at least five of the student's classes every week. In addition, students shall, unless they are entering high school for the first time, have passed and received credit toward graduation for five classes (2.5 credit hours) of high school work for the entire previous semester to be eligible to participate in the following semester.

5. No out-of-season participation requirement shall be made a prerequisite for participating in any sports.
6. University provided vehicles will be used to transport students.
7. All team members must travel by school transportation to and from all athletic contests. Permission may be granted to parents for students to leave with parents/guardians when requests are made with the coach. Parent(s)/guardian(s) must sign a written permission slip or a sign-out sheet prior to the student leaving.
8. Practices and events are typically scheduled from Monday to Friday, with games/practices potentially scheduled on one day over the weekend. Coaches should ensure that athletes have a free day at least once every seven days.
9. No student will use the weight room, fitness room, or gyms unless a U-High faculty or staff member is present in the building.
10. Any school-connected injury to an athlete will be immediately reported to the coach who will inform parents/guardians and/or the athletic trainer.
11. A student who is dropped from one team for disciplinary reasons or who quits will be ineligible to compete in another sport for that particular season. The coaches and Activities Director may consider special instances involved.
12. Students may not attend after school practices or contests unless they attend the **last three classes** of their own schedule or unless the absence has been approved with an administrator prior to the absence.
13. Student-Athletes and parents/guardians must adhere to the chain of command for communication. The channels are to be followed, and no level should be by-passed. All parties should act professional when following the chain of command. Administration will redirect parents or students if chain of command is not followed.

*Communication Chain Regarding Athletics:*

1. Student-Athlete will meet with the Head Coach/Assistant Coach
2. Parent and Student-Athlete will meet with the Head Coach/Assistant Coach
3. Parent, Coaching staff, and Student-Athlete will meet with the Director of Athletics and Activities
4. Parent, Coaching staff, Student-Athlete, and Director of Athletics and Activities will meet with building Principal

**B. CHANGING SPORTS**

1. No athlete who leaves/quits an athletic team after two (2) weeks into the season, for any reason, will be permitted to begin practice, offseason workouts, or open gyms for another sport until the season of the sport in which they were involved has been completed unless approved by the head coach of both sports and the Activities Director.
2. A season is completed after the team has played its final interscholastic contest.

**C. INJURIES**

1. Student athletes should report **all** injuries to their coach and trainer. Coach/trainer will fill out and submit all appropriate forms.
2. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols.
3. Students cannot return-to-play after an injury unless released from a physician or trainer.

#### **D. LETTER REQUIREMENTS/AWARDS**

1. Lettering athletes must finish the year in good standing in the sport.
2. Athletes may earn a varsity chenille letter by meeting certain requirements designated by the coach/sport of participation. An athlete that meets the varsity award requirements for a second year will receive a gold pin.

#### **E. PARTICIPATION FEES**

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

#### **F. PHYSICAL EXAMINATIONS**

1. It is the responsibility of the head coach of each sport and the Activities Director to make sure that all team members have a current physical examination on file in the Activities Office. (A physical is good for one (1) calendar year.)
2. If a student does not have a current physical examination on file, one must be secured before participating in practices or contests as per IHSA regulations.

#### **G. SQUAD SELECTION AND RETENTION**

1. Those individuals selected as squad members on any athletic team shall be considered as members of the team through the completion of that regular sports season unless they are removed for disciplinary reasons, scholastic ineligibility, or mutual agreement between player and coach.
2. Coaches are responsible for the selection of specific squad members for competition. Coaches may need to limit the number of participation through tryout/cuts. Athletes cut from a team during tryouts, may join another team in the same season that did not hold tryouts (non-cut team).
3. A coach may reduce the number of team members to the number the I.H.S.A allows to dress for a tournament.
4. No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach shall receive an award.

#### **H. STUDENT DRESS**

1. Team members will dress appropriately when participating in U-High sanctioned activities. Each coach may determine what appropriate team dress is.
2. All students are responsible for their equipment and must pay for each item damaged or lost.
3. No cleats or spikes are to be worn inside the school building.

#### **I. CONDUCT AT U-HIGH**

1. It is our expectation that all athletes, and coaches conduct themselves, at all times, with a level of sportsmanship and respect that expresses positive support for our teams and our school. Booing, swearing, or negative comments or behavior directed toward the opposing team, fans, or officials will result in an invitation to leave our facility. Adults, you are role models for our children and athletes. Please remember that we are here to cheer FOR our teams, not AGAINST anyone else.
2. If an individual is removed from a game, then that same person will not be allowed to attend the next competition for the same sport.

#### **J. GOOD NIGHT RULE**

Generally, students that attend an extracurricular event are not permitted to leave the building/facility and re-enter the event. This is to prevent loitering around the building or in the parking lot. This rule does not apply to approved breaks (e.g. meal breaks/bathroom breaks) from sponsored events.

#### **K. DANCES – HOMECOMING/PROM GUESTS**

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

#### **L. STUDENT SENATE**

1. The U-High Student Senate is the recognized representative voice of the student body. Each spring, elections are held for the office of President, Vice-President, Secretary, and Treasurer for the next school year. Student Senators are elected at the beginning of each year.
2. The Senate conducts numerous activities such as homecoming events and serves as the communication link to the student body and co-curricular organizations.
3. All Senate meetings are open to any student who is free during the meeting hour. To put one's name on the ballot for Senate or for class officer, the student should secure a petition from the Main Office, obtain the necessary number of signatures from class members, and return the petition to the Main Office by the designated date. To be considered for class officer or Senate membership, the student will also be expected to make a speech before their class. In addition, students may make application to serve in a non-elected capacity as chairperson of a Senate standing committee (such as Social, Citizenship, or Political Relations Committees) or as chairperson of an *ad hoc* committee (such as Homecoming, Blood Drive, Fund Drive Committees). Application information is available from the Senate sponsor or from any Senate officer.

## **EXPECTATIONS & DISCIPLINARY SANCTIONS**

### **Section 1: Coach/Sponsor Expectations**

1. The academic education of all students is the primary goal at University High School. Therefore, each coach or sponsor has the obligation to encourage students to attain a standard of high academic expectations.
2. Each coach or sponsor has the prerogative to establish additional rules pertaining to the sport, activity, school sponsored event, or club/organization activity. These rules may include attendance at practices, curfew, dress and general conduct for participants during practices, contests, trips, etc. Athletic coaches will also adhere to the University High School Coaches Handbook.
3. Any extracurricular activity may involve the potential for injury. We acknowledge that even with the best supervision and instruction, injuries may still be a possibility when participating in any sport, activity, school sponsored event, or club/organization activity.

### **Section 2: Academic and Attendance Expectations**

1. Students may not be excused from attending Physical Education classes on the day of an athletic contest.

2. Students must follow appropriate attendance procedures – checking out, checking back in, and bringing required verification for an absence. No students with an unexcused absence from school will be allowed to participate in practices or games during that that unexcused absences. Any student that is unexcused on Friday preceding a Saturday event/contest will not be allowed to participate on Saturday.
3. Students must receive the administration’s approval to be excused from the above criteria for any extenuating circumstances.
4. Students suspended from school will not be allowed to participate in or attend any team or club/organization activities, any athletic events, or any school sponsored events while they are on suspension for any disciplinary reason.
5. If another school activity conflicts with practice or a game, the student must notify the coach immediately so the conflict may be resolved. Activities outside the school should not conflict with practices or games unless approved by the coach/sponsor.

**Section 3: Conduct Expectations/Disciplinary Sanctions**

All extracurricular activity participants will be subjected to disciplinary action if they violate any of the rules listed below. **Criminal conviction is not a prerequisite to disciplinary action.**

1. Conduct Detrimental to the Team: conduct deemed to be detrimental to the team, including, but not limited to, any illegal or inappropriate behaviors, will be considered on an individual basis and may result in disciplinary action up to and including removal from the team.
2. Commission of a criminal offense.
3. Violation of the Extracurricular Code of Conduct.
4. Violation of a University High School Student Code of Conduct offense (Note: this means additional sanctions can be issued under the Extracurricular Code of Conduct for any discipline under the regular Student Code of Conduct).
5. Violation of the University High School Technology Acceptable Use Policy.
6. Violation of the Alcohol and Other Drugs Policy - use, possession, sale, or distribution of tobacco products, electronic cigarettes, e-cigarettes, personal vapors, vaporizing pens, controlled substances, alcohol, “look-alike” drugs, or drug paraphernalia.
7. Conduct in or out of school such as, but not limited to, commission of a non-felony offense, ordinance violations, gross disobedience or misconduct.

**Note: Extracurricular Code of Conduct requirements apply to all participating students, even those who have reached the age of eighteen (18) or older.**

**Guidelines for Action: Violation of AOD Policy (alcohol and other drugs)**

**IHSA Athletics and Activities**

Consequences for violations of the AOD policy by participants in IHSA athletics and activities include the following:

1 <sup>st</sup> Offense	Suspension from 40% of IHSA season.
2 <sup>nd</sup> Offense	Suspension for a calendar year (365 days) from all IHSA athletics and activities.
3 <sup>rd</sup> Offense	Suspended for high school athletic career.



\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

**Non-IHSA School Sponsored Events and Clubs/Organizations**

Consequences for i violations of the AOD policy by participants in school sponsored events and clubs/organizations include the following:

1 <sup>st</sup> Offense	Suspension from participation in club/organization activities and school sponsored events for 9 weeks.
2 <sup>nd</sup> Offense	Suspension for a calendar year (365 days) from participation in club/organization activities and school sponsored events.
3 <sup>rd</sup> Offense	Suspended for high school non-IHSA school sponsored events and clubs/organizations career.

\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

**Student Performance Organizations**

Consequences for violations of the AOD policy by members of performing organizations include the following:

1 <sup>st</sup> Offense	Suspension from 40% of organization performances.
2 <sup>nd</sup> Offense	Suspension for a calendar year (365 days) from all student performance organizations.
3 <sup>rd</sup> Offense	Suspended for high school student performance organizations career.

\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

## Guidelines for Action: Violation of Tobacco Policy

### IHSA Athletics and Activities

Consequences for violation of the Tobacco Policy by participants in IHSA athletics and activities include the following:

1 <sup>st</sup> Offense	Suspension from 20% of IHSA season.
2 <sup>nd</sup> Offense	Suspension from 40% of IHSA season.
3 <sup>rd</sup> Offense	Suspension for a calendar year (365 days) from all IHSA athletics and activities.
4 <sup>th</sup> Offense	Suspended for high school athletic career.

\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

### Non-IHSA School Sponsored Events and Clubs/Organizations

Consequences for violations of the Tobacco Policy by participants in school sponsored events and clubs/organizations include the following:

1 <sup>st</sup> Offense	Suspension from participation in club/organization activities and school sponsored events for 4.5 weeks.
2 <sup>nd</sup> Offense	Suspension from participation in club/organization activities and school sponsored events for 9 weeks.
3 <sup>rd</sup> Offense	Suspension for a calendar year (365 days) from participation in club/organization activities and school sponsored events.
4 <sup>th</sup> Offense	Suspended for high school non-IHSA school sponsored events and clubs/organizations career.

\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

### Student Performance Organizations

Consequences for violations of the Tobacco Policy by members of performing organizations include the following:

1 <sup>st</sup> Offense	Suspension from 20% of organization performances.
2 <sup>nd</sup> Offense	Suspension from 40% of organization performances.
3 <sup>rd</sup> Offense	Suspension for a calendar year (365 days) from all student performance organizations.
4 <sup>th</sup> Offense	Suspended for high school student performance organizations career.

\*Suspensions will roll over into the following season of participation if necessary depending on the remaining amount of contests remaining on the schedule at the time of the violation. This decision will be made at the discretion of the Director of Athletics and Activities.

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

### **Consequences**

Please refer to page 19 & 20 under Student Code of Conduct for the procedures that will be followed notifying the individual of the conduct, discipline, and the specific procedures that apply for in-school sanctions, out-of-school suspensions, expulsions, and appeals of the discipline. Any student who violates the Extracurricular Code of Conduct and/or does not satisfactorily complete the athletic season or extracurricular activity may not be eligible for any awards or special recognition given for participation in the activity. Penalties outlined under the Extracurricular Code of Conduct will be applied in all extracurricular activities in which a student participates. Any offense constitutes a violation that applies to all activities covered under this Code.

### **Voluntary Admission**

Students who choose to voluntarily report an infraction of the Alcohol and Other Drug Policy **prior to the suspending administrator giving oral or written notice of the suspicion/knowledge of the violation**, will receive reduced disciplinary actions for the first offense. This voluntary admission will decrease the IHSA Athletic and Activities consequence to 20% suspension of IHSA season. It will decrease the Non-IHSA School Sponsored Events and Clubs/Organizations consequence to 4.5 weeks suspension from participation in clubs/organizations and school sponsored events. It will decrease the Student Performance Organizations consequence to 20% suspension of organization performances. The voluntary admission can only be used by a student one (1) time during high school as the first offense. Subsequent infractions are considered as second and third offenses.

# IHSA Eligibility Requirements



Illinois High School Association

(For 2024-2025 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

## Key Provisions Regarding IHSA Rules

### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) consecutive semesters of high school attendance during which you may possibly have eligibility.

- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

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

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

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

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

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

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your junior year and are not otherwise in compliance with the transfer eligibility by-laws.

### 5. Age

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

#### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant, or nurse practitioner to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 7. Amateur Status and Name, Image, and Likeness (NIL)

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes not to exceed \$300.

B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed \$150 in fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

E. IHSA By-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your principal/official representative on opportunities that come your way.

#### 8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with, or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

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

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

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

#### 9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

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

#### 10. Playing in Non-School Competition

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

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

C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or

participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

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

#### 11. All-Star Participation

A. After you have completed your high school eligibility in any IHSA sport, you may participate in three (3) all-star contests.

B. You may lose your eligibility for interscholastic sports if you play in all-star competition under any other conditions.

#### 12. Misbehavior During Contests

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

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

## **NCAA ELIGIBILITY REQUIREMENTS**

1. **8th Grade Course Work:** Eighth grade courses may not be used to satisfy core-course requirements, regardless of the course content or level.
2. **One-Year Course Spread Over Two Years:** A one-year course that is taken over a two-year period will be considered one (1) course for core course requirements.
3. **Pass-Fail Grades** may be used to satisfy core-curricular requirements. The NCAA Clearinghouse shall assign the course the lowest passing grade at the high school for pass-fail grades.

**Note: All Student-Athletes Must Register with The NCAA Eligibility Center**

**To be certified by the Clearinghouse, students must:**

Register with the NCAA Eligibility Center during their junior year in high school. At this time, a transcript that includes six semesters of grades should be sent to NCAA from the high school. Additionally, students should request that their SAT or ACT test scores be forwarded directly to the NCAA Eligibility Center by entering code “9999” as a reporting selection when they register for the exam. You may access the NCAA Eligibility Center website at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org).

**Earn a grade-point average of at least 2.30** (on a 4.00 scale) in a core curriculum of at least 16 academic courses in Division I, and 14 academic courses in Division II (16 for Division II beginning with the Class of 2016 and thereafter), which were successfully completed during grades 9 through 12. Students enrolling in college in August 2016 or later must complete 10 core courses before the seventh semester of high school. Of the 10 core courses completed, seven must be in the area of English, math or science. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for “+” or “-” grades. The chart below shows what your core courses must include at a minimum.

**Core Units Required for NCAA Certification**

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

**For Division I: The minimum grade-point average in the 16 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index. Please check the website for Division I Sliding Scale. For Division II: The core GPA requirement is a minimum of 2.0 and in addition has a minimum ACT/SAT score requirement. ([www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org))**  
**The above requirements are subject to change. Please consult the Counseling Center for updates.**

**Appendix A**

The University Laboratory Schools operate under the [University Anti-Harassment and Non-Discrimination Policy 1.2](#). Federal and state laws, including the Illinois School Code, apply somewhat differently to an elementary and secondary school population than they do for university students. For that reason, ISU has adopted Laboratory School specific procedures relating to allegations of discrimination and harassment based on race, color, national origin and sex or gender.

<b>LABORATORY SCHOOL COMPLAINT PROCEDURES UNDER ILLINOIS STATE UNIVERSITY <a href="#">ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY 1.2</a></b>			
<b>Discrimination/Harassment Allegation</b>	<b>Complainant</b>	<b>Respondent</b>	<b>Applicable University Procedure</b>
Discrimination or harassment claim based on race, color, or national origin (including traits associated with race, such as hair texture and protective hairstyles).	Laboratory School Student	Laboratory School Student, Laboratory School Employee, Laboratory School Contractor, Visitor or Volunteer	Please see <a href="#">University Procedure 1.2.3</a> .  <i>Procedure required by Illinois School Code – Racism Free Schools Act.</i>
Discrimination or harassment claim based on religion, order of protection, age, disability, genetic information, unfavorable military discharge, or status as a veteran.	Laboratory School Student	Any party (including Laboratory School students and Laboratory School employees.)	Please see <a href="#">University Procedure 1.2.1</a> .
<b>Title IX:</b> Discrimination or harassment based on sex, gender identity/expression, sexual orientation, or sex-based harassment, including sexual assault/misconduct, domestic violence, dating violence, stalking, and/or sexual exploitation.	Laboratory School Student	Laboratory School Student(s)	Please see <a href="#">University Procedure 1.2.4</a> .  <i>Updated procedure to reflect changes under new Title IX regulations effective August 1, 2024.</i>
<b>Title IX:</b> Discrimination or harassment based on sex, gender identity/expression, sexual orientation, or sex-based harassment, including sexual assault/misconduct, domestic violence, dating violence, stalking, and/or sexual exploitation.	Laboratory School Student	Any party (including Laboratory School employees, but excluding Laboratory School students)	Please see <a href="#">University Procedure 1.2.2</a> .  <i>Updated procedure to reflect changes under new Title IX regulations effective August 1, 2024.</i>

<b>GENERAL UNIVERSITY COMPLAINT PROCEDURES UNDER ILLINOIS STATE UNIVERSITY  ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY 1.2</b>			
Discrimination based on all protected classes including race (including traits associated with race, such as hair texture and protective hairstyles), color, ancestry, national origin, religion, order of protection, age, disability, genetic information, unfavorable military discharge, or status as a veteran	All Complainants except Laboratory School students.	Employees or students (excluding Laboratory School students for race, color, national origin claims).	Please see <a href="#">University Procedure 1.2.1.</a>
<b>Title IX:</b> Discrimination or harassment based on sex, gender identity/expression, sexual orientation, parental status, marital status, pregnancy or related conditions, or sex-based harassment, including sexual assault/misconduct, domestic violence, dating violence, stalking, and/or sexual exploitation.	All Complainants except Laboratory School students.	Employees or students (excluding Laboratory School students)	Please see <a href="#">University Procedure 1.2.2.</a>



## **Laboratory School Summary of Race, Color, and National Origin Complaints**

### **1.2.3 University Laboratory School Anti-Harassment, Anti-Retaliation, & Non-Discrimination Policy Complaint Procedure for Students on the Basis of Race, Color, and Natural Origin**

Illinois State University and the University Laboratory Schools strive to foster an academic environment that is free from all forms of harassment and discrimination in accordance with law, the [University Anti-Harassment and Non-Discrimination Policy 1.2](#), and the University High School and Thomas Metcalf student handbooks.

The Racism-Free Schools Law ([P.A. 103-0472](#)) was passed by the Illinois General Assembly in August 2023 and goes into effect for the 2024-2025 school year. The Racism-Free Schools Act requires every school in Illinois to **create, implement, and maintain an age-appropriate** policy on race-related **harassment and discrimination**, train employees to recognize and report **acts of race-related harassment and discrimination**, and inform students and families of their rights and reporting options.

The Laboratory Schools and the University Office for Equal Opportunity and Access (OEOA) have introduced a new procedure for the 2024-2025 school year: 1.2.3 University Laboratory School Anti-Harassment, Anti-Retaliation, & Non-Discrimination Complaint Procedure for Students on the basis of Race, Color, and Natural Origin. The full procedure is available on the [University policy website](#). This procedure details the process for filing an OEOA complaint alleging discrimination or harassment based on the student's protected class of race, color, or national origin and retaliation against a party for bringing such a claim.

### **What is Race, Color, and National Origin Harassment and/or Discrimination?**

Discrimination based on an individual's race, color, or national origin can include:

- Exclusion or denial of benefits of Laboratory School program or activity on the basis of race (which includes traits associated with race such as hair texture and protective hairstyles, e.g., braids, locks, and twists), color, or national origin.
- Unwelcome conduct related to one's actual or perceived race, color, or national origin that is sufficiently severe or pervasive so that it substantially interferes with an individual's participation in a Laboratory School program or activity.
- Unwelcome conduct related to one's actual or perceived race, color, or national origin that creates an intimidating, hostile, or offensive educational environment.

### **How do we file a complaint against a Laboratory student or employee using this procedure?**

- A complaint can be brought to the attention of the Building Principal or the Office of Equal Opportunity and Access.
- Reports can be submitted to OEOA:
  - By phone: OEOA Director at (309) 438-3383
  - By email: [equalopportunity@illinoisstate.edu](mailto:equalopportunity@illinoisstate.edu)
  - Online: [https://illinoisstate-gme-advocate.symplicity.com/public\\_report](https://illinoisstate-gme-advocate.symplicity.com/public_report)
  - In Person: Office of Equal Opportunity and Access, 310 Hovey Hall, Normal, IL

Reports may also be made anonymously using an online reporting tool available at <https://secure.ethicspoint.com/domain/media/en/gui/85966/index.html>. The University and Laboratory School administrators may be limited in how they can respond to anonymous reports.

### **What does the complaint process involve?**

Families will have two general options to resolve a complaint: an informal complaint resolution process or a formal complaint resolution process.

#### **Informal Complaint Process:**

Generally, the informal complaint resolution process would seek resolution of an issue within 5-10 days.

- Step 1: A complaint is made, reviewed by the Building Principal and OEOA, and both parties agree to participate in an informal complaint resolution process. A facilitator is appointed.
- Step 2: Interim and supportive measures such as a no-contact order or emergency removal are made available to either party while the complaint resolution process continues.
- Step 3: The facilitator selects the informal resolution method such as conversations with the parties, restorative justice conferences, written submissions, interviews with parties or other appropriate methods.
- Step 4: The facilitator will propose an informal resolution agreement which may include requirements that could be imposed as remedies or disciplinary sanctions.
- Step 5: The parties both agree to the proposed informal resolution. If not, then the Complainant retains the right to pursue a formal complaint process.

#### **Formal Complaint Process:**

Generally, the formal complaint process would include:

- Step 1: Filing the complaint.
- Step 2: Interim and supportive measures such as a no-contact order or emergency removal are made available to either party while the complaint resolution process continues.
- Step 3: Review of the allegations by the Building Principal and OEOA designee within 3 school/business days of receipt
- Step 4: Notice to complainant and respondent regarding allegations.
- Step 5: Gathering evidence, meeting with witnesses, and investigating the allegations.
- Step 6: After completing the investigation, OEOA will issue a draft investigation report for the parties to review and offer a response.
- Step 7: At the close of the investigation, OEOA will issue a final investigation report including a determination as to whether or not sufficient evidence was found, based on a preponderance of the evidence standard, to violate the Anti-Harassment and Non-Discrimination Policy. This determination can be appealed to the Laboratory School Director/University President.
- Step 8: If a policy violation is found, the matter will be referred to the Laboratory Schools, and the Building Principal or designee will recommend any sanctions under the Code of Student Conduct outlined in the appropriate student handbook.

The goal is that the OEOA investigation for a formal complaint would be concluded within 30 school days after receipt of the complaint, unless the investigation requires additional time to review evidence. If additional time is needed, all parties will be notified.

If during the review of the complaint, the Building Principal and the OEOA designee do not believe the complaint alleges facts sufficient to constitute a violation of the Anti-Harassment and Non-Discrimination Policy, *then the Building Principal will investigate the complaint as a possible student handbook violation.*

### **What are supportive measures?**

Supportive measures for an individual are designed to restore or preserve access to the Laboratory School's education program or activity, without unreasonably burdening the other party, while also protecting the safety of all parties and the Laboratory School's educational environment and deterring discrimination and harassment. Supportive measures may include, but are not limited to:

- Counseling
- Extensions of deadlines
- Class schedule changes
- Mutual restrictions on contact
- Increased security or monitoring of certain areas of campus
- Limited extracurricular activities
- Consultation with building leadership
- Creating a building safety plan
- Training and educational programs or other similar measures

### **What is an emergency removal?**

"Emergency Removal" is a process under the University Anti-Harassment and Non-Discrimination procedures for the Laboratory Schools, 1.2.3 and 1.2.4, that authorizes removal of a student from the learning environment before the full complaint and grievance process under the policy is completed. This type of removal is only available if it is determined that **there is a credible, imminent, and serious threat to the health or safety of the school, students, employees, or other individuals.** The emergency removal decision can be appealed to the Laboratory School Director. Any removal would typically be for no more than 2 days. The removal can be extended up to 10 days if necessary. This type of removal is non-punitive, non-disciplinary, and is not a sanction administered under the Code of Conduct. The emergency removal can be appealed to the Laboratory School Director. Additional details on Emergency Removal and the appeal process are described in Appendix A of this handbook and in University Procedures 1.2.3 and 1.2.4, available on the University policy [website](#).

### **Questions:**

If you have any questions regarding this procedure, please contact OEOA for more information.

## Laboratory School Summary of Title IX Complaints

### 1.2.4 University Laboratory School – Title IX Sex Discrimination and Sex-based Harassment Procedures for Laboratory School Students

Illinois State University and the University Laboratory Schools strive to foster an academic environment that is free from all forms of harassment and discrimination in accordance with law, the [University Anti-Harassment and Non-Discrimination Policy 1.2](#), and the [University High School](#) and [Thomas Metcalf](#) Student Handbooks.

New federal Title IX regulations become effective August 1, 2024, for the 2024-2025 school year. Based on the changes to these regulations, the University Office of Equal Opportunity and Access (OEOA) and Laboratory Schools have:

- Revised and updated the [University Anti-Harassment and Non-Discrimination Policy 1.2](#).
- Adopted new general procedures titled “Sex Discrimination and Sex-Based Harassment Complaint Procedures for Employees and Students” available at University Procedure 1.2.2 on the [University policy website](#) and the [Laboratory School Policy website](#).
- Updated the University Laboratory School - Title IX Sex Discrimination and Sex-based Harassment Procedures for Laboratory School Students available at University Procedure 1.2.4.
- Updated the University High School and Thomas Metcalf student handbooks.

The new University Procedure 1.2.4 details the procedure for filing a complaint with OEOA **against a Laboratory School student** for any allegation of **Title IX violations of sex discrimination and/or sex-based harassment, including sexual assault, dating violence, domestic violence, stalking, and sexual exploitation**. This procedure applies to conduct occurring on or after August 1, 2024. Conduct occurring prior to August 1, 2024 will be evaluated under the prior procedure.

#### **What is Sex Discrimination and/or Sex-based Harassment?**

The University Anti-Harassment and Non-Discrimination Policy 1.2 includes extensive definitions of sex discrimination, including gender identity and expression and sexual orientation, and forms of sex-based harassment. Discrimination based on an individual’s sex can include:

- Exclusion or denial of benefits of a Laboratory School program or activity on the basis of sex, sexual orientation, gender identity and/or expression, marital status, parental status, or pregnancy and/or related conditions.
- Discrimination related to one’s sex, sex stereotypes, or sex characteristics.
- Hostile educational or work environment based on unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive it limits or denies a person’s ability to benefit from a Laboratory School program or activity.
- Specific sex-based offenses such as sexual misconduct/violence, dating violence, domestic violence, stalking, and sexual exploitation.

## How do we file a Title IX complaint against a Laboratory School student using this procedure?

- A complaint can be brought to the attention of the Building Principal or the Office of Equal Opportunity and Access.
- Reports can be submitted to OEOA:
  - By phone: OEOA Director at (309) 438-3383
  - By email: [equalopportunity@illinoisstate.edu](mailto:equalopportunity@illinoisstate.edu)
  - Online: [https://illinoisstate-gme-advocate.symplicity.com/public\\_report](https://illinoisstate-gme-advocate.symplicity.com/public_report)
  - In Person: Office of Equal Opportunity and Access, 310 Hovey Hall, Normal, IL

Reports may also be made anonymously using an online reporting tool available at <https://secure.ethicspoint.com/domain/media/en/gui/85966/index.html>. The University and Laboratory School administrators may be limited in how they can respond to anonymous reports.

## What does the complaint process involve?

Families will have two general options to resolve a complaint: an informal complaint resolution process or a formal complaint resolution process.

### Informal Complaint Process:

Generally, the informal Title IX complaint resolution process would seek resolution of an issue within 5-10 days.

- Step 1: A complaint is made, reviewed by the Building Principal and OEOA, and both parties agree to participate in an informal complaint resolution process. A facilitator is appointed.
- Step 2: Interim and supportive measures such as a no-contact order or emergency removal are made available to either party while the complaint resolution process continues.
- Step 3: The facilitator selects the informal resolution method, such as conversations with the parties, restorative justice conferences, written submissions, interviews with parties, or other appropriate methods.
- Step 4: The facilitator will propose an informal resolution agreement which may include requirements that could be imposed as remedies or disciplinary sanctions.
- Step 5: The parties both agree to the proposed informal resolution. If not, then the Complainant retains the right to pursue a formal complaint process.

### Formal Complaint Process:

Generally, the formal Title IX complaint process would include:

- Step 1: Filing the complaint.
- Step 2: Interim and supportive measures such as a no-contact order or emergency removal are made available to either party while the complaint resolution process continues.

- Step 3: Review of the allegations by the Building Principal and OEOA designee within 3 school/business days of receipt
- Step 4: Notice to complainant and respondent regarding allegations.
- Step 5: Gathering evidence, meeting with witnesses, and investigating the allegations.
- Step 6: After completing the investigation, OEOA will issue a draft investigation report for the parties to review and offer a response.
- Step 7: At the close of the investigation, OEOA will issue a final investigation report and refer the matter for final case adjudication. An administrative hearing would be conducted to allow parties to submit questions and present evidence. At the conclusion of the final case adjudication procedure, a determination will be made as to whether or not sufficient evidence was found, based on a preponderance of the evidence standard, to violate the Anti-Harassment and Non-Discrimination Policy.
- Step 8: The final determination can be appealed to the Laboratory School Director/University President. The appeal process is limited to cases with a procedural irregularity, new evidence, or a conflict of interest or bias that affected the outcome of the matter. If the appeal meets one or more of those criteria, then both parties can provide statements in support or opposition to the appeal. The Laboratory School Director would review submissions and make a recommendation to the President. The President of Illinois State University or their designee would issue a final decision on an appeal.
- Step 9: If a policy violation is found, the matter will be referred to the Laboratory Schools, and the Building Principal or designee will recommend any sanctions under the Code of Student Conduct outlined in the appropriate student handbook.

The goal is that the OEOA investigation would be concluded within 30 school days after receipt of the complaint, unless the investigation requires additional time to review evidence. If additional time is needed, all parties will be notified.

If during the review of the complaint, the Building Principal and the OEOA designee do not believe the complaint alleges facts sufficient to constitute a violation of the Anti-Harassment and Non-Discrimination Policy, then the Building Principal will investigate the complaint as a possible student handbook violation.

### **What are supportive measures?**

Supportive measures for an individual are designed to restore or preserve access to the Laboratory School's education program or activity, without unreasonably burdening the other party, while also protecting the safety of all parties and the Laboratory School's educational environment and deterring sex discrimination and sex-based harassment.

Supportive measures may include, but are not limited to:

- Counseling
- Extensions of deadlines
- Class schedule changes
- Mutual restrictions on contact
- Increased security or monitoring of certain areas of campus

- Limited extracurricular activities
- Consultation with building leadership
- Creating a building safety plan
- Training and educational programs or other similar measures

### **What is an emergency removal?**

“Emergency Removal” is a process under the University Anti-Harassment and Non-Discrimination procedures for the Laboratory Schools, 1.2.3 and 1.2.4, that authorizes removal of a student from the learning environment before the full complaint and grievance process under the policy is completed. This type of removal is only available if it is determined that **there is a credible, imminent, and serious threat to the health or safety of the school, students, employees, or other individuals**. The emergency removal decision can be appealed to the Laboratory School Director. Any removal would typically be for no more than 2 days. The removal can be extended up to 10 days if necessary. This type of removal is non-punitive, non-disciplinary, and is not a sanction administered under the Code of Conduct. Additional details on Emergency Removal and the appeal process are described in Appendix A of this handbook and in University Procedures 1.2.3 and 1.2.4, available on the University policy [website](#).

### **Questions:**

If you have any questions regarding this procedure, please contact OEOA for more information.

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