

# University High School



2014-2015

**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 2014 – 2015 Calendar of Events

August	18	First Day of School –1 pm Dismissal
September	1	No School – Labor Day
	3	Schedule E -1pm Dismissal - TCH 216 Assembly
	3	Open House 6:30-8:30 pm
	5	Schedule A
	26	Homecoming Game
	27	Homecoming Dance
October	1	Schedule E – 1 pm Dismissal - Parent/Teacher Conferences
	3	Schedule A
	13	No School – Columbus Day
	14	No School – Teacher Institute
	17	End of 1 <sup>st</sup> Academic Quarter
November	7	Schedule A
	21	Schedule A
	26-28	No School – Thanksgiving Break
December	5	Schedule A
	18	Final Exams (Even Hours)
	19	Final Exams (Odd Hours)
	19	End of 2 <sup>nd</sup> Academic Quarter
	22-31	Winter Break– Office Closed
January	1-2	Winter Break – Office Closed Jan. 1 – Re-opens Jan. 2
	5	School Resumes
	9	Schedule A
	19	No School - Martin Luther King Day
	23	Schedule A
	28	Schedule E – 1 pm Dismissal – TCH Assembly
February	4	Prospective Student Open House 6:00-8:30 pm
	6	Schedule A
	16	No School – President’s Day
	20	Schedule A
	25	Schedule E – 1 pm Dismissal - Parent/Teacher Conferences

**2014-2015 Calendar of Events (cont'd.)**

March	6	Schedule A
	9-13	Spring Break
	20	End of 3 <sup>rd</sup> Academic Quarter
	20	Schedule A
April	3	No School
	6	No School
	10	Schedule A
	22 & 23	Prairie State Achievement Exams
	24	Schedule A
May	1	Schedule A
	2	Prom
	13	Awards Assembly 9:30 am -11:00 am
	13	Senior Lunch (following Awards Assembly)
	13	Class Night & Dance
	17	Graduation
	20	Final Exams (Even Hours)
	21	Final Exams (Odd 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 his/her 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	7:00 - 7:55	55 Minutes
	2	8:00 - 8:50	50 Minutes
	3	8:55 - 9:45	50 Minutes
	Class Meetings	9:50 - 10:20	30 Minutes
	4	10:25 - 11:15	50 Minutes
	5	11:20 - 12:10	50 Minutes
	6	12:15 - 1:05	50 Minutes
	7	1:10 - 2:00	50 Minutes
8	2:05 - 2:55	50 Minutes	

## SPECIAL SCHEDULES (cont'd.)

<b>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. University High School does not discriminate in its admissions policies upon the basis of race, sex, national origin, physical or mental disability, or religion.

### UNIVERSITY HIGH SCHOOL CREED

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

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



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

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

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

## **LABORATORY SCHOOLS MISSION**

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

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

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.**

## 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
Lab Schools Superintendent	438-8542
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
Metcalf Elementary School	438-7621

### Department Offices:

Art	438-8304
Band	438-8355
Biology	438-8479
Business	438-8188
Chorus	438-8052
English	438-2828
Freshman Program	438-8448
Foreign Language	438-3846
Mathematics	438-3556
Orchestra	438-7342
Physical Education	438-8913
Science	438-8106
Social Science	438-8350
Special Education	438-7124
Technology Education	438-5513
Wellness	438-8350

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

## 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, gender, physical or mental disability, sexual orientation, or national origin, religion, order of protection, gender identity and expression, ancestry in accordance with State and Federal laws, as well as University policy available in the Main Office and also available on the ISU home page ([www.policy.ilstu.edu](http://www.policy.ilstu.edu)).
- Students have a right and are encouraged to participate in student government through the Student Senate. Through their direct participation, or through their representatives, they have the right to participate in decisions affecting the curriculum.
- 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 his/her application for admission or for transfer credit shall not be returned to the student, nor sent elsewhere at his/her request. This is consistent with applicable law.
- Students have the right to an alcohol and drug-free school.
- Students have a right to a safe environment.

## 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.

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, death in the immediate family, family emergency, suspension, and/or other situations beyond the control of the student as determined by the Administration, or other circumstances which cause reasonable concern to the parent for the safety or health of the student are considered to be excused absences. 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.

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

When leaving a class for any reason each student must provide a pass to leave. This can be acquired from the main office with the appropriate documentation. Examples include a written note from the student's parent(s)/guardian(s) stating the reason for leaving or an appointment card from his/her physician. Upon returning to school, the student must report in the attendance office to receive his/her pass to return to class. Students may not leave campus for appointments without following the above procedure even on free periods. The Administration encourages parents to schedule appointments outside of regular class hours whenever possible.

The above procedure will be followed when leaving campus because of illness. Parent notification is required before a student goes home due to an illness. This must take place through the main office. Students may not go home unless their parent(s)/guardian(s) have been notified. Students will not be excused from a class if they leave school without proper notification.

A student may not attend after school practices or contests unless he/she attends the last three classes of his/her own schedule or unless prior arranged absence has been approved with an administrator.

One hour unexcused absences will result in 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 decided by the administration. Incidents of unexcused absences will be counted in any combination of classes, and will accumulate by academic semester (18-weeks).

### **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 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.

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

However, such a student with continued truancy will be recommended for expulsion from University High School. 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, expulsion, or corporal punishment) which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether certificated or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from classroom for disruptive behavior.

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

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 Lab School Superintendent, Principal, Assistant Principal, or their designee are authorized to discipline, exclude, suspend, or expel students guilty of gross disobedience or misconduct from school (including all school functions) in accordance with the following procedures. The Lab School



Superintendent may expel students guilty of 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 as a participant or spectator from activities, school sponsored events, and/or athletics for the duration of suspension. **Some student code 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 activities code of conduct.**

### **Discipline Definitions**

1. "Exclusion" means any denial of educational services, programs, or transportations, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension will be imposed in or carried forward to a succeeding school term.
  - 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.
3. "Expulsion" means an exclusion of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
4. "Emergency" means a situation where a student's presence poses an immediate or a continuing danger to himself or herself, other persons or property, or constitutes an on-going threat of disrupting the education process.
5. "Certificated Person" means any person who is duly certificated under the provisions of the Illinois School Code and who is employed by the Illinois State University Lab Schools in a position requiring a certificate.

### **Reporting of Offenses**

Violations of law or school rules should be reported to the Principal or his/her designee by 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 his/her physical well-being. This behavior is strictly forbidden. Any student, parent, visitor, staff member, or agent of University High School who is found to have threatened a staff member or student will be subject to discipline and/or reported to appropriate authorities.

Upon the identification of behavior(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 gross disobedience, misconduct, exhibiting threatening behavior or other disciplinary violations for up to 10 days 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.
2. If the student denies the charges, the administrator shall give the student an opportunity to explain the incident.
3. The administrator shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension is appropriate.
4. The administrator shall thereafter promptly send written notice to the student's parents or guardians informing them of the suspension, stating the reasons for the suspension, and informing them of their right to an informal meeting with the suspending administrator to review the suspension. In case of an emergency suspension, a notice to the student's parents will be sufficient (steps 1-3 do not apply). Following an emergency suspension, the school administrator will send a written notice extending the 1 or 2 day period of suspension.
5. Failure to request such a review within five (5) school days after receipt of the notice shall constitute a waiver of the right to such review.
6. At the parent's/guardian's request, an informal meeting to review the suspension will be held with the suspending administrator.
7. The only persons allowed at the meeting shall be the student, the parents or guardians, the Principal or Lab Schools Superintendent, and any other appropriate school administrators. No attorneys may be present during the informal meeting of explanation.

8. If the parents/guardians and/or student remain 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 Lab Schools Superintendent within five (5) days of the decision, who shall review all cases in which an appeal is filed. The Superintendent 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 Superintendent shall give due consideration to the decisions of the suspending administrator, but shall not be bound thereby. The Superintendent may appoint some other person not involved in the case to act in his/her stead, and shall do so if the Superintendent is a witness in any case. The Superintendent or his/her designee shall issue a final written decision and mail it to the parents or guardian promptly.

When an appeal is pending, the lab schools reserve the right to restrict a student's participation in extra-curricular activities.

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 suspending or expelling administrator shall give the student oral or written notice of the charges, which constitute the student's gross disobedience or misconduct, and a summary of the evidence, which supports the charges.
2. If the student denies those charges, the administrator shall give the student an opportunity to explain the incident.
3. A formal hearing before the Lab Schools Superintendent shall be held within ten (10) days of the incident or within thirty (30) days by mutual agreement.
4. The Lab Schools Superintendent shall send written notice to the student's parents or guardians, of the charges against the student and the time and place of the pending hearing and their right to appear and present evidence to refute the charges.
6. The only persons allowed to be present at the hearing shall be the student, his/her parents or guardians, the Principal, the Lab Schools Director, and any other appropriate University High School teacher or administrators. Attorneys may be present at the expulsion hearing solely in an advisory capacity.
7. The rules of evidence shall not apply at the hearing. The student shall have the right to present evidence and testimony to refute the charges.

## 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
- Classroom Academic Rules
- General Hallway 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

**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
- Restrictions from activities, field trips, assemblies, etc.
- Assignment to free hour detention
- Assignment to 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
- Profanity/Gestures
- Unexcused Absences
- Inciting others to misconduct
- Bullying, Cyberbullying, Aggressive Behavior, Harassment
- Tobacco Use
- Gross Disobedience or Misconduct Policy
- Technology Acceptable Use Policy Agreement

**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
- 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
- AOD Policy --- Possession/Under Influence/Distribution of alcohol, illegal drugs/substances, look-alike products/counterfeit drugs, prescription drugs, paraphernalia, etc.

**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
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS) for up to 10 school days
- Expulsion from school
- 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

<b>DISCIPLINARY POLICIES</b>
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### **Mobile Devices**

Students are allowed to possess and use mobile devices in school as spelled out in the Acceptable Use Policy. Students may not make or receive calls or text messages on a mobile device during class time. Students found in violation will have their mobile device confiscated. There is no expectation of privacy for a mobile device that has been confiscated. The consequences for having a mobile device confiscated are:

Number of Offenses	Disciplinary Action
1 <sup>st</sup> Offense	Confiscated device given to Asst. Principal. Student may retrieve device from the Main Office at the conclusion of his/her day. Verbal Warning will be issued.
2 <sup>nd</sup> Offense	Confiscated device given to Asst. Principal. Parent/Guardian of student must contact Main Office for device to be retrieved. Detention issued to student.
3 <sup>rd</sup> Offense	Confiscated device given to Asst. Principal. Student will not be allowed to possess a mobile device for the remainder of the semester. 2-Hour Saturday School detention issued.
4 <sup>th</sup> Offense	Confiscated device given to Asst. Principal. Student will not be allowed to possess a mobile device for the remainder of the school year. 4-Hour

	Saturday School detention issued.
Further Offenses	More than four (4) offenses will be handled on an individual basis by the administration. Disciplinary consequences may include, but are not limited to, a Detention, Saturday School Detention, or Suspension.

**Public Displays of Affection (PDA)**

School is not the place for prolonged displays of affection. Examples of inappropriate public displays of affection include, but are not limited to, fondling, groping or grabbing body parts, lengthy kissing, and/or other sexual acts. **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**

“Gross Disobedience or Misconduct” specifically includes, but is not limited to, any of the following acts or behaviors which occur at school, at any school related or school-sponsored activity, or which substantially impacts the school:

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

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

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

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



- i. Vandalizing or otherwise intentionally damaging property of a teacher or administrator on or off campus or harassing or intimidating a teacher or administrator on or off-campus;
- j. While driving, failing to follow traffic safety rules on or off-campus with regard to school buses, student or school employees, going to and from school or to any school sponsored activity;
- k. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property;
- l. Fighting;
- m. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone, urging other students to engage in such conduct, and/or creating a reasonable fear for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment;
- n. Using or possessing electronic signaling devices, laser pens and pagers.
- o. Harassment and discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, protective order status, disability, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era;
- p. Refusal and failure to serve appropriate punishment imposed for any discipline violation;
- q. Exhibiting threatening behavior.
- r. 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.
- s. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a prescription.

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

University High School has zero tolerance for any form of bullying or aggressive behavior. Bully/victim violence occurs whenever anyone intentionally, repeatedly and over time inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and/or other electronic devices. Cyberbullying can occur on and off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students should report suspected bullying to any teacher, counselor, or administrator. Any type of bullying, on and off of 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. 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. 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, referral to community organizations that teach strategies in the reduction of aggressive behaviors.

### **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, Sexual Harassment, and Threatening Behavior**

It is the policy of University High School to provide an environment free of any harassment, threatening behavior, sexual harassment or intimidation and to resolve complaints of harassment by any member of the school community, including faculty, staff, and students. Everyone has a responsibility to maintain a school free of harassment. The responsibility of supervisors includes discussing this policy with all members of the U-High community, including the warning that false accusations will result in disciplinary action.

Harassment is a form of intimidation and discrimination and will not be tolerated by University High School.

Any act of harassment and/or discrimination based on race, color, ancestry, national origin, religion, sex (including sexual harassment), sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran is a violation of this policy and the law will not be tolerated. Further, retaliation against any person making an allegation of harassment, discrimination, or exercising his or her legal right to have the allegation investigated is also prohibited. Allegations of retaliation initiated by an individual participating in the complaint investigation process will be investigated as a separate and distinct violation of this policy. The University Anti-Harassment and Non-Discrimination Policy 1.1 provides additional information about what constitutes discrimination or harassment.

Students who believe they are victims of discrimination or harassment, or have witnessed discrimination or harassment are encouraged to go to a teacher, counselor, building administrator, or staff person to report an incident. If an incident is reported to a teacher, counselor or staff person, he/she should report the incident to the Principal or his/her designee as soon as possible. The Principal or his/her designee should contact the Office of Equal Opportunity, Ethics, and Access at (309) 438-3383 to report the incident and discuss how to proceed with investigating the complaint.

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

### **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 his or her 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 his/her 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.

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
- Fake an illness to avoid a test
- 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:

<b>Number of Offense</b>	<b>Disciplinary Sanctions/Intervention</b>
1 <sup>st</sup> Offense	Four (4) hour Saturday School detention will be issued. Parent/Guardian will be notified. Academic consequences/interventions will be decided the class instructor (i.e. alternative assignment, denial of credit, etc.).
2 <sup>nd</sup> Offense	Two (2) day 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.

3 <sup>rd</sup> Offense	Five (5) day 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. Administration will develop an academic management plan for the student.
4 <sup>th</sup> Offense	Expulsion from school.

**Alcohol and Other Drugs Policy**

**Please see the voluntary admission section on page 61.**

Student use of alcohol and other mind-altering drugs is illegal and interferes with the learning process. These mind-altering drugs are capable of producing the organic disease of substance abuse and chemical dependence.

University High School includes tobacco as a drug; tobacco is, however treated slightly differently in terms of sanctions. Use of tobacco and/or possession of tobacco related products, such as cigarettes, chewing tobacco, electronic cigarettes or e-cigarettes, including look-alike items by students 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.

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

When there are reasonable grounds (e.g., erratic behavior, smell of alcohol or drugs, bloodshot eyes) for suspecting that a student is under the influence of an illegal substance, the school will 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 Lab Schools reserve the right to impose sanctions for disciplinary actions that may not be incorporated or directly addressed in the Student Code of Conduct.

## 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

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

### Blackboard

Blackboard is a web-based instructional tool most classes use regularly and students are able to log in to access the content. Students are expected to use Blackboard regularly. Students who are not able to log in should contact the Main Office for support.

### Change of Address/Telephone

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

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

### **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 may be asked to leave the dance and further disciplinary action may be taken.

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

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



### **Diversity Philosophy**

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)

### **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.**

### **Incllement 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 his/her 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**

Certificated employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting the search will produce evidence the particular student has violated or is violating either the law or the student code of conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. 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. The school administration retains control over lockers and regulates admission and parking of automobiles on school grounds. School administrators, therefore, have the right and duty to inspect and search student lockers and book bags where reasonable suspicion of illegal activity or violation of a school rule exists. This right to search extends to student cars parked on school grounds and ISU property.

### **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) remaining due at the end of any school year will result in encumbered future registration or encumbered release of transcripts. All questions and/or requests regarding payment of late fees should be directed to the Business Manager.

### **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.

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

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

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

## **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.

Students and parents should consult with counselors to be available for consultation on the following:

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

### **Schedule Changes**

Schedule changes are made in the Counseling Center. All schedule changes must be made by the fifth school day of the semester. The administration must approve all changes after the fifth day of the semester. Schedules will not be changed to exclusively accommodate a student's request for a different teacher or free period.

### **School Student Records Policy**

A complete Notification Statement will be provided to all University High School students upon enrollment in accordance with the Illinois School Student Records Act (105 ILCS 10/1 *et seq.*). This notification informs students and parents of their specific rights in regards to confidentiality, availability, copying of records, and

forwarding information to other institutions. A copy of this notification is available in the Registrar's Office upon request.

### **Student Assistance Program**

The Student Assistance Program is designed to help students 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 Literacy and Learning Center**

It is the goal of the U-Link Literacy and Learning center to provide a facility that offers a non-threatening 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 which is part of our U-Link Mentors group. At U-Link we are called mentors instead of tutors because we believe that our work is a developmental partnership through which one person shares knowledge, skills, information and perspective to foster the growth of someone else. In other words, both students mutually benefit from their experiences in the center.

Mentor expectations:

- To be leaders and role models
- Treat others with respect
- Work with students as guides & readers, not as teachers or evaluators
- 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:

- Online study resources including websites and apps
- 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
- Database of activity in the center

### **U-Link Mentors**

U-Link Mentors is a peer mentoring program made up of U-High students that are trained in the skills of working with and guiding others. Peer mentors assist other students in a variety of areas which might include: study skills, writing skills, and content area learning. U-High peer mentors are considered to be school learners. 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.

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).

### **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 who drop a class after the fifth day 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.

### **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) or Introduction to Business in order to graduate.

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

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

### **Courses**

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

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

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



**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 excuses from P.E. is presented to the District Nurse.

**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.

Students taking an excessive academic load may petition the administration for an independent study of health/nutrition/personal fitness in lieu of a regular physical education course. Information regarding Independent Study requests can be found on page 50. Students are reminded that instructors are limited to no more than two (2) independent studies per semester.

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.

**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 64.

### **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, his/her parent or guardian must sign the form. This form must be signed and returned to the Counseling Center before a copy of the records can be mailed. 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 his/her 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**

University High School students have the opportunity to enroll in college courses for dual credit. Typically these courses are offered through Illinois State University and Heartland Community College. Students may enroll for dual credit under the following circumstances:

1. The course the student wishes to enroll is not offered in the U-High curriculum;
2. There is a scheduling conflict that cannot be avoided and taking the course at an outside institution will help the student accomplish their academic goals;
3. The course taken represents either enrichment or provides the student an avenue for continuing their progress in an academic area of interest; and
4. All dual credit must be approved by the U-High administration and the receiving institution.

## **Early Graduation Policy**

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

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

## **Failure Policy**

Any student receiving two (2) or more F's in either semester must submit a petition to the Student Assistance Program or continued enrollment at University High School. A student's petition to continue is a letter from the student describing his/her plan of action for improving performance. The letter must be received in the Counseling Center no later than two weeks after the report cards are sent. Failure to submit this petition will be interpreted as a voluntary withdrawal from University High School. The Student Assistance 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 his/her performance.

## **Heartland Community College**

Students may elect to take college courses at Heartland Community College for dual credit. If interested, see a counselor for application and details.

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

IVS classes may be taken by sophomore, junior, and senior students. These courses may be taken for credit or non-credit and may be taken Pass/Fail.

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

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

The current IVS fee is \$250.00. The student is responsible for the entire fee. Students who fail an IVS class may not enroll in any future IVS classes.

### **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.

### **Summer School**

Courses are usually available in Business, English, Math, Social Sciences, Science and Physical Education. 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.

### **University Classes for College Credit**

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

Application Procedure:

1. Obtain and complete the "Dual Credit Enrollment Application" form from the University High School Counseling Center by the appropriate deadline (which is available through the Counseling Center).
2.
  - A. New students will be permitted to register only after continuing students have had an opportunity to register during pre-registration. Fees will be assessed in accordance with regular university schedule.
  - B. The number of courses in which a student can enroll (in any one semester) will be determined by the recommendation of the Principal and the Director of the Counseling Center.
  - C. No student will be permitted to take more than eleven (11) college hours per semester.
  - D. Typically, 4 -5 ISU semester hours = 1 credit, 3 ISU semester hours = .5 credit, and 1-2 ISU semester hours = .25 credit

### **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.

### **Grading System and Formula for Grade Point Average**

#### **G.P.A. Calculation**

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

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

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

**Semester Example:**

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

Average:  $14/6 = 2.33$

**Class Rank Policy**

U-High does not calculate a class rank for each individual student. GPA's are tabulated and recorded each semester. This policy reflects the actual abilities and efforts of our students and encourages them to enroll in classes that truly meet their needs for future successes.

A school profile, which explains our school's academic environment, will be mailed with each college application.

**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 non-school related excused absences or unexcused absences in a given class will no longer be eligible of opting out of a final exam in the spring semester in that given class. The attendance records will be used to determine the qualification of senior exam exemptions. Arrangements will be made for those second semester seniors who are not exempt to take their exams. Special circumstances can be made by the approval of the administration.

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 (3) days of the start of the semester. Forms are in the Counseling Center.
- f. Students who complete grade improvement and register with the NCAA will have both grades reflected on their transcript.

### **Honor Roll**

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

### **Incomplete Grade Policy**

U-High recognizes that, due to an extended illness or some other extraordinary reason, it may be necessary to give a student an "incomplete" in place of a grade. No "incomplete" may remain in force longer than ten (10) school days after the close of each grading period or ten (10) calendar days if in the spring quarter. Failure to complete course work within ten (10) days will result in an "F" for the course work not completed. 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 five (5) school days from the beginning of any semester course. A student may request to change to a letter grade during the first four weeks of the semester. A "pass" is not computed in the grade point average, but an "F" is. Forms are in the Counseling Center. *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 Family Access, 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.

## LIBRARY/MEDIA SERVICES

Our library welcomes all students, faculty, staff, and ISU students, and it accepts requests through inter-library loan.

### **Library Computer Guidelines/Rules**

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

1. Due to limited resources, we must establish priorities for computer use. The following priorities MUST be followed by patrons:
  - Accessing U-High's Library Card Catalog;
  - Information searching, word processing, and running programs related to the school curriculum; and,
  - Information searching for co-curricular activities.
  - When a class is signed up to use the computers in the library, we kindly ask the students to give up their computer for classroom use. Students do have access to the library computers Monday through Friday from 7 a.m. to 4:30 p.m. when only a few classes might be using the computers.
2. Remember while on the internet that you are also subject to ISU policies, state and federal regulations and laws.
3. No games may be played on the library desktop computers during library hours.
4. Students are not allowed to access non-school sponsored chat rooms, discussion boards, etc.

### **Library Hours**

Monday – Friday 7:00 am. – 4:30 p.m.

### **Policies and Procedures**

Borrowing privileges are limited to the ISU and University High School community. Area residents need to borrow materials through inter-library loan at their local libraries. When borrowing a book, take it to the circulation desk for checkout. The loan period for books is four weeks. Periodicals (magazines) can be checked out for one week; newest issues are only for in library use. Teachers may place books on reserve for their classes. The teacher determines the loan period for these materials.

Overdue Materials are handled by Milner Library. Seniors with outstanding Library fees will not receive their Graduation Gown.

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

Return materials to the circulation desk book drop.

All inter-library loan requests will be charged under the student/faculty member's account. Please allow three weeks for receipt of the item. The loan period for inter-library loan materials is two weeks.



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

If an item is lost or damaged, the student is responsible for the cost of replacement. Patrons may opt to buy a replacement copy of lost materials instead of paying a fine.

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

Food is not allowed in the library. Drinks with lids are allowed in the library.

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

Illinet On-Line is the complete and updated electronic card catalogs for the University High School Library. It can be found on the U-High Library website.

The U-High library has facilitated and will provide access to multiple online reference resources which can also be found on the U-High Library website. Most of the databases have remote access capabilities. Some required a username and password. These may be obtained in the library.

<p style="text-align: center;"><b>Technology Acceptable Use Policy Agreement</b> (for students and parents at University High School)</p>
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Each student and his or her parent(s)/guardian(s) must sign this Agreement before being granted network/internet access at U-High. Please read this document carefully before signing.

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

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

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

- a. the school reserves the right to restrict the use of any digital content (such as content used primarily for a social or entertainment purpose or detracts from the educational environment). These restrictions may be enforced on the school network and/or any electronic device I use while at U-High.
- b. all school-provided technology, including network access and storage, is for educational use. Any other use 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 I do on U-High or ISU computers, or the related network is not private and can be monitored by University faculty and staff.

**2. I will...**

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

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

- a. use any personal laptop, netbook, ipad, tablet, or e-reader in the classroom.
- b. use any other electronic devices in the classroom unless the teacher authorizes me 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 my netbook 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 my 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 my netbook any software, music, games, videos or other media for which I have not obtained a legal license.
- j. download, install or run any software on my netbook for which I have 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.
- n. use any computer to commit acts which are illegal.

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

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

**Social Media**

We recognize that social media is a way that students connect with the global community, and that it can be used for instruction. Normal school rules of etiquette and conduct spelled out in the student handbook apply to student social media use, including rules applying to bullying and harassment. 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.

**Consequences for violations**

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

**No Warranties**

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

**Indemnification**

The parent or guardian, by signing below, in consideration of the Laboratory School providing his/her student with University network and Internet access, agrees to indemnify the University for any losses, costs, or damages (including reasonable attorney fees) incurred by the University relating to, or arising out

of, any breach of these or other University rules by the student in using computers, the University network, and the Internet.

**Telephone Charges**

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

I understand and will abide by all rules contained in this **Technology Acceptable Use Policy Agreement and the University's Policy on Appropriate Use of Information Technology Resources and Systems** and any other rules of computer, University network, or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

Student Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Terms and Conditions you agree to as a University High School parent/guardian**

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

- a. I am responsible for monitoring my child's use of the school-provided laptop outside of University High School.
  - b. I am responsible for whatever my student does on any non-school-provided electronic device that my student may carry with them to school, including personal smartphones and laptops.
2. The school attempts to bar access by students to certain material which is not in furtherance of educational purposes. I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the University and its employees and agents from any cause of action related to my child obtaining access to materials or software, which may be inappropriate.
3. 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.

Parent/Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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, 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.

### **Homebound and Hospital Services**

Parents need to contact the Assistant Principal to determine eligibility for homebound services. An evaluation will be conducted. A minimum of 10 consecutive days absence from school is required or the student will be absent from school in increments of 2 or more days for at least 10 days during the school year. Documentation of the impairment from the student's physician is needed. The physician must document the specific timeline that the student is homebound (dates, duration, etc.).

Home or hospital instruction may commence upon receipt of a written physician's statement, but instruction shall commence not later than 5 school days after the physician's statement is received. 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 medication authorization forms will expire at the end of the school year if not indicated as earlier. Parental/Physician Authorization forms are available at [www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu).

2. All medications must be in their original container with the proper label and remain at school in the main office.
3. 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

4. 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.
5. Students will report to the main office to take medications.
6. Students are not allowed to carry any medications (except for asthma and EpiPen's with a Medication Authorization Form and specific authorization for these items) on them. All medications must be kept locked in the main office.
7. The school retains the discretion to reject requests for administration of medication and/or procedures.
8. NO MEDICATION WILL BE PROVIDED BY THE SCHOOL. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE MEDICATION THEIR CHILD NEEDS AT SCHOOL.

**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.

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 1 calendar year, and must be signed and dated by the examiner. The physical exam must be current throughout the duration of the sport season (i.e.: it must never be more than 1 year old). Continued participation after the expiration date will require a new exam.

### **Vision and Hearing Screening**

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

## **STUDENT ACTIVITIES**

### **Fan Conduct - Sportsmanship**

It is our expectation that all fans, 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.

### **Good Night Rule**

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

### **Homecoming and Prom Guests**

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

### **Student Senate and Class Officers**

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

The Senate conducts numerous activities such as homecoming events, and serves as the communication link to the student body and co-curricular organizations.

All Senate meetings are open to any student who is free during the meeting hour. To put one's name on the ballot for Senate or for class officer, the student should secure a petition from the Main Office, obtain the necessary number of signatures from class members, and return the petition to the Main Office by the designated date. To be considered for class officer or Senate membership, the student will also be expected to make a speech before his/her class. In addition, students may make application to serve in a

non-elected capacity as chairperson of a Senate standing committee (such as Social, Citizenship, or Political Relations Committees) or as chairperson of an *ad hoc* committee (such as Homecoming, Blood Drive, Fund Drive Committees). Application information is available from the Senate sponsor or from any Senate officer.

## **STUDENT ATHLETE INFORMATION**

### **A. GENERAL GUIDELINES**

1. Athletes 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. No out-of-season participation requirement shall be made a prerequisite for participating in any sports.
3. University provided vehicles will be used to transport students.
4. There will be no mandatory Sunday practices scheduled.
5. No student will use the weight room, fitness room, or gyms unless a U-High faculty or staff member is present.
6. All team members must travel by school transportation to and from all athletic contests. Permission may be granted to parents for students to leave with parents/guardians when requests are made with the coach. Parent(s)/guardian(s) must sign a written permission slip or a sign-out sheet prior to the student leaving.
7. Any school-connected injury to an athlete will be immediately reported to the coach who will inform the athletic trainer and/or parents/guardians.
8. A student who is dropped from one team for disciplinary reasons or who quits will be ineligible to compete in another sport for that particular season. The coaches and Activities Director may consider special instances involved.
9. A student may not attend after school practices or contests unless he/she attends the last three classes of his/her own schedule or unless the absence has been approved with an administrator prior to the absence.

### **B. CHANGING SPORTS**

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

### **C. INJURIES**

1. Student athletes should report all injuries to their coach and trainer. Coach/trainer will fill out and submit all appropriate forms.
2. Students with school insurance must obtain a claim form from the Main Office when they return to school if they have been to a physician or to the hospital.

### **D. LETTER REQUIREMENTS**

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



#### **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.
3. No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach shall receive an award.

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

1. Team members will dress appropriately when participating in U-High sanctioned activities. Each coach may determine what appropriate team dress is.

### **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. This means on or off school grounds, 24 hours a day, 365 days a year for all years of attendance at University High School.

### **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.
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. A student in any IHSA-sponsored activity must be passing twenty (25) credit hours or class work per week to be eligible to participate in that activity. Students and parents will be notified by the coach or sponsor if a student is not eligible to participate.
2. A student may not attend after school practices, contests, or meetings unless he/she attends the **last three classes** of his/her own schedule or unless the student has received approval by an administrator prior to the absence.

3. Students may not be excused from attending Physical Education classes on the day of an athletic contest.
4. Students must follow appropriate attendance procedures – checking out, checking back in, and bringing required verification for an absence.
5. Students must receive the administration’s approval to be excused from the above criteria for any extenuating circumstances.
6. 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.

**Section 3: Conduct Expectations**

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

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

**Guidelines for Action**

**IHSA Athletics and Activities**

Consequences for infractions 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 conjunction with the above consequences.**

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

Consequences for infractions 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 conjuncture with the above consequences.**

### **Student Performance Organizations**

Consequences for infractions 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 conjuncture with the above consequences.**

### **Consequences**

Please refer to page 18 & 19 under Student Code of Conduct for the procedures that will be followed for suspensions and appeals.

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

### **Voluntary Admission**

Students who choose to voluntarily report an infraction of the Alcohol and Other Drug Policy **prior to the suspending administrator giving the student oral or written notice of the charges**, 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.



## Illinois High School Association

(For 201415 School Term)

This summary is for the purpose of assisting in the understanding of IHSA Bylaws and Policies. In case of a conflict between this publication and the constitution and bylaws of the IHSA, the constitution and bylaws 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 in order 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 bylaws. 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 bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major bylaw provisions and does not contain the statement of the bylaws in their entirety. You can review the bylaws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA bylaws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

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

#### 2. Scholastic Standing

- A. You must pass twentyfive (25) credit hours of high school work per week. Generally, twentyfive (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 twentyfive (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 bylaws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

## Athletic Eligibility Rules—Page 2

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

### 5. Age

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

### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination 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

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

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

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

### 8. Recruiting of Athletes

A. The bylaws 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 studentathlete 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 studentathlete 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:

- During the school year, you may not participate on a nonschool team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.
- 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 bylaws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in NonSchool 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 nonschool team nor compete in nonschool competition as an individual in that same sport or in any skill of that sport.

B. If you participate in nonschool 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, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a nonschool 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 nonschool 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. AllStar Participation

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

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

### 12. 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.**



The above requirements are subject to change. Please consult the Counseling Center for updates.

[www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org)

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