

Student & Parent Handbook

2021-2022

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

University Laboratory High School

Uni High 2021-22 Student-Parent Handbook

Introduction

The Student-Parent Handbook of the University of Illinois Laboratory High School reflects the current status of rules, policies, and procedures. The Handbook is subject to change at any time. All changes will be communicated via email and newsletter to students and parents.

Attending University Laboratory High School indicates that all students and parents/guardians have read the handbook and agree to abide by it. Being unaware of policies is not an excuse for not following them.

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

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

Table of Contents

<u>Mission and Vision</u>	Pg. 6
<u>Who to Ask</u>	Pg. 6
<u>Calendar and Schedules</u>	Pg. 7
<u>Building Hours</u>	
<u>Cancellations and late starts due to weather</u>	
<u>Daily School Schedule</u>	
<u>Final exam dates</u>	
<u>Important Dates</u>	
<u>Lunch</u>	
<u>Uni Period</u>	
<u>Parent information</u>	Pg. 9
<u>School lunch program</u>	
<u>Parent organizations</u>	
Booster Club	
Parent-Faculty Organization (PFO)	
Multicultural Parent Advisory Group (MPAG)	
<u>Sex offender notification information</u>	
<u>Behavior Expectations</u>	Pg. 10
<u>Dress Code</u>	
<u>Inappropriate items for school</u>	
<u>Language and gestures</u>	
<u>Personal Electronics Policy</u>	

Misuse of electronic devices
Public displays of intimate behavior

Procedures Pg. 12

Change of address
Communication with families
Emergency procedures
Withdrawing from Uni
Student Employment
Leave of absence

Policies..... Pg. 15

Academic policies
Attendance policies
Building policies
Club policies
Computer usage and laptop policies
Discipline policies
Event policies
Health and medical policies
Student record policies

Academic Policies Pg. 15

Academic Monitoring, Probation and Dismissal
AP
Adding courses
Class Audit Information
Class Rank
Classroom/Course Concerns
Concurrent Enrollment
Course Selection
Credit for year-long courses
Dropping courses
Due dates for major tests, major projects and papers
Educational support services
Grades
 Definition of grades
 Grade point average
 Grading grievances
 Quarterly grades and grading systems
 Participation Grades
 Incomplete Grades
 Graduation
 Graduation Requirements
 Graduation Requirement Waiver
 Homework
 Independent Study
 Modifying Schedules
 NCAA

Post-concussion return to academics and PE/athletics guidelines
Sabbatical and Leaves
Semester Examinations
Standardized Testing
Transcript Requests

Attendance Policies Pg. 28

Absences
 Types of absences
 Documented absences
 Excused absences
 Unexcused absences
Absences and extracurricular activities
Absences for semester exam
Extended absences
Excessive absences
Homework requests during absences
Leaving school early
Make-up work after absences
Physical Education absences
Reporting absences
Return to school after a full-day absence
Tardiness

Building Policies Pg. 33

Lockers
Open Campus
Signs and similar displays and documents
Removal of Offensive signs or Images
Student Parking
Telephones
Transportation
 Drop-off and pick-up
 Bicycles
 Skateboards and skates
 MTD bus
 Carpools
Unauthorized Areas
Visitors

Club policies Pg. 36

Clubs and organizations
Attendance at co-curricular activities
Club equal access act
Faculty sponsors
List of student clubs and organizations
Process for establishing clubs

Computer usage and laptop policies Pg. 37

Discipline policies..... Pg. 39

Academic Dishonesty

Cheating

Plagiarism

Unfair advantage

Faculty and Administrative responsibilities regarding academic integrity

Academic dishonesty: Disciplinary actions

Behavioral Dismissal

Bullying and Harassment

Definition of bullying

Examples of bullying

Cyberbullying

Harassment

Racial, Ethnic, Religious, and Sex/Gender Harassment

Reporting Bullying and Harassment

Staff Behavior-

Sexual Harassment and Sexual Misconduct

University of Illinois Statement on Sex Discrimination, Sexual Harassment and Other Sexual

Misconduct

Discipline Ladder

Disclosure to Colleges

Faculty and Staff Disciplinary Consequences

Minor Misbehavior

Major Offenses

Required notices

Theft

Fighting/Battery/Verbal Altercations

Language and Gestures

Search and Seizure procedures

Seizure of student property

Alcohol/Tobacco/Drugs

Event policies..... Pg. 59

Class and Club Special Event form

Dances

Event posters and email communications

Fundraising

Uni and non-Uni events

Health and medical policies..... Pg. 61

Student record policies Pg. 64

Resources..... Pg. 67

Library

Student Services Office

Mission and Vision

Mission

As an integral part of the University of Illinois at Urbana-Champaign, University Laboratory High School’s mission is to enhance the lives of young people through innovative learning, discovery, and public engagement.

Vision

University of Illinois Laboratory High School will be the pre-eminent public research university high school for highly motivated students with exceptional academic potential. To attain pre-eminence, we will strive toward:

Excellence in student achievement, broadly construed

Impact through transformational curriculum, pedagogy, and research; and

Leadership in public engagement and citizenship in the local community, state, and beyond.

Who to ask

Questions about . . .	Contact
Admissions	Ms. Lombardi
Agora Days	Mr. Guyotte
Athletics, Physical Education	Mr. Bicknell
Attendance, tardiness	Dr. Radnitzer, Ms. Shelby
Clubs and student organizations, student discipline and academic misconduct, bullying and harassment	Dr. Radnitzer
College Counseling	Ms. Micele
Communications, newsletters	Ms. Lombardi
Computer Science Department	Mr. Beesley
English Department	Ms. Rodems
Faculty issues, curriculum, and instruction	Dr. Majerus
Fees, business affairs	Mr. Marrow

Fine Arts Department	Mr. Murphy
Foreign Language Department	Ms. Lopez
Fundraising, alumni affairs, communications	Ms. Kroencke
General school concerns	Dr. Majerus
Guidance counseling and student personal/social concerns, student schedules and drop/add, testing	Mrs. Deedrick, Ms. Han, Ms. Smith, Dr. Radnitzer
Library	Ms. Arnold
Math Department	Dr. Boca
School lunch program	Dr. O'Brien
Science Department	Ms. Smyser
Social Studies Department	Ms. Schoeplein
Student computer accounts	Damian Behymer
Student registration	Ms. Smith
Transcripts, student records	Ms. Smith
Uni Period, online calendar	Mr. Beesley

Calendar and Schedules

Building hours

Students can enter the main building Monday - Friday, at 7:45 a.m.

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

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

On faculty meeting days (Wednesdays once a month), the building will close between 3:20-3:35 p.m.

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

Cancellations and late starts due to weather

Uni's cancellation policies do not follow those of local school districts. Cancellations will be determined by the director.

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

Late Starts due to weather

Announcements may be made for a late start. The start time will be specified on the website and in emails, phone messages and media announcements. Please check the website for details during a late start. Each class will be shortened, and Uni Period may be cancelled.

Parent Decisions about Inclement Weather

Parents make the ultimate decision about sending students to school even if Uni does not close. Any student may be excused by a parent who calls the Main Office if inclement weather is an issue for that family.

Daily Schedule

Daily School Schedule

Please see the [bell schedule on our website](#). The newsletter emailed to all parents and students will announce schedule variations, and we will notify students and parents via email as well.

Uni High students are expected to be in every class, every day.

Final Exam dates

Fall semester exams: Dec. 15-17, 2021

Spring semester exams: May 24-26, 2022

Please do not schedule family vacations or trips on exam days. Semester exams may not be taken early except for highly unusual circumstances as approved by an administrator.

Important dates

Please see the [yearly calendar on our website](#). Reminders about important dates will also appear in the newsletters sent to all students, parents and faculty on Mondays and Thursdays.

Lunch Times

See the [daily bell schedule](#) for lunch times.

To ensure adequate social distancing during lunch, the following lunch policies will be in place until further notice:

- Seniors eat on the first floor or outside
- Juniors eat in Kenney Gym or outside
- Sophomores eat in Kenney Gym or outside

- Freshmen eat on the second floor or outside
- Subbies eat on the third floor or outside
- Students who prefer not to disclose their vaccination status or who are unable to be vaccinated eat in Uni Gym or outside and socially distanced

The kitchen (room 116) has microwave ovens, refrigerators, a stove, and a sink. Uni does not provide cooking utensils. The refrigerators will be cleaned out each semester. Pots, pans, and dishes in the sink area will be discarded at the end of each week.

Students must always clean up after themselves in the kitchen and hallways.

Students are not allowed to eat lunch in any classroom, except during clubs that meet in classrooms during the lunch hour with a faculty sponsor present.

Uni Period

Uni Period is an all-school free period that students can use to attend clubs, meetings and events, complete makeup work, seek extra help, study, or relax. There are some required Uni period activities such as assemblies throughout the year, and students should consult the newsletter for details on those mandatory activities.

For the Fall 2021 semester, Uni period will be Tuesday, Wednesday, and Thursday from 3:20-4:05 p.m.

Parent information

School lunch program

Uni offers catered lunch options that are available to all students, and special dietary needs can be accommodated. Students with fee waivers will have the option to receive daily lunches at no cost.

Lunches for the 21-22 school year will be provided by Hendrick House and must be reserved for a full quarter (half-semester) at a time. There will be no refunds for lunches for any reason.

Students can select one of two school lunch programs each quarter:

1. Students can select to have a school lunch 5 days per week for the quarter.
2. Students can select to have a school lunch 2 days a week (Tuesdays and Thursdays.)

Lunches will be distributed by a Hendrick House employee in the kitchen at the beginning of the lunch period. Students will need to swipe their ID when picking up their lunch.

Parent organizations

- Booster Club
- Parent-Faculty Organization (PFO now PSTA)
- Multi-Cultural Parent Advisory Group (MPAG)

Information about parent organizations is [available on our website](#). Details, including meeting dates and times, will be available on our daily calendar, in the twice-weekly newsletter, and via email.

Sex offender notification information

Sex Offender Registration requires schools to notify parents that information about sex offenders is available to the public on the Illinois State Police's website. The sex offender information is available at <http://www.isp.state.il.us/sor/>

You may also find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website. That information is available at <http://www.isp.state.il.us/cmvo/>

Behavior Expectations

Dress Code

Uni students have a great deal of latitude in dress, but clothing must not distract from the learning environment. If any staff member deems a student to be dressed inappropriately, the student will be referred to the Assistant Director. The Assistant Director will consult with other administrators to determine the appropriateness of the dress and will take action that may include sending the student home (an unexcused absence). Specific examples of clothing that may distract from the learning environment:

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

Inappropriate Items for School

Items that have no acceptable purpose for school may not be brought to school. This includes laser pointers and pornographic or offensive material. Offensive material is defined as toy guns, fake knives, and swords. If any such items are brought to school, they will be stored in the Assistant Director's office until parents/guardians make appropriate arrangements for the property to be returned.

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

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

Language and Gestures

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

Personal Electronics Policy

Personal electronics devices include cell phones, calculators, laptops, audio players with or without earbuds, and similar technologies. It is recommended that students keep at least one ear bud out of an ear at all times.

Cell phones are allowed in the hallways and the student lounge during the school day, but they must not cause a distraction.

- A student may only carry a silenced mobile phone at school.
- Cell phones that sound during class will be confiscated, and parents will be called.
- Students must not text in class. Consequences range from a verbal reprimand the first two times to having the phone confiscated until it is picked up by parents/guardians for subsequent offenses.

Misuse of electronic devices

A personal electronics device used during the school day in a disruptive way will be confiscated by faculty or administrators. If devices, including cell phones, are used for academic dishonesty, they will be confiscated and the applicable rules for academic dishonesty will apply.

University Laboratory High School is not responsible for lost or stolen student electronics.

Public displays of intimate behavior

Public displays of intimate behavior are not allowed at Uni High (including all school-sponsored events), or on the Uni campus area including Kenney Gym, outdoor areas on school property, and Uni Gym. Examples of such behavior include kissing, fondling, petting, sitting on laps, lying together on the floor or couch, etc. Such private acts in public spaces violate the school's commitment to maintaining an appropriate social and learning environment for young people. Consequences will progress through the disciplinary ladder, and parents will be included in discussions of inappropriate behavior. Discipline will become more serious if the activity does not cease.

Procedures

Change of address

Report changes of home address, telephone numbers, e-mail addresses, or any other important contact information to Courtney Smith (cvonholt@illinois.edu). Proof of residency must be provided to the Student Services Office assistant prior to any changes being made.

Communication with families

Uni High School communicates with families via newsletters, e-mail, the school's website, PowerSchool (our Learning Management System).

Communication with parents

- Grade information is available on the PowerSchool system. Parents receive instructions on using PowerSchool each fall.
- Families may be contacted by phone or email any time a student is experiencing academic, disciplinary, or social problems.
- Parents or guardians will be contacted by phone any time a student's medical condition warrants.
- Information about upcoming Uni events can be obtained from the website calendar or email newsletters.

Communicating with faculty and administrators

- Students and parents/ guardians can schedule conferences with any faculty member or administrator at any time.
- Two official parent-teacher conference days are scheduled in advance each year.
- Classroom concerns should first be voiced to the teacher. If concerns persist, students and parents are asked to consult with the department's Executive Teacher before taking the problem to the Director.
- For sports information, contact the Athletic Director, 217-300-0524.
- Coaches and field trip chaperones carry cellular phones in case they need to call the school to update families on travel changes.

Emergency Procedures

Plans have been made to protect student safety when an emergency occurs. The administration communicates the School Building Emergency Action Plan to teachers and students and conducts drills throughout the year. Students should become familiar with fire exits and other procedures as posted in classrooms and throughout the building. During a school year, we are required to conduct an Active Threat drill, three fire drills, and a tornado drill. Below are transcripts of the alarms and warnings that will sound before each drill or active warning.

Tornado Alarm

Drill- Leaving Uni

Please read carefully as the directions for a drill and an actual event differ. There are specific instructions for a stay in place (remain in the building vs. an evacuation (leave the building)).

Emergency Shelter Location

Digital Computer Laboratory (DCL) across Matthews Street.

Drill – Evacuate – (Tone) “May I have your attention please. The following alert is just a drill. Please respond accordingly.” (pause) (Siren, Siren) “Attention in the building. A tornado warning has been issued. Evacuate the building in an orderly manner to the basement of DCL.” Repeat once.

Drill- Staying at Uni

Drill – In Place – (Tone) “May I have your attention please. The following alert is just a drill. Please respond accordingly.” (pause) (Siren, Siren) “Attention in the building. A tornado warning has been issued. Please shelter in place.” Repeat once.

End Drill – (Tone) “May I have your attention please. The tornado drill has ended. Please resume normal activities.”

Actual Tornado sighting in area:

Actual – In Place – (Siren, Siren) “Attention in the building. A tornado warning has been issued. Please shelter in place.” Repeats indefinitely.

Actual – Evacuate – (Siren, Siren) “Attention in the building. A tornado warning has been issued. Evacuate the building in an orderly manner to the basement of DCL.” Repeats indefinitely.

In any active threat emergency you have a choice: **Run, Hide, Fight.** Only proceed with the following if safe to do so.

Active Threat

The Director or designee will notify emergency personnel by dialing 911.

Drill - (Tone) “May I have your attention please. The following alert is just a drill. Please respond accordingly.” (pause) (Siren, Siren) “Attention in the building. An active threat has been detected. Please take appropriate action.” Repeat everything once.

End Drill – (Tone) “May I have your attention please. The active threat drill has ended. Please resume normal activities.”

Actual - (Siren, Siren) “Attention in the building. An active threat has been detected. Please take appropriate action.” Repeat indefinitely.

Fire Drill- The fire alarm will sound and students out to exit the north, west and east doors and gather in the parking lot to the east of Uni gym.

Bomb Threat

All reasonable efforts will be made to ascertain the identity of the caller and the possible validity of the threat. The University of Illinois Police and/or the Urbana Police Department will be consulted.

Fire departments and other authorities will be notified.

The telephone company will be asked to trace the call.

Evacuation will be completed by using the tornado exit plan. After exiting the building, all students will be taken to DCL by the most expeditious route, as determined by the teacher.

Attendance must be taken by each teacher in the evacuation area.

After evacuation, no one will return to the building until all areas are checked and cleared. The University Police Department and/or the Urbana Police and Fire Departments will be involved in this procedure.

Withdrawing from Uni

The parent(s)/guardians(s) of a student withdrawing from the school must contact the registrar, Courtney Smith (cvonholt@illinois.edu) to obtain the withdrawal form. Once completed, the registrar will work with the parent(s)/guardians(s) to be sure the appropriate student records are forwarded as needed. Only documents in the student's permanent record will be forwarded unless the parent/guardian requests additional information.

Student Employment

Off-Campus

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

On-Campus

Students working at Uni are hired through Extra-Help Services at the University of Illinois Human Resources Office. Students will need to meet with the Business Manager. The Business Manager will guide students through the process to become a new Uni extra-help employee.

Leave of absence

Students on exchange programs or leaves of absence must establish contracts in advance with the director. Students who are absent for the first five days of the semester without a leave contract will be considered withdrawn and will need to reapply through the normal admissions process to return to Uni. Their records will be held for transfer to another school once Uni's Registrar is notified.

- Any credits from an institution other than Uni may not be accepted.
- Students are not allowed to attend school in the semester they depart/return from a leave of absence.
- Withdrawal notices will only be considered official when the form is signed and submitted to the registrar. A verbal notice will not start the process.

Policies

Academic policies

Academic Monitoring, Academic Probation, and Dismissal

Definitions

Academic monitoring: Academic monitoring will be implemented when a student’s performance, measured by quarterly grade reports, falls to a grade of D in one subject or falls to a C- in two or more subjects. Academic monitoring ends for the student when their grades improve. The Student Services Office oversees academic monitoring. The purpose of academic monitoring is for the parents to be aware of the student’s academic progress and for students to improve their academic performance.

Academic probation: A student will be placed on academic probation when his or her academic performance, measured by quarterly grade reports, falls to a grade of F in one or more subjects or falls to a D in two or more subjects. Academic probation ends for the student when their grades improve. The Assistant Director oversees academic probation. The purpose of academic probation is to provide the means for students to improve their academic performance.

Limitation of Co-curricular Activities

A student placed on academic monitoring or probation may have restrictions of free periods, Uni Periods, off-campus lunch, and co-curricular activities.

Academic Probation and Academic Monitoring Chart

	Definitions	Meeting with	Monitoring by	Limitations
Academic Monitoring	Student’s performance on quarter grades falls to a grade of a D in one subject or two C- in two or more subjects	School Counselor	Teachers School Counselor(s)	As determined by School Counselor
Academic Probation	Student’s performance on quarter grades falls to a grade of F in one subject or a D in two or more subjects.	Assistant Director School Counselor Teacher (s) Parent(s) Student	Assistant Director School Counselor Teacher (s) Parent(s) Student	1. All free periods converted to Study Hall until student is off Academic Probation 2. Student could be denied concurrent enrollment.

Academic Meetings

During each quarter that a student is on academic probation a meeting is scheduled by the Assistant Director. Attendees may include, as necessary, the following: the student, their parents or guardians, a counselor, the student's teachers, and coaches or sponsors of co-curricular activities in which the student participates. The purpose of the conference will be to outline strategies for improvement.

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

Number of Quarter on Academic Probation in One Year	Actions Taken by Uni High
1	Academic Meeting, placed in study hall
2	Academic Meeting, place in study hall, banned from extra-curricula (discuss dismissal)
3	Same as above
4	Plans for dismissal

In such a case, the Assistant Director will gather written evidence/information about the student's academic progress and effort from all the student's teachers and counselor.

The Assistant Director recommends one of the following actions to the director, who makes the final decision:

- reinstatement of another quarter of academic probation, perhaps with greater stipulations in a revised remediation plan
- dismissal

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

A dismissal decision may be appealed within 48 hours, in writing, to the Director. Their decision is final.

Progress monitoring

A student on academic monitoring or probation will be monitored through weekly academic progress reports completed by the teachers on PowerSchool. Teachers will email parents any concerns or drop in grades to keep the communication process open.

The student's counselor and the Assistant Director will monitor student progress as agreed upon in the remediation program created in the academic probation meeting.

AP (Advanced Placement Exams)

Our laboratory mission is focused on developing innovative curriculum and creating an environment that fosters the intellectual independence and creativity of our students. Uni does not offer courses that follow the Advanced Placement program of the College Board. Students may

elect to participate in AP exams and are encouraged to consult with their respective teachers regarding readiness and preparedness for an exam. Urbana High School allows our students to take any AP exam of interest on site at their school. AP Exams are only administered in May each year.

Class Audit Information

Juniors and seniors can audit a course to increase their knowledge without receiving a grade or credit. A student who requests to audit a class must be in good standing and have the permission of the instructor and the executive teacher. Audit forms are available in the SSO office.

The following restrictions apply to auditing a course:

- Audited classes cannot be used to fulfill graduation requirements or earn credit. They will not appear on the student's transcript.
- Auditors' participation in courses will be set by the course instructor.
- Schedules will not be changed so a course can be audited.
- Audited courses cannot be repeated to earn credit.
- Consequences for absences or tardies apply to audited classes.
- Audit enrollment will not be permitted after the 15th day of instruction.
- Students assigned to a sports study hall are not eligible to audit classes in lieu of being in the study hall.
- Teachers can end the audit if the student is disruptive.
- An audited class may fulfill the 300-minute guideline. Students who want to withdraw from an audited class must see a school counselor to do so.

Class Rank

University Laboratory High School does not rank students numerically

Classroom/Course Concerns

Parent(s)/guardian(s) and students should bring concerns about classes and/or teachers to the teacher FIRST. If meeting with the teacher does not resolve the concerns, the concerns should be brought to the department's Executive Teacher, then to the Director.

Concurrent Enrollment

Concurrent enrollment at the University of Illinois or Parkland College allows students to pursue interests beyond the University Laboratory High School curriculum. Therefore, students may not take courses that duplicate Uni courses.

The SSO Office distributes information about concurrent enrollment, information will change each semester based on the partnership with CITL and the needs of Uni and the University. Enrollment is not guaranteed. Concurrent enrollment is a voluntary program open to Sophomores, Junior and Senior students in good standing at Uni. The University provides a tuition waiver for eligible classes for fall and spring semester only.

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

Course Selection

Early in the second semester, the Student Services Office organizes academic counseling and information sessions to assist students in selecting courses for the following academic year. Students are provided with a scheduling packet that includes the link to the online Uni High Curriculum Guide and a course request sheet. Students may meet with their counselors to discuss their course selections. Parents are encouraged to be involved with their students during the course selection process.

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

Modifying Schedules

Requests to drop/add courses are processed through the Assistant Director and registrar during the summer months. During the school year, a student must meet with his or her assigned counselor to discuss the reason to drop the course. To drop a course, the student must e-mail their counselor, SSO office manager and include the parents on the e-mail. The e-mail must be completed and appropriate names on the e-mail secured before the course can be officially dropped from a student's schedule.

Requests for schedule change for adding a course must be made within the first five days of the semester. Late requests will be considered on a case-by-case basis if they meet of the following criteria:

Schedule changes are considered for the following reasons only:

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

Timelines and additional guidelines for a request to drop or add a course are available in the SSO Office.

Credit for year-long courses

Students who drop a year-long course after completing the first semester with a passing grade will receive half of the total course credit. For year-long courses awarding less than one unit of credit (for example, Orchestra, Mixed Chorus), students must earn a passing grade in each of the two semesters in order to receive credit.

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

Teachers will communicate clearly about major assignment deadlines and will make every effort to coordinate with other grade-level teachers by using the online test calendar.

In general, students should not have more than two major due dates on a given day.

However, because students' daily schedules are unique, it will happen occasionally that a student will have more than two major activities due on the same day. Students should talk to the teachers involved and ask for relief, which will give the student additional time to complete the work. It is the student's responsibility to ask teachers for special consideration in this situation; students should not wait until the last minute to request changes.

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

Educational Support Services

Uni School recognizes that each student learns in a unique way and some students require accommodations or curricular modifications. Criteria for eligibility for services is determined by procedures established by federal and State of Illinois Special Education Rules and Regulations.

Special Education Evaluation

Parents, teachers, or advocates who believe that a student is not progressing adequately academically or socially and may need additional supports or special education services begin by speaking with the school counselor, who will explain the processes and options for accommodations, and how to proceed.

Uni does not have in-house special education services. A student who needs an Individualized Education Plan (IEP) will work with SSO to contact the home school district, who will determine what accommodations are appropriate. A student who needs a 504 plan will work with the SSO and that plan will be implemented and monitored by the school.

Please understand that students must also follow our handbook on eligibility as it pertains to athletics and expectations to continue at Uni if placed on academic probation multiple quarters and/or discipline ladder.

For more information on 504 plans: <https://www2.ed.gov/about/offices/list/ocr/docs/504-resource-guide-201612.pdf>

For more information on Individual Education Plans: <https://www.isbe.net/Pages/Special-Education-Individualized-Education-Program.aspx>

The following agencies may also be able to answer inquiries about some of the laws cited above:

U.S. Department of Education Office for Civil Rights (OCR) Chicago Office JCK Federal Building 230 S. Dearborn Street, 37th Floor	U.S. Equal Employment Opportunity Commission (EEOC) Chicago District Office	Illinois Department of Human Rights (IDHR) Springfield Office 535 West Jefferson 1 st Floor
---	---	--

Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov <i>See www.ed.gov/ocr</i>	JCK Federal Building Chicago, IL 60604 Telephone: (312) 872-9744 Facsimile: 312-588-1260 Info@EEOC.org <i>See www.eeoc.gov</i>	Intake Unit Springfield, IL 62702 Telephone: (217) 785-5100 Facsimile: (217) 785-5106 Email: IDHR.webmail@Illinois.gov <i>See www2.illinois.gov/DHR</i>
---	--	--

The ADA Coordinator is responsible for coordinating and monitoring the university's efforts to comply with Section 504 of the Rehabilitation Act of 1973 (codified in 29 U.S.C. 701), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations pertaining to the rights of persons with disabilities.

The position also helps ensure that the university has appropriate processes in place to provide for the prompt and equitable resolution of complaints regarding compliance with ADA and related federal and state laws regarding discrimination on the basis of disability.

Office of Access and Equity

For questions involving Access and Equity (ADA), contact:

Allison L. Kushner, J.D.
Office for Access & Equity
616 E. Green Street, Suite 214
Champaign, IL 61820
(217) 333-0885
(844) 616-7978 toll free
akushner@illinois.edu
adacoordinator@illinois.edu

Grades

Definition of Grades

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

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

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

Grade Point Average

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

- Grade-point averages each semester are calculated on a 4-point scale (A=4, B = 3, C = 2, D = 1, F = 0).
- The following are not included in GPA calculations: Physical Education, courses with pass/fail grades, plusses and minuses, summer school courses, and courses taken outside of Uni, including UI classes.
- If a course is repeated, all semester grades are reported on the transcript, but only the repeated course grade is included in the GPA calculation.

Grading Grievances

Teachers are always willing to explain how a grade was determined for an exam, project, paper, or course. Grade changes are made only if evidence indicates a miscalculation, or “capricious grading” practices as defined by this policy.

Capricious grading definition:

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

If the teacher agrees that an error in the grade was made, the grade will be changed upon written authorization of the teacher, the Executive Teacher of the department, and the Director.

It is the responsibility of the student with a grade concern to discuss first the matter privately with the teacher involved. Requests for reconsideration of a grade or a grade grievance must be presented to the teacher as soon as possible after the conclusion of a course, or at the latest within three weeks of the beginning of the next semester.

If grading concerns cannot be resolved through direct discussion with the teacher, they should be taken to the department’s Executive Teacher. The Executive Teacher will respond to the student and/or parent no later than seven school days after the student has requested a review.

After meeting with the Executive Teacher, if the issue is not resolved to the satisfaction of the student and/or parent, the student may make a formal appeal within two weeks of the Executive Teacher’s response, in writing to the Assistant Director. The appeal should include the following:

- What are the stated criteria for determining a grade in the class?
- How does the student’s work meet the criteria for a higher grade?
- How did the teacher depart from the stated grade criteria?
- How does the student perceive that he/she/they were treated and/or graded differently from other students in the same course?
- The course syllabus or other materials that detail grading criteria

- Copies of tests, papers and/or written assignments
- Notes from previous meetings

If the student is not satisfied with the Assistant Director’s response, the decision may be appealed to the Director within two school days after the student has received the written decision from the Assistant Director.

The Director will review the information, investigate the grievance, meet with the student and/or parent, teacher, and Executive Teacher and communicate a decision in writing within 10 days.

The Director will make the final decision on the grade change appeal and communicate the decision in writing to the student, parents, teacher, and Executive Teacher.

Decisions by the Director are final, with no provision for further appeal.

Quarterly Grades and Grading Systems

Quarterly grades are available to the student’s parents or guardians on PowerSchool. The quarterly grades issued to a student are one of the major forms of communication between the school and the family. Course objectives and grading method will be communicated to students within the first week of instruction.

Participation Grades

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

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

Incomplete Grades

An incomplete grade is an option for students who are missing work that will affect their grade. This will appear as an “I” on a transcript until the work is completed. At that time the actual grade will be entered and appear on the transcript. An “I” grade that is not resolved will be entered as an “F”.

Incomplete grade process:

1. Student initiates a meeting with the teacher to discuss the possibility of an incomplete grade. ONLY students can initiate the incomplete grade process.
2. If the teacher agrees, the student must complete an “Incomplete Grade Contract” form, which is available in the Student Services Office.
3. Incomplete Grade Contract forms must be submitted by the last day of class.
4. If this form is not turned in by the deadline, the students will receive the grade otherwise earned.
5. The Incomplete Grade Contract must be fulfilled by the student within two weeks of the end of the quarter. An exception might be granted for school breaks, including the end of the year. It is the student’s responsibility to complete the work on time according to the contract.

6. The teacher will enter the grade that overrides the “I” grade by entering the grade within two school weeks after the end of the quarter. The teacher must notify the Assistant Director and SSO Office Administrator that the changes have been entered so that PowerSchool grades will reflect the changes.
7. If students do not complete the work within two weeks after the end of the quarter, the incomplete is automatically converted to the grade the student would have otherwise received.

Graduation

In order to receive a diploma in graduation ceremonies at Uni, students must have completed all graduation requirements that were in effect when they enrolled at Uni. Uni does not allow early graduation.

Graduation Requirements

Students are responsible for understanding the requirements for graduation. The requirements are available in the Curriculum Guide and under “Graduation Requirements” on the Uni High website.

Graduation Requirement Waiver

Students may petition for a waiver of graduation requirements, on a credit-by-credit basis, to the Director. Exceptions typically will be granted, with prior approval, only for substantially equivalent course work completed satisfactorily elsewhere. No credit for waived requirements will appear on the student’s transcript. The procedure for the petition is as follows:

- Each petition must be submitted on a form, which is available from the Student Services Office.
- The form must state the specific course for which a waiver is requested, and must provide adequate justification for the request, including a syllabus and school/teacher contact information for the substitute course.
- The petition must be submitted to the Director at least one month prior to beginning the alternate program or at least one month before the end of the current school year before a course to be taken the next school year. New students must petition during enrollment at Uni for course work completed prior to admission.
- The Director will route the form to the Executive Teachers, who will approve or deny the waiver or may ask for changes in the request.
- The Director will review both the petition and the comments of the Executive Teacher.
- Appeals to the decision by the Director may be addressed to the Director and executive teacher within two weeks of the decision

Homework

Uni’s full homework policy is here: <https://uni.illinois.edu/homework-policy>

Homework includes daily and long-term assignments, such as reading, written exercises, problem sets, preparation for exams, term papers, projects, and daily review and daily preparation for class. The role of homework in the classroom and the weight of homework in grade computation will be defined by the instructor.

As a rough guideline, Uni teachers assign no more than 30 minutes of homework per night per class on average, assuming a five-day-a-week class schedule (modified accordingly for shorter weeks). During the block schedule trial period of 2020–21 and 2021–22, the guideline will remain roughly 30 minutes five days a week, except for shorter weeks.

Teachers estimate how long it would take an average student working at an average pace to complete the work. The average homework time of 30 minutes per night per class should remain the same even if teachers know students have no homework in other classes.

To estimate homework load:

Days, Weeks, Breaks	Homework Load
Weekend	Considered one night (maximum 30 minutes per class)
Three Day Weekend	Considered one night (maximum 30 minutes per class)
Fall, Thanksgiving Breaks	No homework Assigned
Agora Week	Will be considered one night (maximum 30 minutes per class).
Winter and Spring Breaks	No homework assigned
After Thanksgiving, winter or spring breaks	There should be no large projects or papers due the second or third day after Thanksgiving, winter, or spring breaks

Independent Study

Independent study involves a student choosing a problem or topic and following it to a point where it satisfies their curiosity or need at the time. Independent study may be independent of all coursework in which a student is enrolled or may be a subject related to a course a student has had at Uni.

All procedures and guidelines for an independent study are available from the Assistant Director. An application is required and only sophomores through seniors are eligible for directed independent study.

NCAA

Potential Division I and Division II athletes need to consult with their counselors and the Athletic Director about classes necessary for eligibility in college athletics. For more information, visit the [NCAA Clearinghouse](#) site.

Protocol for Return to Play After a Head Injury

After an athlete has been evaluated by an athletic trainer or physician and it has been determined that the athlete has sustained a concussion, the following protocol will be used to safely progress their return to play. Under no circumstances will this protocol be accelerated.

There should be approximately 24 hours (or longer) for each stage, and the athlete should return to previous stages if symptoms recur. Resistance training should only be added in later stages.

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Success Goal of Each Stage
1. No Activity	Complete physical and mental rest	Recovery (symptom-free at rest).
2. Biking	Stationary cycling keeping intensity less than 70% of maximum predicted heart rate (30 min. max)	Increase heart rate without symptoms.
3. Running	Running while keeping intensity less than 70% of maximum predicted heart rate (30 min. max)	Add movement without symptoms.
4. Agility Exercises	Sport specific exercise. No head-impact activities	Add coordination and cognition without symptoms.
5. Non-contact Practice	Full practice without contact. May start progressive resistance training.	Increase exercise, coordination, and cognitive load without symptoms.
6. Full-contact Practice	Following medical clearance, participate in normal training	Restore confidence and assess.

Protocol established from: “Consensus statement on concussion in sport – The 3rd International Conference on Concussion in Sport, held in Zurich, November 2008.” *Journal of clinical Neuroscience* (2009) 16:755-763

Return to Participation: it is determined that an athlete is able to return to play when they are symptom-free at rest and at exertion and have returned to a baseline state of any of the tests they were administered. **An athlete will not return to participation the same day as a concussive event. When returning to play, they will follow the stepwise symptom-limited program outlined above.** Once the athlete has received clearance from a physician licensed in all branches, and/or the athletic trainer, they may return to play. If an athlete receives clearance from a physician, the athletic trainer still reserves the right to hold the athlete out of participation. A parent’s consent is not a sufficient means for an athlete to return to participation. Athletes who have not been cleared to participate cannot be in uniform for any games.

This protocol is implemented to promote compliance with: IHSA Return to Play Policy, IHSA protocol for Implementation of NFHS Sports Playing Rule for Concussions, Illinois HB 0200, and City of Chicago Ordinance – Concussion Injuries in Student Athletes in Chicago Schools (Ch. 7-22 Municipal Code of Chicago) which outline that athlete exhibiting symptoms of a concussion cannot return to play until cleared by an appropriate healthcare professional.

Uni High takes concussions seriously and will work with a student’s medical professional, parents, counselor, and teachers to address concussion-related issues.

Concussion resources:

<https://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.nationwidechildrens.org/concussions-in-the-classroom>

<https://ttac.gmu.edu/telegram/archives/nov-dec-2012/article-4>

<https://www.cdc.gov/headsup/basics/index.html>

If a family has questions or concerns about a concussion policy at Uni, they should contact the student's counselor or the Athletic Director. If a family has questions or concerns about the concussions, they should seek professional medical advice.

Sabbaticals and Leaves

Students and families requesting a leave should contact the Director for the most recent information on guidelines, expectations, and approval.

First year: No leaves will be approved for the student's first year, or any part of the first year, at Uni High. Admitted students who request a leave during the first year will be required to reapply for admission the following year.

Second-fifth years: Uni students in their second through fifth years may take up to one academic year of leave from the school and return to the school without reapplying for admission under two conditions:

1. When the student's family temporarily relocates, and the student intends to return to Uni after the leave.
2. The student participates in an academic exchange program approved by the Curriculum Committee.

The student must have prior approval and must comply with an approved contract to return to Uni.

General guidelines:

Request the leave of absence no later than one month before the last semester of attendance before the leave in a letter or email to the director.

The Director will develop a leave contract in consultation with the counselor and all Executive Teachers that must be signed by the Director, the counselor, the Executive Teachers, the student, and the parent(s)/guardian(s) of the student requesting the leave before the leave request will be approved.

- The family will be asked to provide course descriptions, syllabi, or textbook lists for courses the student expects to take.
- Students may be asked, upon returning, to provide a transcript, take proficiency tests and/or provide copies of formally evaluated work (tests, papers, etc.) done by the student during the approved leave in order to ensure placement in the appropriate Uni courses.
- No grades or credit from courses taken during a leave will appear on a Uni transcript.
- Students will be readmitted to Uni only if the leave contract is fulfilled.
- Students taking leave must meet all Uni graduation requirements, and the contract will spell out which, if any, graduation requirements might be met at the visited school.
- Some students may be asked to postpone graduation and continue at Uni for an additional year.
- Leaves will not be approved for the student's senior year at Uni High. Students who wish to participate in a student exchange program during what would normally have been their senior year are typically expected to return to Uni and finish another complete year after the exchange or academic program in order to receive a Uni diploma.

Semester Examinations

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

Standardized Testing (PSAT, SAT, and ACT)

Uni's Student Services Office administers the Practice ACT to sophomores, and the PSAT (part of the College Board program) to sophomores and juniors. Starting spring 2022, ISBE state regulations require students grades 8-12 participate in various standardized tests. More information will be distributed to parents and students about specific tests/dates, but generalized info can be found on the ISBE website: <http://www.isbe.net/assessment>

All students must use the national testing calendars to register themselves for the ACT and/or SAT: <http://www.actstudent.org>, <http://student.collegeboard.org>.

Timelines and registration directives are discussed with all juniors and their parents at an SSO information meeting in September of the junior year.

Transcript Requests

Current students can receive a copy of their transcripts by going to the Student Services Office or emailing the Student Services Office Administrator. The SSO will provide the transcripts within three business days.

Graduates and former students of Uni High may request a copy of their transcript by emailing the Student Services Office at: UniHighSSO@illinois.edu. They must provide a copy of a government issued photo ID (driver's license, passport, state issued ID, etc.) and include full name and graduation year in the email.

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

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

There is currently no fee for transcript requests.

Attendance policies

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

Absences

Absences are classified as **documented**, **excused**, and **unexcused**. The school will notify teachers re: the category of each student absence.

Documented Absences

A documented absence is not reported to the State of Illinois as an excused absence but does allow students to make up work. (See make-up work below).

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

For an absence to be classified as documented instead of unexcused, the student must complete the Documented Absence form, available from the Assistant Director, at least one week in advance of the absence. The Assistant Director decides if the request is approved and informs the student and their teachers. The student is responsible for contacting teachers regarding make-up work.

Excused Absences

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

- Illness or injury
- Serious illness or death in family
- Medical or dental appointment
- Accident or emergency (traffic difficulties are not considered excused)
- Religious holiday or observation
- Court
- College visit (with proper procedures)
- School-related activities such as field trips
- Reasonable weather-related absences determined by parents (see weather-related cancellations)

Unexcused Absences

All other absences are unexcused. Parents will be contacted about unexcused absences including class-organized “skip days.” Students may not make up any work that occurred in class during an unexcused absence, including tests. Work that was due in class the day of an unexcused absence may not receive credit.

Examples of unexcused absences:

- oversleeping

- missing a bus
- visit from a relative or friend
- traffic
- college visits or other documented absences not properly approved
- working
- personal business
- vacation, trips with family not properly approved
- court (not properly approved)
- being unprepared for class, test, project, paper due
- skipping class

Absences and extracurricular activities

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

Absences for a semester exam

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

Extended Absences

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

Students requesting a leave of absence, such as a stay with a parent on sabbatical, should follow the procedures outlined in the Academic Policies section under “” Sabbatical and leaves””.

Excessive Absences

Student attendance at school is a significant factor in student success. The Assistant Director will meet with students with eight or more absences in one semester and will refer them to the SSO. Students who are excessively absent from school may be required to provide documentation from a professional source explaining the cause of the absences. Students with excessive absences for any reason may be denied privileges, free periods, or extracurricular activities.

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

Excessive absences for college visits will be addressed by the Assistant Director and the College Counselor.

Homework requests during absences

Families can obtain homework during an absence by having the student check with a classmate or contact the teacher.

Leaving School Early

If a student must leave early, parents must e-mail uni-attendance@illinois.edu prior to the student's departure. Partial-day absences may be categorized excused, unexcused, or documented.

When a student leaves school, they must sign out in the Main Office and document the time left and the estimated time of return. When the student returns, he or she must mark the actual time of return on the sign-out sheet.

Parents or the student should provide transportation when leaving school during the day. The Main Office must have contact with a parent before a student drive to an appointment or before an ill student drive home. No student will be released to provide transportation for another student except for a sibling if we have an email from the parent.

Making up work after absences

It is the student's responsibility to plan with each teacher regarding work missed due to an excused or documented absence. A student has the **number of days missed plus one** to make up missed work.

Missing the day before a test that has been announced well in advance does not allow the student extra makeup days; in most instances the student will have to take the test on the announced day. Students should be fully prepared to take any announced exam that was scheduled before their absence.

Teachers may give different but comparable versions of make-up tests and quizzes.

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

There are two exceptions to the above make-up procedures:

1. If a student misses the day that a long-term project (one that requires at least one week to complete) is due, the project may be due immediately upon his or her return or sooner than the number of days missed plus one. Missing days during the total length of a long-term assignment does not necessarily add any days to the due date. These decisions are at the discretion of the teacher.
2. A student who misses a class due to a field trip must make arrangements with teachers in advance of the absence. Teachers may require assignments to be turned in before departure or on the day the student returns to school. Unless the student makes other arrangements in advance, schoolwork normally due on the day the student returns to school will still be due that day.

Breakdown for makeup work for excused and unexcused

	Excused	Unexcused
Homework	Contact teacher after e-mail is sent out.	Contact teacher and turn in work on <u>due date or before</u> absence.
Paper	Contact teacher after e-mail is sent out.	Contact teacher and turn in work on <u>due date or before</u> absence
Project	Contact teacher after e-mail is sent out.	Contact teacher and turn in work on <u>due date or before</u> absence
Presentation	Contact teacher after e-mail is sent out.	No credit given
Labs	Contact teacher after e-mail is sent out.	No make-up
Quizzes	Contact teacher after e-mail is sent out.	No make-up
Test	Contact teacher after e-mail is sent out.	No make-up

Physical education absences

Physical education classes at Uni differ in many ways from other classes. All physical education departmental policies will be communicated through the class syllabus on the first day of class, but the following three areas are often popular topics of concern:

- Any illness/injury requiring the student to be accommodated for more than three consecutive days will require a doctor's note, which must explain the reason for the PE accommodation and the length of time the student is required to be excused from regular activity. The note must also list any alternative activities the student should use for rehabilitation or for alternative workouts.

- Students who miss only their PE class during the day, but are present in all other classes, will be required to make up that class. Students are required to make up unexcused PE absences.
- An accumulation of eight or more absences (approximately ten percent of the days in a semester) of any kind during a semester will require the makeup of any additional missed classes. All makeups must be done in a Uni fitness class prior to the end of the current quarter. If a student has a free period and there is a PE class at that time, makeups must be made up during that period.

Reporting Absences

Reporting a Full-Day Absence

Each day that a student is absent, a parent or guardian must e-mail uni-attendance@illinois.edu or call the Main Office before 9 a.m. The only exception to the need to call in each day of an absence is when the Documented Absence or College Visit form has been approved.

Return to School After a Full-Day Absence

When a student returns from a full day excused or documented absence(s), they report directly to their first period class. When the absence was not recorded, students report to the Main Office.

Tardiness

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

Students who are not in the classroom when the bell rings at the beginning of the period are considered tardy. Some teachers may have more specific policies.

When a student enters class late without an admittance slip or an excuse note from another Uni staff member, the teacher changes the designation from absent to tardy in PowerSchool. (If the student does have such an excuse note, the teacher changes the designation from absent to present.)

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

At Uni, all tardiness—to school and to all classes—are counted together. When a student's total unexcused tardiness has exceeded eight, the Assistant Director notifies the student, parent(s), and/or guardian(s) by e-mail or telephone. Consequences for tardiness are assigned by the Assistant Director. As necessary, the Assistant Director will communicate with appropriate sponsors and coaches of after-school activities; tardy consequences take precedence over co-curricular activities.

Teachers are asked to not hold students after the period has ended; if necessary, the teacher should write a note admitting the student to his or her next class.

Building policies

Lockers

A locker is assigned to each student prior to the beginning of the school year. Lockers cannot be traded or changed. School lockers are the property of the University of Illinois Laboratory High School and are made available to students for their convenience. Lockers may be subject to search at any time.

The school recommends locking the locker when valuable items are inside. The school recommends that students have laptops with them or locked in lockers at all times. Students leave any items out of a locked locker at any time under their own risk.

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

Students are expected to clean their lockers completely before school closes at the end of the spring semester. Students will be billed to cover the cost of cleaning and repairing any new damages in or on the locker.

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

Open Campus

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

Open Campus is a privilege and can be withdrawn or limited. University High School is not responsible when a student leaves Uni's campus. Once students leave the school campus, they are no longer under school supervision unless engaged in a school-sponsored activity with a sponsor present.

Signs and Similar Displays and Documents

Non-school-related organizations or students with non-school-related information must ask an administrator for permission to display posters or to have flyers distributed to students. Posters of events sponsored by the University may be posted in the school. Uni-related posters, such as those of clubs, must be approved by the sponsors.

Removal of Offensive Signs or Images

An egregiously offensive sign or image in a public place, or anything promoting illegal activity should be reported to the Assistant Director by the student or staff member who notices the sign, with details about when the sign was seen and its exact location. The Assistant Director has the authority to remove the sign. The student can appeal the removal of the sign to the director of the school.

Student Parking

Uni has no free parking facilities. Contact [University of Illinois Parking Services](#) for information on renting parking spaces on campus.

Telephones

Telephones in the Main Office are available if a student is ill and needs to contact a parent. Students should get permission from office staff before using the telephone. Students may also use the Main Office phones when conducting business related to club or class activities.

Transportation

Drop-off and pick-up

The streets that surround Uni High School, Springfield, Stoughton, Mathews, and Goodwin, are part of the City of Urbana and do not belong to Uni or the University. To improve the situation so that traffic does not back up all the way down Springfield, we suggest the following:

- **Parents of juniors and seniors:** drop off your student in the front on Mathews Street
- **Parents of subbies- sophomores:** drop off your student on the north side of the building-Stoughton Street
- **Parents of students in both grade categories:** You can pick which works for you.
- Parents are allowed to park in the cut-out area on Mathews Street in front of the school when dropping off or picking up. If you park there at other times, you may be ticketed. If this section is full, drive around to Stoughton Street.
- Move as far down Stoughton Street as you can to allow for more cars to move in behind you. If you arrive to school prior to your student being outside for pick-up, continue to circle around to allow traffic to continue moving.
- Do not double park on any of the streets. It is a safety issue and we will tell you to move.
- Do not block the crosswalks on either Mathews or Stoughton streets.
- Do not drop off or pick up your student on Springfield Avenue.
- Do not use the parking lot north of Uni Gym for pick-up or drop-off. It is a University employee lot.

If possible, arrange to meet your student at a separate location nearby.

Remember that we have students and faculty that bike to school and you should be aware of them.

Bicycles

The University encourages bicycling, and designated bike paths should be used for traveling across campus. Students who ride their bicycles to school should lock their bicycles on the racks at the northeast corner of the building. Bicycles locked to chain fences will be removed.

Bicycles may not be stored inside the school or other University buildings. The University is a high-theft area and leaving bicycles overnight is risky. Students may register their bikes for free at the University Public Safety building at the corner of Springfield and Goodwin Avenues. Registration helps police recover stolen bikes.

Skateboards and Skates

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

MTD Bus

Annual student passes for unlimited riding for any 12-month period and bus route schedules are available by going to the MTD office at 1101 East University in Urbana (384-8188). Students need identification to prove they are eligible for the high school age discount. A student pass is necessary to ride University-area campus shuttles.

Carpools

We encourage students to arrange carpools with students who live nearby.

Unauthorized Areas

Elevator

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

- Faculty and staff, staff with equipment, and injured students have priority for elevator usage.
- Students may use the elevator with permission from a staff member, such as to carry instruments to the fourth floor.

Classrooms and Attics

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

Gyms

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

Visitors (including parents and guardians)

Note: COVID-related visitor policies will be communicated via the newsletter and email.

Uni High is a secure building. All exterior doors are locked. Visitors must use the west entrance (Mathews Street) to gain access via a buzzer system. Visitors should push the intercom buzzer, look into the camera, and state their name and purpose for coming to the school. Upon entry, report immediately to the office.

Students and staff are asked not to open doors for anyone, including other faculty and students.

- Visitors must specify the purpose of their visit and their destination to be buzzed in.
- Approved visitors must sign in and wear a name badge at all times inside the school.
- Visitors will not be allowed to interrupt classes.
- Visitors attending school functions that are open to the public (plays, parent-teacher conferences, etc.) are *not* required to sign in.
- University employees, while acting on official university business, should report to the office but are not required to sign in.
- Students from other schools are not allowed on campus without prior approval of the Administration.
- Any disruptive person on school property will be asked to leave. University police will be called as necessary.

Club policies

Clubs and Organizations

School clubs and organizations fall under the guidance of the Assistant Director.

All student behavior expectations apply for all student activities.

Attendance at Co-Curricular Activities

Students must be in regular school attendance for at least one-half day on the day of an activity in order to be eligible to participate in or attend any after-school co-curricular activity.

Club Equal Access Act

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

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

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

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

All recognized groups may advertise their meetings.

Faculty sponsors

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

List of Student Clubs and Organizations

Since clubs and organizations at Uni may start—or cease—with little notice, and because sponsors change periodically, it is best to look at the website, newsletter or daily calendar for club information.

Process for Establishing clubs

Students who want to form a new club should:

1. Have a preliminary conversation with the Assistant Director to explain the name of the club, the purpose of the club, how often it will meet, what (if any) funds will be requested, and the name of the faculty sponsor. Faculty sponsors must be present at all club meetings.
2. Complete an official club recognition form (available on our website.)
3. Present the club idea to the Student Council for approval.
4. The Student Council votes on approval. If the Student Council cannot come to a consensus, the assistant director will decide if the club is approved. Student clubs are also encouraged to establish bylaws for their organization.

Computer usage and laptop policies

Additional information and guidelines about computer usage in the school is provided to all sub freshmen in their Computer Literacy I course.

Computer Lab

The computer lab on the third floor is open to students during school hours unless there is a class scheduled in the lab. Scheduled classes have priority in the labs. When the lab is open, students working on homework and class projects have priority over recreational computer users.

Lab rules:

- Do not eat or drink in the lab.
- Do not install any software or modify or delete any system files on any lab computers.

- Use headphones/earbuds to listen to music or whenever the sound from your computer may disturb other users.
- Respect the equipment. Don't remove or disconnect any labels, parts, or cables.
- Do not read or modify other users' files.
- Keep your passwords private and change them periodically.
- Do not run programs that continue to execute after you log off.

Laptops

Those families and students who have been issued laptops from the school abide by the documents in the *student-Parent Laptop Agreement*.

Computer Use Agreement

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

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

Like other Urbana campus computer users, University Laboratory High School students are also bound by all UIUC policies regarding computer and network facilities and services. The appropriate use of University computing resources at Urbana-Champaign is addressed in several University policies, most specifically in the campus "appropriate use" policy found at <http://cam.illinois.edu/viii/viii-1.1.htm>. The use of the Network and other computer resources is a privilege, which may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

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

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

Administrators reserve the right to remove any material stored in computer files which they, at their sole discretion, believe may be unlawful, obscene, in violation of copyright (see:

<http://copyright.illinois.edu>), or otherwise unrelated to the teaching and laboratory mission of the school.

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

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

Discipline policies

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

Academic Dishonesty

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

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

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

Cheating is also the following:

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

- Using—depending upon the teacher’s instructions, other means of completing work, such as computer translations.

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

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

Faculty and Administrative responsibilities regarding academic integrity

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

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

Academic Dishonesty: Disciplinary Actions

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

The decision of the consequence’s rests between the teacher, administration, and the student. Consequences often take the form of the teacher’s assigning a grade of zero for the work or the student’s completing the work again, or similar work with a reduction of the grade. The consequences for academic Dishonesty are cumulative:

Incident	Consequences
1	Zero for Assignment
2	Zero for Assignment and reduction in grade for quarter
3	Zero of Assignment and reduction in grade for semester
4	Fail Course.

The student or teacher may take the matter to the Assistant Director who will then review the situation and decide on a course of action that may include consequences such as those listed above.

Students may fail a course due to numerous infractions of academic dishonesty. The number of academic dishonesty offenses are cumulative throughout the Uni career, and consequences may become more severe with each instance. A student’s total record of academic integrity is always considered in the school’s offer to return to Uni each year. A pattern of infractions may lead to dismissal before the next school year.

Behavioral Dismissal

Depending upon the behavior, circumstances, history, and other contextual factors, consequences including, but not limited to, verbal or written reprimand, detentions, denial of privileges, and other sanctions may be assigned; often suspension or expulsion from the school is warranted. Behavioral dismissal would consist of acts of violence, anything that falls under sexual harassment, sexual misconduct and bullying to name a few.

For a dismissal from school, the Assistant Director will determine a course of action for numerous incidents of behavior and academic dishonesty. After any dismissal recommendation, there will have been numerous meetings with the parents and student on continual patterns of behavior. The Assistant Director reports the result to the student and family; they may appeal in writing to the Director within three days. The Director's decision is final.

Bullying and harassment

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

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

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

Caveats

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

Definition of Bullying

Bullying means any severe physical or verbal act or conduct, including communications made verbally, in writing, or electronically, directed toward a student or students. The conduct must have or can be reasonably predicted to have the effect(s) of:

- placing the student in reasonable fear of harm to the student's person or property.
- causing a substantially detrimental effect on the student's physical or mental health.
- substantially interfering with the student's educational process and academic performance.

- substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of bullying

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

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

- Name-calling, racist remarks, put-downs, hazing, or extortion may be considered bullying.
- Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, taking, hiding, or destroying other’s possessions, may be considered bullying.
- E-mail, blogs, other computer transmission from school or other computers, signs, and graffiti may be considered bullying.

Cyberbullying may include, without limitation, some of the above behaviors by electronic means (such as rumor spreading) but might also include photo altering, flaming, trolling, impersonation, sexting, and other conduct. Extreme or subtle relationship manipulation, reputation attacking, and using demeaning gestures may be considered bullying. Uni High becomes involved when cyberbullying impacts the climate and culture of the school. Administration will also get involved when the actions impact the emotional and academic wellbeing of another student.

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

University of Illinois policies and procedures, as well as those of law enforcement, regarding bullying or harassment may apply to activities at University Laboratory High School as well. In particular, bullying or harassment based on sex/gender may be the purview of the University’s Title IX Office.

Racial, Ethnic, Religious, and Sex/Gender Harassment

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

Reporting Bullying and Harassment

Students should report bullying or harassment to any teacher, counselor, or administrator, who will take the concern to one of the directors. Any type of bullying within the jurisdiction of the school 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 the Assistant Director of potential consequences that range from a conference to recommendation for expulsion.

For questions involving Title IX (which prohibits sex/gender discrimination, including sexual misconduct, in education programs), contact Danielle Morrison; Director, Title IX; Title IX and Disability Coordinator Office; 703 S. Wright Street, Third Floor; Champaign, IL 61820. 217-333- 3333 or 844-616-7978; daniemor@illinois.edu.

Staff Behavior

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

University of Illinois Statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct

The University Laboratory High School believes that every student in our community should expect to learn in a setting that promotes acceptance, diversity of thought, views and mutual respect. We want a community that is free of harassment and discrimination based on sex, including gender discrimination, sexual harassment, sexual misconduct, and sexual violence.

A full description of the Sexual Misconduct policy, process and information about reporting obligations, as well as the provision of confidential advisors under Title IX, is maintained centrally on the [We Care: Sexual Misconduct Support, Response, and Prevention website](#). All Uni students, parents and staff are asked to review the [University of Illinois System Statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct, which is also located on the We Care site](#).

University policy prohibits discrimination and harassment based on sexual orientation and gender identity, consistent with the Department of Education’s interpretation of discrimination based on sex.

Should you have any questions regarding the Statement or any related system or university policies and procedures, please contact your Title IX Coordinator at the number or email address below:

Danielle Morrison, our university’s Title IX Coordinator, provides oversight and support for the university’s comprehensive Title IX programs and initiatives. Dr. Morrison can be reached at titleixcoordinator@illinois.edu or (844) 616-7978. You may also visit the [Title IX Office](#) for more information about ways the office can assist.

Misconduct by adults

Sexual misconduct perpetrated by employees or University of Illinois (U of I) students is governed under appropriate U of I policies and procedures, <https://cam.illinois.edu/policies/hr-79/>. In addition, University policies and procedures protect against any sexual misconduct by “third parties, including but not limited to contractors, subcontractors, volunteers, and visitors.”

Violations of the sexual misconduct policy may be subject to discipline under applicable U of I and police procedures as well as those of Uni High School.

Definitions and examples

Sexual Misconduct includes but is not limited to the terms listed below:

Dating Violence Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence includes physical violence and the threat of physical violence.

Sexual Assault. Sexual assault means any sexual contact that does not involve the knowing consent of each person, including:

1. any form of sexual penetration without consent;
2. any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of the other person for the purpose of sexual gratification or arousal of either person without consent.

Sexual Exploitation. Sexual exploitation means the use of another person's nudity or sexual activity without consent for the purpose of sexual gratification, financial gain, personal benefit, personal advantage, or any other non-legitimate purpose. Sexual exploitation includes, but is not limited to:

1. without the knowledge and consent of all participants, observing, recording, or photographing nudity or sexual activity of one or more persons in a location where there is a reasonable expectation of privacy, allowing another to observe, record, or photograph nudity or sexual activity of one or more persons, or otherwise distributing recordings, photographs, or other images of the nudity or sexual activity of one or more persons; and
2. sending sexually explicit materials of another person without consent of the recipient.

Sexual harassment and sexual misconduct

Student-on-student

University Laboratory High School prohibits all forms of sexual harassment and other sexual misconduct. Using any type of behavior that does physical or psychological harm to someone and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Sexual misconduct is not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, or through a school or other computer, network, or other electronic equipment.

Both Illinois and Federal law prohibit sexual harassment in schools. Although the type of sexual harassment at issue will impact which process is used to address the harassment, all kinds of sexual harassment are prohibited in Uni's educational programs and activities.

For all reports or complaints alleging "Title IX Sexual Harassment" as defined below, the Procedures for Addressing Title IX Sexual Harassment Complaint will be used to process the report or complaint. Processing a report or complaint under the Procedures for Addressing Title IX Sexual Harassment Complaints does not preclude

processing some or all allegations of a report or complaint under other policies and procedures, to the extent allowed by Title IX and other laws.

For all other reports or complaints of sexual harassment other than Title IX Sexual Harassment, the Procedures for Addressing Sexual Misconduct (below) will apply.

If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579, are enjoined or invalidated by a Federal Court with jurisdiction over the Uni or reversed or replaced by any agency with sufficient authority, the Procedures for Addressing Title IX Sexual Harassment Complaints will immediately cease to apply to reports and complaints of sexual harassment and sexual misconduct, including Title IX Sexual Harassment, unless and until any such injunction, invalidation, reversal, or replacement is overturned or reversed.

Sexual misconduct perpetrated by employees or University of Illinois (U of I) students is governed under appropriate U of I policies and procedures, [https://cam.illinois.edu/policies/hr- 79/](https://cam.illinois.edu/policies/hr-79/). In addition, University policies and procedures protect against any sexual misconduct by “third parties, including but not limited to contractors, subcontractors, volunteers, and visitors.”

Violations of the sexual misconduct policy may be subject to discipline under applicable U of I and police procedures as well as those of Uni High School.

DEFINITIONS AND EXAMPLES

Sexual Misconduct includes but is not limited to the terms listed below:

Dating Violence. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence. Domestic Violence includes any felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the alleged victim;
2. a person with whom the alleged victim shares a child in common;
3. a person who is cohabitating with, or has cohabitated with, the alleged victim as a spouse or intimate partner;
4. a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the State of Illinois; or
5. any other person against an alleged adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Illinois.

Note: In Illinois, anyone who currently has or had a dating relationship is protected by domestic violence laws. Accordingly, all incidents of Dating Violence qualify as Domestic Violence and will be identified as Domestic Violence.

Sexual Assault. Sexual assault means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes:

1. any form of sexual penetration without consent; and
2. any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of the other person for the purpose of sexual gratification or arousal of either person without consent.

Sexual Exploitation. Sexual exploitation means the use of another person's nudity or sexual activity without consent for the purpose of sexual gratification, financial gain, personal benefit, personal advantage, or any other non-legitimate purpose. Sexual exploitation includes, but is not limited to:

1. without the knowledge and consent of all participants, observing, recording, or photographing nudity or sexual activity of one or more persons in a location where there is a reasonable expectation of privacy, allowing another to observe, record, or photograph nudity or sexual activity of one or more persons, or otherwise distributing recordings, photographs, or other images of the nudity or sexual activity of one or more persons; and
2. sending sexually explicit materials of another person without consent of the recipient.

Title IX Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo Sexual Harassment: conduct (1) by an employee of the University, which (2) conditions the provision of an aid, benefit, or service of the University, on (3) an individual's participation in unwelcome sexual conduct; or
2. Hostile Environment Sexual Harassment: (1) unwelcome conduct that (2) a reasonable person would determine to be so (3) severe, (4) pervasive, (5) objectively offensive that (6) it effectively denies a person equal access to the University's education program or activity; or
3. Sexual Assault (as defined in this policy); or
4. Stalking (as defined in this policy); or
5. Dating violence (as defined in this policy); or
6. Domestic Violence (as defined in this policy).

Sexual Harassment. Sexual harassment means unwelcome sexual, sex-based, or gender-based conduct, whether verbal, written, electronic and/or physical in nature that is either:

- A. (1) sufficiently severe or pervasive; and (2) objectively offensive; and (3) unreasonably interferes with, denies, or limits a person's ability to participate or benefit from educational and/or employment opportunities, assessments, or status at Uni High or the University; or
- B. by a person having power or authority over another in which submission to such conduct is made explicitly or implicitly a term or condition of educational and/or employment opportunities, participation, assessments, or status at Uni High or the University.

Examples of Title IX Sexual Harassment and Sexual Harassment. Examples of conduct that is prohibited in the school's education environment and that may constitute either Title IX Sexual Harassment or Sexual Harassment, in addition to other behaviors, include but are not limited to:

- expressing sexual slurs or epithets verbally, by e-mail, by social media, texts, or by any other electronic means that are sexually degrading or abusive, including threats, verbal abuse, derogatory comments, sexually derogatory descriptions, or inappropriate sexual propositions;
- engaging in graphic verbal comments about an individual's body or overly personal conversation of a sexual nature;
- using sexual jokes, stories, drawings, pictures, e-mails, blogs, social media, texts, and other

- electronic means or gestures;
- displaying sexually suggestive objects, software programs, or computer graphics, including by any electronic means, outside of any educational purpose;
- spreading sexual rumors, including by electronic means; and
- making lists of “hot people” or rating or ranking people according to attractiveness or body parts.

Stalking. means two or more acts directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress, and includes, but is not limited to, following, monitoring, surveilling, or threatening a person; initiating or continuing contact with a person without consent; or interfering with or damaging a person’s property.

Retaliation means intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Retaliation may include, but is not limited to harassment, discrimination, or threats. Any person or group within the scope of this policy who engages in prohibited retaliation is subject to a separate complaint of retaliation under this policy.

CONSENT

Consent means informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person’s lack of verbal or physical resistance or manner of dress does not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if such person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

1. the person is incapacitated due to the use or influence of alcohol or drugs;
2. the person is asleep or unconscious;
3. the person is under the legal age to provide consent; or
4. the person has a disability that prevents such person from having the ability or capacity to give consent.

The Illinois Age of Consent is 17 years old. In the United States, the age of consent is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. If the offender is in a position of authority or trust over the victim, the age of consent is raised to 18.

JURISDICTION OF THE SCHOOL

The jurisdiction of the school in sexual misconduct is the same as for other discipline incidents. The grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of school grounds, before, during, or after school hours;
- Off school grounds at a school-sponsored activity, or event, or any activity, or event, which bears a reasonable relationship to school;

- Traveling to or from school or a school activity, function, or event.

In addition, the school has jurisdiction to discipline behavior of sexual misconduct wherever it occurs when it interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function including, but not limited to, conduct that may reasonably be considered harmful to the health, safety, or educational functions of students or staff.

In this instance, “school grounds” or “school property” includes the Uni block bounded by Wright, Stoughton, Goodwin, and Springfield Avenues. Because our students have access to the University, conduct anywhere on U of I property during school hours or reasonably associated with the time of a school-related event may be considered Uni’s jurisdiction for discipline and/or may be reported to police.

U of I policies and procedures, as well as those of law enforcement, would apply to activities at or associated with Uni as well. Uni procedures continue even though an incident is being investigated by law enforcement.

REPORTING SEXUAL MISCONDUCT

We at the U of I recognize that deciding to report sexual misconduct and choosing how to proceed are difficult decisions. We recognize that your feelings about whether to report an incident and how to proceed may change over time. We support all survivors of sexual misconduct during this decision-making process. You may be uncertain at first about how to proceed.

Although you can report sexual misconduct at any time, we encourage individuals to immediately report incidents of sexual misconduct. When preparing to report an incident, it is acceptable to be undecided on your course of action. The purpose is to simply report the incidents.

Reports may be made by:

- An individual who has experienced sexual misconduct;
- Anyone who receives a report from someone who experienced sexual misconduct; and/or
- Anyone who witnesses or otherwise has information that sexual misconduct may have occurred.

If you choose to report to a Uni employee, the employee receiving the initial information will complete the online report form. All Uni employees who are made aware of sexual misconduct must immediately report the incident to the University of Illinois Title IX Coordinator or designee.

You have several options for reporting sexual misconduct.

Online Report Form. Uni students may report sexual misconduct using the University reporting form can be found [here](#). By using this online reporting form, you are submitting information to the University of Illinois Title IX Coordinator or designee. Danielle Morrison serves as the University's Title IX Coordinator and can be contacted in person or by mail at the Title IX Office, 614 E. Daniel Street, Suite 303, MC-311, Champaign, IL 61820; by phone at (844) 616-7978 or (217) 333-3333; or by email at titleixcoordinator@illinois.edu.

Uni Employees. Students who believe they are victims (or witnesses) are encouraged to discuss the matter with any Uni employee. Students may be accompanied by a parent/guardian, friend, or Uni employee in making such a report. Parents may also discuss how to make a report by contacting any school administrator. Students should know that all Uni employees must report incidents of sexual misconduct to the Title IX Coordinator or designee.

In some circumstances, Uni employees must also report incidents to the Illinois Department of Children and Family Services and police as appropriate. Any Uni employee who sees sexual misconduct must complete the [University Online Reporting Form](#). For information on other employee responsibilities, please visit [FAQs about Employee Reporting Obligations](#).

Anonymous Reports. Witnesses or complainants may report anonymously on the University's Title IX [We Care Report Form](#). The school and University will not be able to investigate and respond to anonymous reports as fully as reports with complete information.

Police Reporting. If you are experiencing an emergency, dial 911 immediately.

To report a crime, a non-criminal incident, suspicious behavior, or if you just need more information about the options that may be available, you can contact the local police or U of I Police. They are available 24 hours a day, 365 days a year.

For non-emergencies, you can contact the appropriate law enforcement agency by calling Champaign County dispatch at (217) 333-8911, and you will be connected to a police officer responsible for your location:

- [University of Illinois Police Department](#)
- [Champaign Police Department](#)
- [Urbana Police Department](#)
- [Champaign County Sheriff's Department](#)

Reporting to External Agencies. Anyone who believes they have experienced Sexual Misconduct at Uni has the right – and may initiate – a complaint with an appropriate state or federal compliance agency. Students and employees may file Sexual Misconduct complaints with the Illinois Department of Human Rights (IDHR). Students may also file complaints with the U.S. Department of Education, Office for Civil Rights (OCR). In addition, any University employee may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC). Contact information for each agency appears below.

Illinois Department of Human Rights
222 S. College St.
Springfield, IL 62704 (217)
785-5100

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475 Chicago, IL 60661
(312) 730-1650

U. S. Equal Employment Opportunity Commission
500 West Madison Street, Suite 2000 Chicago, IL
60661
(800) 669-4000

FINDING RESOURCES

The following resources are available to students.

Immediate Medical Concerns

For concerns about immediate safety or medical attention, call 911 or go to a local medical facility. If you go to an emergency department, the trained professionals can collect necessary physical evidence. Even if you do not opt for forensic evidence collection, health care professionals can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases/infections.

Local medical facilities include emergency rooms at

Carle Foundation Hospital, 611 W. Park St., Urbana; 217-383-3311; and

OSF Heart of Mary Medical Center (formerly Presence Covenant) Medical Center, 1400 W. Park St., Urbana; 217-337-2131.

Preserving Evidence. It is important to preserve physical evidence of an assault even if you do not yet know whether you want to report the assault or pursue filing a complaint. Evidence is best collected as soon as possible or at least within 96 hours of the incident. Consider waiting to shower or bathe to avoid washing away important physical evidence. You can also preserve evidence by saving text messages, instant messages, and other communications that may be useful to investigators.

Seeking Medical Attention As Soon As Possible. If you go to an emergency department, the trained professionals can collect necessary physical evidence. Even if you do not opt for forensic evidence collection, health care professionals can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases/infections.

Police

In addition to being available at 911 for emergency situations, police (University of Illinois, Urbana, Champaign, and the Champaign County Sheriff's Department) are available for non-emergency dispatch at 217-333-8191.

Title IX Office

For questions involving Title IX (which prohibits sex discrimination, including sexual misconduct, in education programs), contact Danielle Morrison; Director, Title IX; Title IX Office; 614 E. Daniel St., Suite 303, MC-311, Champaign, IL 61820; (217) 333-3333 or (844) 616-7978; titleixcoordinator@illinois.edu.

Please refer to the University of Illinois System website go.uillinois.edu/SexualMisconductStatement for the most up-to-date statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct.

Community Resources

The following outside resources provide mental health counseling to members of the community and may not be required to report any identifying information to the school in cases of sexual misconduct. However, confidentiality is very much dependent upon many factors, such as the age of a student or the existence of imminent threat to self or others. In addition, like Uni staff members, employees of these resources are mandated reporters (which is different from responsible employees), which means they must report any abuse or neglect of a minor by a person in authority to the Illinois Department of Children and Family Services (DCFS).

Rape Advocacy, Counseling, & Education Services (R.A.C.E.S.)

Crisis Hotline: (217) 384-4444 24

hours/day, 365 days/year

Rape Advocacy, Counseling, & Education Services (R.A.C.E.S.) has a twenty-four crisis hotline, medical and legal advocacy, counseling services, and public education and training. All services are free of charge.

Courage Connection

Domestic Violence Hotline: (217) 384-4390 24

hours/day, 365 days/year

Courage Connection provides housing and services for individuals or families who are victims of domestic violence. They offer safety planning, domestic violence counseling, court advocacy, assistance in obtaining orders of protection, and other counseling services. Shelter and services are free of charge and available to residential and non-residential clients.

Psychological Services Center

(217) 333-0041

8:30 am–5:00 pm, Monday–Friday

The Psychological Services Center (PSC), is operated by the Department of Psychology at the University. It serves the community of Urbana-Champaign, as well as University students, faculty, and staff. While PSC does charge for its services, a sliding scale depending on family size and income is offered.

Rosecrance

Crisis Hotline: (217) 359-4141 24

hours/day, 365 days/year

Rosecrance offers a 24-hour mental health crisis hotline and provides a range of prevention, intervention, and behavioral health treatment services for individuals and families.

State and National Resources

Rape, Abuse and Incest National Network (RAINN) (800) 656-

4673

Phone and online hotlines 24 hours/day, 365 days/year

National Domestic Violence Hotline (800)

799–7233

Phone and online hotlines 24 hours/day, 365 days/year

Love Is Respect (866)

331-9474

Phone and online hotlines 24 hours/day, 365 days/year

Chicago Alliance Against Sexual Exploitation (773) 244-2230

info@caase.org

East Central Illinois Refugee Mutual Assistance Center (217) 344-

8455

9:00 am-5:00 pm, Monday-Friday

Illinois Coalition Against Domestic Violence (ICADV) (217) 789-

2830

Illinois Coalition Against Sexual Assault (ICASA) (217) 753-4117

Illinois Department of Children & Family Services (DCFS) 1-800-25-

ABUSE (1-800-252-2873)

National Coalition Against Domestic Violence

National Sexual Violence Resource Center (NSVRC)

National Stalking Resource Center

PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT

These procedures apply to all reports of sexual misconduct other than “Title IX Sexual Harassment.” For all reports or complaints alleging “Title IX Sexual Harassment” as defined above, the Procedures for Addressing Title IX Sexual Harassment Complaint will be used to process the report or complaint.

Receipt of Report. After receipt of a report, the investigation of sexual misconduct will be undertaken promptly by the school and the University’s Office for Access and Equity (OAE). OAE will work with the Assistant Director of Student Life at Uni to coordinate resources and assistance for the student and for appropriate parent notification.

Notice. Consistent with federal and State laws and rules governing student privacy rights, the OAE will promptly inform the parents or guardians of the complainant and respondent of the report if the student is under 18, or the complainant and respondent directly if a student is over 18 or emancipated.

Investigation. Investigations after the receipt of a report are conducted by the University’s Office for Access and Equity (OAE) following these procedures: https://oae.illinois.edu/complaint_procedures.pdf. OAE will work with the Assistant Director of Student Life at Uni or other appropriate officials to coordinate appropriate parental notification during the investigation and upon the conclusion of the investigation.

Support Persons. Complainant and Respondent(s) may be accompanied by a support person or an advisor of their choice to any meeting with the Office for Access & Equity or other University staff, provided the support person or advisor does not also serve as a witness. Support persons may not directly participate or stand in the place of the complainant or respondent in the process. For more information, please see OAE procedures: https://oae.illinois.edu/complaint_procedures.pdf. A request for an additional support person may be made to the Office for Access & Equity investigator.

Appeal of Findings of Fact and Conclusion. A Complainant or Respondent who wishes to appeal the finding of the Office for Access and Equity may do so following these procedures: https://oae.illinois.edu/complaint_procedures.pdf.

Sanctions. After an investigation by the Office for Access and Equity, Uni’s Assistant Director for Student Life, in consultation with the Associate Director, assigns disciplinary sanctions for the respondent and promptly notifies both respondent and complainant and their parents (for students under 18) of the outcome of the investigation and the sanctions. Please see the disciplinary ladder in Uni’s Student-Parent Handbook.

Consequences for engaging in sexual misconduct are severe. Depending upon the behavior, circumstances, history, and other contextual factors, consequences including, but not limited to, verbal or written reprimand, detentions, denial of privileges, and other sanctions may be assigned; often suspension or expulsion from the school is warranted.

Appeal of Sanctions. Complainants and respondents may appeal the sanctions in writing to the Director within seven calendar days of the notification of sanctions.

Grounds of Appeal of Sanctions. The written appeal must address the investigation outcome exclusively on one or more of the following grounds:

- a. The investigation was not conducted fairly or in conformity with prescribed Uni and University procedures. Those appealing must show that any alleged bias or deviation from procedure is likely to have adversely affected the outcome of the original hearing.
- b. Any sanctions imposed were not appropriate for the violation(s) for which the student was found responsible.
- c. New, substantive information, sufficient to alter the decision, exists and was clearly not available at the time of the original investigation.

The Director will inform the complainants and respondents (and their parents, if the students are under 18) of the outcome of the appeal within seven calendar days of receipt of the appeal.

Students who are 18 or older may request their parents be copied on the outcome. If a student is emancipated, parents will not be notified of the outcome unless requested by the student.

The school takes appropriate and reasonable steps to prevent recurrence of sexual misconduct and remedy its discriminatory effects.

Faculty and Staff Disciplinary Consequences

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

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

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

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

If a student feels that a disciplinary action taken by the administration—is unwarranted, the student may request in writing a review by the Director. The request will specify the sanction being appealed and the reasons for appeal. The Director may uphold the sanction or adjust the sanction as appropriate. The Director's decision is final.

Disclosure to Colleges

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

Minor Misbehavior

To ensure a positive learning environment, students are expected to follow all directives from staff members and school officials and refrain from any activity that would constitute an interference with school purposes or educational functions. Students are expected to be quiet and orderly in classrooms, hallways, gyms, and the library. The following is not an exhaustive list; relatively minor misbehavior that still warrants disciplinary action may take a variety of forms that cannot be foreseen.

Some examples of minor misbehavior at Uni:

- inappropriate dress
- wearing offensive clothing
- offensive signs, including in/on lockers
- causing disruption in a classroom, hallway, or lounge
- causing a disruption at a school-sponsored event or in another University building
- habitually being without a prox card and thereby disturbing the office staff
- being in an unauthorized area of the school
- using the elevator without approval
- texting or using a cell phone in class, unless authorized for research by a teacher
- misusing school computers, such as playing games in the lab (see the Computer Usage section elsewhere); damaging school property
- eating in class without permission
- using a disrespectful tone of voice to an adult or student
- leaving messes of any kind in hallways, the kitchen, classrooms.
- Recording of conversations without consent of the individuals

Administrator Disciplinary Consequences for Minor Misbehavior

The Assistant Director will meet with the student. Disciplinary responses are at the discretion of the Assistant Director and Director and may range from verbal warnings to much more serious consequences. However, discipline for minor misbehavior will generally follow the “disciplinary ladder”.

Disciplinary Ladder

The administration will follow through on consequences of discipline and determine the necessary steps to the consequences of the violations.

The discipline consequences will range to oral or written warning to the student and/or parents or to the extreme of being dismissed from Uni. The range of responses are the following:

1. A verbal or written letter to the student.
2. A verbal letter to the student and parent (s).
3. A meeting with the student and parent(s).
4. A written response or a task that correlates with the inappropriate action.
5. A student is excluded from extra- curricular for social events at the school for a period of time.

6. A behavioral probation contract is developed for a specific period of time for a repeated behavior, or the seriousness of the offense as determined by the administration.
7. A general in-School Suspension with limitations on attending social, or extracurricular activities for a set period of time.
8. Expulsion is determined when a behavior is explicitly flagrant in disregarding policies and rules of Uni High School. Decisions to expel could be made after numerous warnings (such as plagiarism) and are made in consultation with the director of the university of Illinois Laboratory High School.

Suspensions may be appealed to the Director, and their decision is final.

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

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

Major Offenses

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

Major offenses include, but are not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco materials, including vaping and the use of e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages
- Using, possessing, distributing, purchasing, or selling the following:
 - any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
- any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- “look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance.
- drug paraphernalia, including devices that are or can be used to ingest, inhale, or inject cannabis or controlled substances into the body; and grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling or transferring a weapon, such as a firearm or “look alike,” knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Possessing fireworks or any other form of explosive incendiary device.
- Serious insubordination or disobeying rules of student conduct or directives from staff members or school officials.
- Bullying or sexual misconduct. Refer to the chapters on those topics for more information.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Being involved in any fighting, battery, or verbal altercations. See the Fighting/Battery/Verbal Altercations subsection below.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, arson, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Engaging in any sexual activity, including consensual sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) age-appropriate display of affection during non-instructional time.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. More information is available in the section Sexual Misconduct.
- Initiating a fire alarm or initiating a report of warning of a fire or of an impending bombing or other catastrophe without cause.

This listing is not exhaustive, in that the school cannot anticipate every kind of inappropriate or illegal behavior. Students who commit major offenses will be placed on any step of the disciplinary ladder or receive other consequences according to the consensus of the Assistant Director. A written appeal is due to the Director within 24 hours. Serious offenses are cumulative during the Uni career; that is, repeat offenses of any kind or combination will be considered when the administration determines disciplinary action.

Required Notices

A school staff member must immediately notify the office of the Director, or in his absence, other administrators, in the event that the staff member (a) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (b) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (c) observes a battery committed against any staff member.

“School grounds” includes modes of Uni transportation to school activities and any public way within sight of the school grounds, as well as school property itself. The “school grounds” or “school property” is

defined above. Students are to inform the administration or any adult if they see or hear that someone has a weapon or hear someone threatening to use a weapon against anyone. Teachers and staff may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

Theft

Students responsible for stealing school or private property (including student prox cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is “stolen,” or reported as stolen, will be subject to school discipline as assigned by the Assistant Director. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. “I found it,” “I bought it,” “It’s not mine,” or “I didn’t know it was there” will most likely not be acceptable reasons for a student to be in possession of lost or stolen property. Reports of theft may be turned over to the University of Illinois Police Department. Students should mark with indelible pen all items such as books, calculators, personal laptops, other personal electronics, clothing, etc. The Math Department has an etcher that will mark calculators with the student’s name.

Fighting/Battery/Verbal Altercations

A fight is defined as two or more individuals involved in mutual, aggressive physical contact with one another. Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to suspension from school and/or appropriate consequences as the Assistant Director recommends for serious misbehavior. Subsequent incidents during the school career may result in dismissal. All incidents of fighting/battery will be reported to the Assistant Director and could result in a criminal matter as well. Verbal altercations that result in a school disruption may result a variety of consequences on the disciplinary ladder as determined by the Assistant Director.

Language and Gestures

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

Search and Seizure Procedures

Searches of Property

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. All lockers and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students. All such lockers and other storage areas, as well as their contents, are subject to inspection at any time, without notice and without cause, at the discretion of school administrators. No student will lock or otherwise

impede access to any locker or storage area except with a lock provided by or approved by the administration of the school. The school administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

Searches of Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) where there is a reasonable ground for suspecting the search will produce evidence that the student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive considering the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted

- away from the view of others, including students
- in the presence of another school administrator or adult witness
- by a school employee or police officer of the same sex as the student.

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

Seizure of Property

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

Alcohol/Tobacco/Drugs

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia (including electronic devices), controlled substances, marijuana, look-alike drugs, tobacco products (including electronic cigarettes), or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited on school property or at school-related events at any time, whenever or wherever the student's conduct is reasonably related to school, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the Jurisdiction and Medical sections of this handbook for clarification. The Assistant Director will evaluate whether alcohol/tobacco/drug policies have been violated and take appropriate disciplinary and other action. Factors that the decision makers consider when determining the appropriate disciplinary and remedial actions include, but are not limited to, the type of substance involved; whether and the degree to which the student participated in the consumption, sale or possession of the alcohol or prohibited materials; the location and timing of the conduct at issue; other conduct or circumstances at issue, and any other relevant factors such as previous discipline issues on file.

Additionally, the Assistant Director is informed by the following guidelines.

1. First Offense During the Student's Uni High Tenure: A student will be required to meet with a licensed professional substance abuse counselor approved by the school for a minimum of three

sessions. The student's family will be responsible for the costs of the required counseling. Typically, an out-of-school suspension, of a length at the discretion of the administration, is also assigned. Under normal circumstances, the suspension is for three days. During suspensions, students may make up schoolwork.

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

3. Third Offense During the Student's Uni High Tenure: Typically, the student will be dismissed from the school following the dismissal procedure outlined in this chapter.

Event policies

Class and club special event form

- The sponsor should check the master calendar online for conflicts. If there is a conflict, the faculty sponsor should talk with the Assistant Director before scheduling the event. After the event is approved, the club or class should contact Mr. Beesley to place the event on the school calendar.
- The faculty sponsor will complete Section A of the form and turn it in to the Assistant Director. If the event raises funds for any reason, the sponsor must also see the Director for a discussion of proper procedures.
- The faculty sponsor will complete Section B of the form (regarding chaperones) and turn it in to the Assistant Director at least two weeks prior to the event. The *faculty sponsor*, who must attend the event, is ultimately responsible for securing an appropriate number of chaperones.
- If the group is using the school stereo, the sponsor should see the sponsor of the Student Council as soon as the event is approved.
- The sponsoring group is responsible for set-up and clean-up of the event, as well as removing posters/fliers from the building afterwards.
- Change boxes are available from the Main Office for special events with a week's advance notice.

Dances

- Students may bring one guest to school dances. Those bringing guests to dances must complete the Dance Permission Form *two weeks before the date of the dance* and the guests must be in the 7th-12th grade. No one over 19 years or older will be admitted as a guest, and invited guests must present a current school ID.
- Any music with words that put down or speak negatively of a culture, race or gender is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior.
- Students will not be allowed to return to a dance after they have left the dance location. Students who leave a dance more than a half-hour before its end must contact parents, who will give permission by telephone to a sponsor.
- Students must arrange for transportation to and from dances.
- Students must leave the campus immediately after the dance.

- Use of Uni e-mail lists to advertise private, non-official dances and parties is prohibited.

Event posters and email communications

- Posters/flyers for Uni events must be approved by the sponsors and displayed in designated areas only.
- Posters/flyers for non-Uni events must be approved by the Assistant Director before being posted or distributed. The posters must be clearly marked “**This is not a Uni-sponsored event.**”
- Posters/flyers of events sponsored by the University may be posted in the school.
- Events may be announced and promoted in the school newsletters up to a month prior to the event.
- Event reminders may be sent via email **after** appearing in the newsletter. One listserv email reminder per event is permitted.

Fundraising

- For all Uni events involving fundraising, the sponsor must get the Director’s approval one month in advance. All financial dealings with the Director and Business Manager must involve the faculty sponsor, not students. All funds collected must go through the Business Office.
- The Director, in discussion with the faculty sponsor, will determine if fundraising is appropriate. Groups must have a compelling reason and a significant event for fundraising to be approved.
- Current policies are being reviewed for the 2021-2022 school year.

Uni and non-Uni Events

Uni events

Definition: Any approved activity of a club or class with a faculty sponsor is a Uni event.

Rules for Uni Events

- The faculty sponsor must be at all meetings and activities. (The sponsor may arrange for a faculty substitute to attend a club or class function as necessary.)
- The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is requirement that both male and female chaperones attend an event.
- Faculty sponsors are to be present at all club or class activities from the time a student first arrives to the time the last student is picked up. At least two adults, including one Uni teacher, must be with the students as they arrive and depart.
- Only official Uni events may take place at the school.
- For **any club or class activity** other than a regular meeting, a faculty sponsor must complete the **Uni Club and Class Special Event Form** one month before the event and turn it in to the Assistant Director.
- It is the responsibility of the club or class sponsor to get the approved Uni event on the calendar through Mr. Beesley.

Non-Uni events

Definition: Any event not connected to the school is a non-Uni event.

Rules for non-Uni events:

- Dances and parties organized completely by students or parents may not be advertised through any Uni channels.
- The activities of clubs organized by parents and without Uni faculty sponsors are non-Uni events.
- Unofficial clubs may not use the name “Uni High.”
- No Uni staff are permitted to serve as chaperones for non-Uni events or become involved in the activity.

Health and medical policies

Health and medical policies of University Laboratory High School ensure the health and safety of all students.

Allergies

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

Communicable Diseases

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

Parents are required to notify the school if they suspect their child has a serious communicable disease.

Students with a serious communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

A student excluded because of a serious communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Students with the following conditions should not attend school:

- a fever within the last 24 hours
- vomiting or diarrhea within the last 24 hours
- a frequent or disruptive cough or other signs of an acute respiratory infection
- any contagious illness that requires antibiotic therapy.
- any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician’s note stating the rash is not contagious
- pronounced lethargy or fatigue that interferes with participation in learning activities.

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

Students should never handle blood or other bodily fluids (i.e., vomit) from other individuals. Instead, students should always seek the assistance of a faculty or staff member.

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

Enrollment requirements

Immunization Requirements

The State of Illinois has minimum immunization requirements that can be found at this link:

<https://dph.illinois.gov/sites/default/files/publications/immunization-requirements-chart-2021.pdf>

All immunization documents must be provided to the school on or before the first day of school. Opportunities to provide immunization records will be offered during registration process each year, but they can also be provided to the school in person.

Immunization requirements/forms are separate from physical, dental, eye, or other exam requirements but can be included with the physical exam form.

Religious Exemption Forms can be found here: <https://dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>

School Dental Exam Requirements

The State of Illinois requires all students entering 9th grade to have an oral health examination dated within 18 months of May 15th of their 9th grade year. More information and links to the form can be found at this link:

<https://www.isbe.net/Documents/School-Dental-Examinations.pdf>

Eye Exam Requirements

The State of Illinois requires all students entering a public, private, or parochial school for the first time to have an eye exam. This will only apply to students enrolling at Uni if:

- They have previously only ever been homeschooled
- They have previously only ever attended an international school

Requirements and links to the eye exam form can be found here:

https://www.isbe.net/Documents/eye_examinations.pdf

Physical Exam Requirements

The State of Illinois requires all students entering 9th grade to have a physical exam. These exams must be completed within one year prior to the first day of school. Forms must be provided to the school on or before the first day of school. IESA/IHSA sports physicals may not be used as the required school health exam, however, a physical exam completed on the “Certificate of Child Health” form may be used as a sports physical.

Forms can be found at this link or at any physician’s office:

<https://www.dph.illinois.gov/sites/default/files/forms/certificate-ofchild-health-examination-03032017.pdf>

Illness at School

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

Parents/guardians make all decisions about appropriate follow-up and arrangements when a student becomes ill or sustains a minor injury at school

In the case of emergency, the office staff contacts 911 and informs families as soon as possible.

Medications

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

Administering medication during school hours or during school-related activities is discouraged unless necessary.

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

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

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

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

- name of student
- name of medication
- dosage
- time to be taken/given
- prescriber's name
- date

The school will provide no medication.

All requests for administration of medication will expire at the end of the school year.

If the parent/guardian does not pick up an unused medication, the Main Office will dispose of the medication in the presence of a witness and document this action.

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

Exceptions (medication)

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

Students with Diabetes

The Assistant Director will work with affected students on a diabetes care plan. A diabetes care plan will serve as the basis of a student's Section 504 plan and must be signed by a student's parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting.

Student record policies

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. Categories of School Student Records University Laboratory High School maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years, and student temporary records (except for Uni admissions materials) are maintained for not less than five years after the student has transferred, graduated, or otherwise permanently withdrawn. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after five years, be transferred to the parents or guardians to the student if the student has succeeded to the rights of the parents or guardians.

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

Permanent Record A student's permanent record contains the following information:

- basic identifying information (name, date of birth, address, parents' names, date of enrollment, etc.)
- academic transcript
- attendance record
- health records
- record of release of permanent record information
- high school state assessment test scores (if any).

Temporary Record A student's temporary record contains the following information:

- a record of release of temporary record information
- standardized test scores
- completed home language survey form
- information regarding serious infractions that resulted in discipline
- information provided under the Abused and Neglected Child Reporting Act.

The temporary record may also consist of

- Uni admissions application materials
- family background information
- reports of psychological evaluations
- elementary and secondary-level achievement test results
- participation in extracurricular activities or athletics
- honors and awards received
- teacher anecdotal records
- accident reports
- other disciplinary information

- special education files
- any verified reports or information from non-educational persons, agencies or organizations
- other verified information of clear relevance to the education of the student.

“Directory”-Type Information

The school routinely discloses what is known as “directory”-type information without consent. Directory-type information is limited to name, address, gender, grade level, locker number, birthdate and place, parents’ names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics, major fields of study, and period of attendance at the school.

Any parent or guardian or eligible student (aged 18 or older) may prohibit the release of directory-type information by delivering a written request to the Associate Director, in compliance with the The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act.

University Laboratory High School may not require students or their parents/guardians to provide social security numbers for identification purposes.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent(s)/guardian(s) become exclusively those of the student. Inspection and Access The parent, parent representative, guardian, or eligible student has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her school student permanent record. Inspection and copying of the student’s educational records shall occur within 15 school days of the date the school receives a request for access. The parent, parent representative, guardian, or eligible student should submit to the Director a written request that identifies the record(s) he or she wishes to inspect. Families sign a document that indicates they have accessed the information, and they examine the record in the presence of a University Laboratory High School administrator. Costs for copies of school student records or any portion thereof are \$.25 per page. The school is not responsible for inappropriate use of FERPA-protected materials after families are in possession of the copies. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The school may prohibit a parent’s or student’s access to confidential letters and statements of recommendation furnished in connection with applications to the school, for employment, to a post-secondary educational institution, or for the receipt of an honor or honorary recognition.

Confidentiality

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

- to a parent, student, or authorized representative
- to an employee of the school with current demonstrable educational or administrative interest in the student, in furtherance of such interest (see below)
- to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student
- to any person for the purpose of research, statistical reporting, or planning

- pursuant to a court order
- to any person as specifically required by State or federal law
- to juvenile authorities when necessary for the discharge of their official duties
- to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons
- to any person, with the prior specific dated written consent of the parent
- to a governmental agency in furtherance of an investigation of a student's school attendance
- in several other instances required by law. University Laboratory High School and all schools release the names, addresses and phone numbers of senior students to requesting military recruiters.

Parents/guardians may prohibit this release by signing a form provided during registration. A divorce or a change in custody alone does not change the right of every parent to receive a copy of the child's school records. The only basis sufficient to deny records to a parent is a court order that specifically states that the parent may not receive the records. This might be done in an order of protection, a divorce decree, a child custody agreement, or a separation agreement. Only an order signed by a judge and specifically stating that particular parent may not have records is sufficient to deny a parent access to records. Allowing students to grade each other's papers does not violate FERPA; such student work is not a "school record" until it is recorded by the teacher. A photo of an unnamed student is not a school record because the student is not individually identified. The school shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

Challenging School Records

Parents may challenge any entry in their child's school student records, except for academic grades and references to expulsions or out-of-school suspensions. Challenges can be made on the basis of: ▪ accuracy, ▪ relevance, or ▪ propriety. Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the school, an initial informal conference with the parents will be scheduled within 15 school days.

The school's decision shall be one of the following:

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

Unresolved Challenges

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

- the right to present evidence and to call witnesses
- the right to cross-examine witnesses
- the right to counsel
- the right to a written statement of any decision and the reasons therefore.

A summary of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer

to the Provost's Liaison to Uni within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school, and within 10 school days the school will forward the summary of the hearing, a copy of the record entry in question, and any other pertinent materials to the Provost's Liaison to Uni. The school may initiate an appeal by the same procedures. The Provost's Liaison will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents.

Admissions Records

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

- Records of sixth grade applicants who are not enrolled and not accepted are kept for two years.
- Records of seventh-grade applicants and older who are not accepted and not enrolled are kept for one year. According to the above schedule, both physical and electronic files are destroyed or deleted.

The admissions files of students who are accepted and enrolled are destroyed five years after admission.

- Recommendation letters are destroyed upon enrollment.
- All notes and drafts of decisions of the Admissions Committee are destroyed after each admissions season. Admissions files must not be saved locally to computers but only in appropriate shared drives that are password protected.

Resources

Library

The University Laboratory High School Library is the place to find materials for class assignments as well as recreational and informative material for personal use.

The library is open school days from 7:45 a.m. to 4:15 p.m.

University Laboratory High School Library is one of approximately 38 departmental libraries of the University Library system to which Uni High faculty and students have access. A staff or student Prox Card serves as a library card and may be used at all departmental libraries on the University of Illinois campuses. Students may also request books and have them delivered to Uni. Uni High students have the same borrowing privileges as undergraduates, but parents and guardians must accept the responsibility to pay any fees that accrue. A consent form is included in the registration materials when a student first enrolls at Uni. Borrowing periods and fees for late materials vary with the type of information source.

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

Environment

The Library reserves the right to remove students who are loud or disruptive. If behavior is sufficiently disruptive, students are referred to the Assistant Director. Food and drink are not allowed in the library except for special events hosted by the Library.

For more specific policy information, consult the following documents

- University Laboratory High School Library Policy Web Page: <https://www.library.illinois.edu/uni/>

Student Services Office

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

School Counselors

Each student is assigned a school counselor who remains with the student for his or her time at Uni. Kristi Deedrick serves students with last names A-K, and Amy Han serves students with last names L-Z. Counselor assignments are made alphabetically, and while the school counselor's role is primarily academic advising, short-term social-emotional support, and preparing students for life after Uni, our school counselors are trained professionals in counseling and mental health issues; they understand and respond to the many challenges presented by today's diverse student population. School counselors do not work in isolation; rather, they are integral to the total educational program. They align and work with the school's mission to foster a community of concern and friendship and to instill in every student a love of learning and an understanding of him- or herself.

The roles and responsibilities of the School Counselor include the following:

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

College Counseling

Lisa R. Micele is the Director of College Counseling. Juniors and Seniors During the junior year, Uni's Director of College Counseling becomes a part of the student's support team. The Director of College Counseling works with the school counselors, students, and their parents during the formal college counseling process.

The mission of college counseling at Uni High is an organic part of our larger educational mission. In this environment of support and advocacy, students engage in self-reflection, attend meetings to fully understand the college application process and key elements of college admissions, maintain realistic expectations, explore post-secondary educational options, consider gap year experiences (if interested), and learn to manage the complex process of applying to college.

Uni's full-time college counselor guides students through the process—supporting both upperclassmen and their parents by meeting and communicating with them regularly throughout the college research, application, and selection processes. Through education, self-knowledge, and access to professional resources, Uni students are equipped to take ownership of the process with the goal of finding colleges that are a good match for the student. While the formal college counseling process begins in the junior year, we know families have questions throughout their high school years.

The Student Services Office hosts meetings for parents of younger students designed to offer guidance and answer early college planning and standardized testing questions.