

URBANA HIGH SCHOOL MISSION STATEMENT

Our mission at Urbana High School is to support the District #116 Mission by providing every student with the opportunity to be successful in our changing world. We believe that all students should become responsible citizens, discriminating consumers, productive employees, and effective community members. Specifically, Urbana High School will endeavor to develop the following in every student:

1. Content knowledge; basic skills for 21st century life including the ability to utilize technology;
2. Higher order thinking skills that include thinking critically, creatively, ethically, and independently;
3. Skills to address change/to solve problems;
4. Interpersonal skills/personal attributes/character

A belief in the rights of the individual requires that the school adhere to the following Bill of Rights for Students.

BILL OF RIGHTS AND RESPONSIBILITIES FOR HIGH SCHOOL STUDENTS

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the first amendment of the United States Constitution.
2. In each secondary school there shall be established an elective and truly representative student-directed government with offices open to all students. All students shall be allowed to vote. This governing body shall be elected on the basis prescribed by the constitution of each individual school.
3. Students shall have the right to counsel and due process procedures in the matters of suspension and expulsion.
4. Students shall not be subjected to unreasonable or excessive punishment.
5. In light of the creation of these orderly procedures for dealing with students' concerns, no student shall disrupt the educational process within a school.
6. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

HIGH SCHOOL DEANS' OFFICE

Phone # 384-3522

Ms. Joanna Cook – Sophomore Class plus Seniors (P – Z) - jcook@cmi.k12.il.us
Ms. Lisa Geren – Freshman Class plus Seniors (A – C) - lgeren@cmi.k12.il.us
Mr. Michael Krumwiede – Junior Class plus Seniors (D – O) - krumwimi@cmi.k12.il.us

Secretaries

Phone # 384-3522

Willma VanDerBilt - Secretary to Assistant Principal/Deans
Yvonne Waters - Attendance Secretary

Student Relations Supervisors

Phone # 384-3505

Mr. Roger Battle
Mr. Terrence Gray
Ms. Natalie Hall

Ms. Lorean Howard
Rochelle Minor

Minority Enrichment

Phone # 384-3505

Ms. Crystal Powell - Minority Enrichment Program Coordinator

Community Outreach Coordinator

Phone # 384-3505

Devin Bailey

Liaison Officer

Phone # 384-3522

Ms. DeAnn Winn-Mauer – Urbana Police Department Liaison Officer

2003-04 Discipline Committee

Mike Krumwiede, Dean – Chairperson

Deans/Staff

Joanna Cook, dean
Lisa Geren, dean
Phyllis Gingold, teacher
Grace Mitchell, social worker
Ann Yarber, teacher

Students

Miles Burgess
Joanna Ison
Samantha Montgomery
Kati Pisula
Stephanie Schnepfer

Parents

Patty Barnes
Betty Dermott
Ruthann Fisher
Ivy Williams

GENERAL INFORMATION

FIRE AND DISTASTER PROCEDURES

1. Fire Alarms

- A. The fire alarm signal is a continuous buzzing of the fire alarm.
- B. Any time the fire alarm is sounded, we must react as though there is a fire in the building. Everyone must evacuate the building at once according to the directions given by the classroom teachers. Traffic patterns for students are posted in every classroom in the building.
- C. Setting off a false alarm, failure to respond to an alarm, and the use of fire fighting equipment for anything other than fighting a fire are all violations of state law, and violators will be referred to the Urbana Police Department. Disciplinary action will be taken at school.

2. Disaster Alarm - Tornado Warning

- A. The disaster alarm is a series of short sounds on the fire alarm.
- B. Any time the disaster alarm is sounded, we must react as though a disaster is imminent. Shelter locations are posted in all classrooms and will be shared with the students by all teachers.
- C. Setting off a false disaster alarm is a violation of state law, and violators will be subject to appropriate disciplinary action taken at school. Violators will be referred to the Urbana Police Department.

3. Power Outages

If a power outage occurs, students are to remain in their location. If the outage includes a passing period, students are to remain in class.

GENERAL EMERGENCY CARE

It is the parents'/guardians' responsibility to do the following:

- 1. Provide the school with pertinent medical information regarding each student.
- 2. Provide the school with the following information:
 - A. Current home and work phone numbers.
 - B. At least one phone number of a responsible adult who will take charge in an emergency.
 - C. Current hospital and doctor preference.

3. Assume responsibility for student as soon as possible and/or decide course of action.
4. Incur the expenses of emergency care.

INSURANCE

The District 116 does not carry medical insurance on students nor does it sell insurance. It does provide information on insurance that a student may purchase if the family does not have its own insurance. All transactions are between the student and insurance company.

LOST AND FOUND

Lost articles of clothing or personal property may be reclaimed in the Attendance Office.

PHYSICAL EXAMS

Every student attending classes conducted by Urbana School District #116 must present written proof of having immunizations and health examinations in accordance with the Revised School Code 27-8 and rules and regulations of the Department of Public Health:

ALL NINTH GRADE STUDENTS MUST HAVE A PHYSICAL TO REGISTER FOR SCHOOL. ALSO, ANY STUDENT TRANSFERRING FROM ANOTHER SCHOOL OUTSIDE OF ILLINOIS, IRRESPECTIVE OF GRADE, MUST HAVE AN ILLINOIS PHYSICAL EXAM.

Out of state transfer students receive 30 days to submit an Illinois physical after they enroll. Students who are in non-compliance with the physical exam will be excluded from attending school and the absence(s) will be classified as unexcused.

Additional health examinations of students may be required when deemed necessary by school authorities.

The Department of Public Health requires evidence of immunity against diphtheria, pertussis, tetanus, poliomyelitis, rubella (red measles) and rubella (German or three-day measles). Mumps vaccine and dental examination report forms used shall be approved by the Department of Public Health and by the Illinois State Board of Education for statewide use. Physicians licensed to practice medicine in all of its branches are responsible for the health examinations, as specified by the Department of Public Health, and must sign all portions of the health examination form, as well as any portions of the examination performed by a registered nurse. Licensed dentists must sign all dental examination report forms. Vision and screening tests are to be conducted in accordance with Department of Public Health rules and regulations and May only be administered by individuals which the Department of Public Health has certified.

Children whose parents or legal guardians object on religious grounds need not receive the immunizations if they present to the appropriate school authorities a signed statement of

objection which details the grounds for such objection. If the physical condition of a child precludes immunizations on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs.

The only form acceptable for providing required information for health examinations and immunizations is the Illinois State form titled Certificate of Child Health Examination.

Students new to the District who are unable to schedule an appointment prior to attending classes and students transferring from other schools where they have medical records on file will be permitted to attend classes on the basis of a signed affidavit indicating either the date of an appointment with a doctor or medical clinic or the source of previously completed records. Failure to procure records from a previous school or to keep an indicated appointment will cause the student to be excluded from attending classes.

RESIDENCY

In addition to satisfying all other requirements for enrollment, a student desiring to attend URBANA SCHOOL DISTRICT 116 must be a legal resident of the school district. A student is a legal resident of the school district when the following criteria are met:

1. Resides within the school district with his/her natural parents.
2. Resides within the school district with his/her custodial parent if the natural parents are divorced.
3. Resides within the school district with a person to whom the natural or custodial parent has transferred custody and control. The intent of such transfer cannot have been solely to enable the student to attend school in the school district.
4. Resides within the school district and the evidence is that he/she is emancipated under the law of Illinois by showing:
 - a) proof that support is not being furnished by parents or guardians; and
 - b) proof that parents or guardians have relinquished custody and control of the child.
5. Resides within the school district as a result of permanent placement by a state agency.

Students not meeting the above criteria are not legal residents of the school district, and the school district shall permit them to enroll only on a tuition basis, with the prior written approval of the Board of Education.

Legal resident students who are properly enrolled at the beginning of the school year and who subsequently move out of the school district may complete the school year in which they enrolled on a resident student basis.

Students residing within the school district with someone other than a natural or custodial parent must petition the Board of Education to establish resident status prior to the commencement of the school year. Students may not enroll in the school district until the Board of Education has acted on the petition.

Any student enrolled in the school district whom the superintendent or other administrators have cause to believe is not a resident of the school district, as defined above, shall be sent a preliminary Notice of Non-Residency by the administration, by certified and regular mail.

Students or their representatives shall be offered a meeting with the superintendent or designee, at which time the student or representative may offer information to establish the student's residential status, as defined above.

The decision of the superintendent or designee shall be final unless the student or his/her representative seek review of the decision by the Board of Education, in which case the Board of Education's decision shall be final. The student shall remain enrolled in the school pending a final decision.

A PARENT/GUARDIAN SHOULD BE PREPARED TO PROVIDE ALL OF THE FOLLOWING FOR PROOF OF GUARDIANSHIP AND RESIDENCY:

1. Birth certificate of the student
2. Legal guardianship/custodial documents from the court
3. Picture ID (i.e., driver's license, state ID card, etc.)
4. A copy of a lease or mortgage in parent/guardian name
5. An Illinois Power bill or water bill in parent/guardian name

PLEASE NOTE: A PERSON WHO KNOWINGLY ENROLLS OR ATTEMPTS TO ENROLL A NON-RESIDENT STUDENT ON A TUITION-FREE BASIS OR WHO KNOWINGLY OR WILLFULLY GIVES THE SCHOOL DISTRICT FALSE INFORMATION REGARDING RESIDENCY, MAY BE CHARGED WITH A CLASS C MISDEMEANOR.

SCHOOL DAY AND BELL SCHEDULE

DAILY BELL SCHEDULE

PERIOD	CLASS TIME
1	8:00-8:50
2	8:55-9:45
3	9:50-10:40
4	10:45-11:35
5	11:40-12:30 (Lunch 12:30-1:20)
6	12:25-1:15 (Lunch 11:35-12:25)
7	1:20-2:10
8	2:15-3:05

Students may not enter the building until 7:30 a.m. Students must leave the building immediately after 3:05 p.m. unless under the direct supervision of a staff member.

STUDENT IDENTIFICATION

Each student will have an identification card issued with his/her picture during registration. The student will carry his/her I.D. card at all times and present it upon request. Students will be requested to present their I.D. for admission to school activities and for transportation on the MTD to and from school. If the I.D. card is lost, the student will need to notify his/her Dean. Replacement cards will be taken at designated times after school. The cost is \$5.00 and is due at time of sign up.

STUDENT PHONES

There is a phone available to students in the Attendance Office to contact parent/guardian for attendance and emergencies. Students must have a pass from a teacher and permission from the office secretaries in order to use this phone. For personal calls, there is a pay phone available near the Iowa Street entrance, near the track canopy and two pay phones in the multipurpose building. Students must also have a pass to use these phones at all times except during their lunch hour.

THEFT

Students who are victims of theft should report to the Deans' Office (Room 2117) and complete a written theft report.

VISITORS TO SCHOOL

1. AUTHORIZED VISITORS

- A. **Parents/Community:** We encourage parents to visit school at any time they wish. The only request we make is that all visitors register in the Principal's Office, Room 2128, and obtain a visitor's badge before proceeding within the building.
- B. **Students:** Students who wish to obtain permission to have a visitor for educational purposes for one day from outside Champaign County must request a visitor's pass from their Dean at least two days in advance of their visit, obtain signed permission from each teacher, and return the request to the Dean for approval. Students who reside within Champaign County may not visit unless there is a planned student exchange sponsored by a school organization. Students may not show up with a visitor without going through these steps. The visitor will not be allowed to stay in the building. If approved, the host/hostess and guest must report to their Dean before their school day begins on the day of the visit to obtain the pass. At this time the visitor must present a student I.D. or a driver's license to the Dean.

There are times during the school year (e.g., Mondays, Fridays, days before vacation, and final exam week), when visiting students are not allowed. Visitors

must remain with their host/hostess at all times and present the visitors pass to each teacher upon entering class. STUDENTS WHO HAVE BEEN REFERRED TO THE OFFICE MAY BE DENIED THE PRIVILEGE OF HOSTING VISITORS.

In an effort to ensure building security, students will not be allowed to routinely have other students as visitors to school. Any exceptions to this practice will require the approval of the dean. Friends coming to meet students should wait at the entrance outside the building rather than at the student's locker or classroom.

- C. **Dance Guests:** - Students are required to submit a completed dance permission form to their Dean three (3) days prior to the activity. Invited guests must be of high school age. Guests should accompany host and will be required to present a valid picture I.D. to be admitted. NO MIDDLE SCHOOL STUDENTS OR ANYONE 21 YEARS AND OLDER WILL BE ADMITTED AS A GUEST.

Note: Juniors and Seniors inviting 9th and 10th grade Urbana High School students to the Junior/Senior Prom must following the dance guests guidelines.

- D. **Good Night Rule:** All students should be familiar with the "Good Night Rule." Once a student has come to an evening activity (dances or other social functions), the student is not permitted to leave the building unless he/she intends to go home. This is to prevent loitering around the building or in the parking lots. Students who leave the building or the event will not be re-admitted without administrative permission.

2. UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

Unauthorized persons in the school building may interrupt or disturb the operation of the school. A sign is placed in each entrance of the building so that it can be seen by all persons. The sign reads as follows:

NOTICE: ALL VISITORS MUST REGISTER AT THE PRINCIPAL'S OFFICE

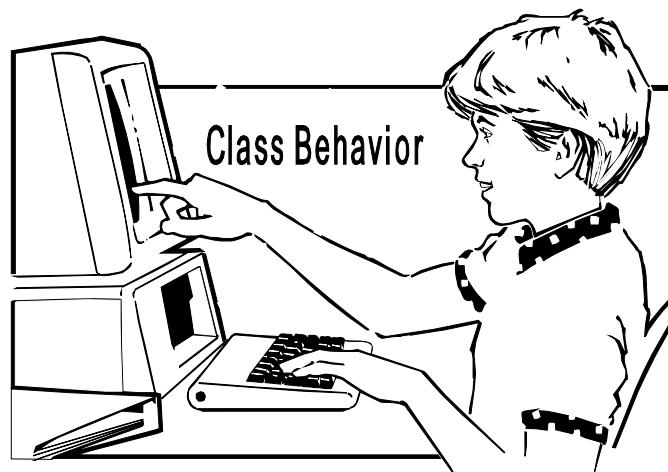
No persons other than students of the school, their parents'/guardians, or the faculty and staff of the Urbana School District may enter this building. Entry by any other persons without the prior authorization of the administration of this school is prohibited. Any person who enters this building without prior authorization may be prosecuted for trespassing.

Violators will be asked to leave the building. Law enforcement officers may be called by the administration to deal with persistent violators who disregard the sign of warning, for those who use abusive language, or for those committing other offenses.

Attendance



BUILDING POLICIES AND PROCEDURES



BUILDING POLICIES AND PROCEDURES

ATTENDANCE

Urbana High School students are expected to be in school every day, attending each assigned class. It is the responsibility of the parents or legal guardians to see that their children attend school regularly and promptly. Since regular attendance is essential for academic success, we assume that students will always be in school except for cases of illness or serious family crisis.

1. Reporting of Absences:

IF A STUDENT IS ABSENT FROM SCHOOL, THE PARENT/GUARDIAN MUST TELEPHONE THE ATTENDANCE OFFICE AT 384-3522 BETWEEN 7:15 A.M. AND 4:15 P.M. ON THE DAY OF THE ABSENCE STATING THE REASON FOR THE STUDENT'S ABSENCE (*NOTES ARE NOT ACCEPTABLE*).

Parents/Guardians who cannot call between the hours of 7:15 a.m. and 4:15 p.m. may call and leave a message on our answering machine at 384-3522. FURTHERMORE, THE PARENT/GUARDIAN MUST CALL EACH DAY THE STUDENT IS ABSENT UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE. If the parent calls on the day of the absence and the absence is deemed excused by the Dean, the student upon returning to school shall report directly to his/her classes.

If the parent or guardian does not call on the day of the absence the student should:

- A. Report to the Dean's Office (Room 2117) prior to attending first hour class.
- B. Resolve the absence (if still unresolved) within two (2) days of return to school, or the dean will classify the absence as unexcused.

2. Leaving During School Hours:

A. **Checking out of School:** Students may not leave the campus during the school day without checking out in the Attendance Office. To do so may constitute an unexcused absence. The exception to this policy is a student's lunch period when leaving the campus is permissible provided that the student returns in time to avoid tardiness. If the student does not return to school after the lunch period, the student's parent/guardian should notify the attendance office the same day.

B. **Release for appointments:** If a student must be excused for an appointment, it is expected that the student will return to school following the appointment. Parents or the individual student should provide transportation to the appointment. No student will be released to provide transportation for another student. In order to be excused for an appointment, the following procedure will be followed, otherwise the absence will be considered unexcused.

1. Prior to the appointment, the student's parent/guardian should call the Attendance Office at 384-3522 and give the following:
 - a. Name of student;
 - b. Time of appointment;
 - c. Type of appointment;
 - d. Time to be released; and
 - e. Approximate time of return

2. On the day of the scheduled appointment, the student should:
 - a. Report to the attendance office for a check- out slip
 - b. Show check-out slip to teacher at the given time and report to the attendance office to sign out
 - c. Sign-in at the attendance office upon return from the appointment with a written statement verifying the appointment

Failure to check out through the Attendance Office may result in an unexcused absence.

- C. Illness While At School** - If a student becomes ill while at school, he/she should ask the teacher for a pass to the Attendance Office. Unless this is done, the absence from class under these circumstances may be considered unexcused. Students may not leave school when they are ill unless the Attendance Office has received parental consent prior to the student's checking out.

3. The Excessive Absence Policy:

- A. *Acceptable* reasons for excused absences:
1. Illness of the student/family
 2. Unavoidable accident or emergency
 3. Anticipated absence with prior Dean approval - Forms can be picked up in the Attendance Office (Room 2117) and must be completed and returned *five (5) calendar days* prior to the absence.
- B. Types of anticipated absences:
1. College visits;
 2. Family vacation qualified by the phrase "Accompanied by the student's parent/or guardian;"
 3. Special religious days or events; or
 4. Other circumstances as determined by the Dean.
- C. Absences not included in the Excused Absence Policy:
1. School field trips
 2. Religious leaves
 3. Medical appointments/hospital stays (written proof necessary)
 4. Funerals for family members
 5. Court appointments (Written Proof Necessary)
 6. Counselor/dean/administrator/social worker/special needs conferences
 7. Serious/critical illness of student/family member
 8. Sabbaticals/extended excused absences (i.e. family related with guardian) with prior administrative/dean approval
- D. A student will be allowed up to seven (7) excused absences per semester.
1. On the fourth (4) excused absence, the Dean will contact the student and the parent/guardian to: (a) inquire as to why the student is absence; (b) explain the excessive absence policy; and (c) set up a parent/guardian conference if needed.
 2. After being excused seven times during the semester, students must provide written proof of an absence (such as a doctor's note, court document, etc.) in order for the absence to be classified as excused. Without this proof, the absence will be classified as unexcused and the student will not receive credit for work missed for that absence.

NOTE:

Each Student and Parent should realize that the determination of whether the reason for an absence is valid (and therefore excused) rests with the administration of Urbana High School.

E. Make-up Work:

All absences that fall within the above guidelines are considered excused absences from school, and students will be allowed to make up the work within the same number of days they were absent.

In each instance, the student is responsible for (1) contacting the teacher regarding the work missed and (2) returning the make-up assignments to the teacher at the designated time. Failure of the student to meet these responsibilities will result in a failing grade for the missing assignments. Suspension is not classified as an excused absence.

4. Policies for Make-up Work Credit for Unexcused Absences and Suspensions

A. Make-up Work Following an Unexcused Absence: Absences other than those listed under "Acceptable Reasons for Excused Absences (item 3a) shall be classified as unexcused. For absences classified as unexcused, students should make up their class work. Except under the circumstances outlined in the section on suspensions, students will not be given credit for this make-up work.

B. Make-up Work Following Attendance Related Suspensions: Students, who have been officially suspended for violation of the attendance policy, tardiness, or refusal to serve detentions, should make-up their work. **The student will receive at least one half (1/2) credit** for this make-up work.

C. Make-up Work following Suspensions for Non-Attendance Related Offenses: Students who have been officially suspended (in or out of school) may receive credit for make-up work during the period of the suspension by satisfying the following conditions:

1. Receiving no discipline referrals (this does not include attendance related referrals) or further suspensions (for discipline) for thirty (30) calendar days following the return to school from the suspension; and

2. Obtaining a statement from the dean approving make-up credit.

D. Suspensions occurring at the end of the school year:

1. A student suspended for the first time (within fewer than 30 days left in the school year) may receive credit for make-up work on the last student attendance day provided that he/she receives no referrals or further suspensions during this period of time. The student must also obtain a statement from the dean approving make-up credit.

2. A student not suspended for the first time must meet all conditions specified in item (1) above. If the deadline date to receive make-up credit falls after the last official day of school, no make-up credit will be given.

- E. **Make-up Work Following Single Class Period Suspensions:** A student suspended from a single class (one or multiple days) for violations other than attendance, tardiness and refusal to serve detentions, may make up work for credit for work missed during the suspension by meeting all conditions in item (1) above. If you are suspended for attendance related issue, you may receive at least one half (1/2) credit for your work by meeting the conditions in item (1) above.

NOTE:

Students returning from any suspension who are requesting make-up privileges must discuss this request with the teacher upon return so that make-up arrangements can be made.

CONSEQUENCES FOR UNEXCUSED ABSENCE

Students will be required to make up all time missed from class due to unexcused absence. The student will serve detention time (*before or after school*) in the detention room. Students will not receive credit for work missed during the unexcused absence.

Detention time for unexcused absence will be strictly quiet study time, and as such, students are expected to be prepared with work for the hour. Any student who fails to adhere to rules of behavior during detention will not receive credit for the hour and may have to repeat the hour and/or may be suspended.

Failure to serve detention time may result in student suspension. The student will be warned of possible withdrawal from class if unexcused absences continue.

1. **Level One** (first unexcused absence per period) - a Dean will call the parent regarding the unexcused absence. The Dean may assign detention time for this absence.
2. **Level Two** (second unexcused absence per period) - The Dean will call the parent regarding the unexcused absence. The Dean will assign 2 hours of detention time for this absence.
3. **Level Three** (third unexcused absence per period) - The Dean will call the parent/guardian regarding the unexcused absence. The Dean will assign a Saturday Detention or 4 consecutive days of detention (1 hour each day) for this absence. Following a student's third unexcused absence from any one class, the Dean may request a parent/student conference regarding the truancy.
4. **Level Four** (fourth unexcused absence per period) - the Dean will assign a Saturday Detention for this absence and a parent conference will be requested.
5. **Level Five** (fifth unexcused absence per period) - The student may be held from class until a parent/guardian conference is held to determine his/her status.

TARDINESS

1. Students are tardy if they are not in the classroom when the bell rings. Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy excused to class. Tardiness may result in the assignment of detention by the teacher and/or the Dean. (Missing over half the class period without a green admit slip = unexcused absence). Chronic tardiness will result in referral to the Dean.
2. For the 1st unexcused tardy each quarter, the teacher is recommended to make parent/guardian contact. For the 2nd unexcused tardy each quarter, the teacher is required to call the parents/guardians to inform them that the student will be referred to the Dean for disciplinary action on the next unexcused tardy.
3. For the 3rd (and all unexcused tardiness beyond the 3rd tardy) each quarter, students will be referred to the Dean.

All tardy referrals for an individual student will be considered cumulative for all classes (i.e., initial referrals from two different teachers would become the 1st and 2nd referrals for that student.)

Consequences for Tardy Referrals

- A. 1st referral--One (1) hour of detention
- B. 2nd referral--Two (2) hours of detention and Parent contact
- C. 3rd referral--Three (3) hours of detention and Parent conference
- D. 4th referral--Saturday detention or four (4) consecutive hours of after school detention
- E. 5th and all subsequent referrals—Class Suspension

By the time a 5th referral is required, teachers, parents, and deans will have conducted a number of interventions. Continued unexcused tardiness will be considered willful and deliberate.

4. Students who are frequently in the halls after the bell or during class time may be placed on a restrictive pass list by the Dean. An updated list will be given to the teacher each quarter.

NOTE:

The Attendance Office does not issue passes to students for unexcused tardies. Students are to report directly to the classroom teacher who is responsible for issuing the appropriate penalty.

DISCIPLINE AND BEHAVIOR

Urbana High School is organized to permit the development of each student's academic potential. To allow the fulfillment of this objective, Urbana High School is required to provide an atmosphere in which the educational process can function properly, efficiently, and without undue interruption.

Effective discipline is an absolute necessity in the pursuit of quality education. We believe that discipline originates in the home because the parent is the first teacher of each of our students. It is the parent's obligation by teaching and by giving examples to develop good patterns of behavior and conduct as well as proper attitudes toward the school society. The home and school must cooperate in the development of the student into a person capable of self-control and mature judgment.

1. School discipline is defined at Urbana High School as the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere which provides maximum educational opportunities for each and every student. A major goal of the staff of Urbana High School is to maintain an environment that is safe for all students so that optimum learning is possible. If at any time a student feels endangered, he/she should report this concern immediately to any staff member including teachers, counselors, deans, and administrators. Reports can be made anonymously by calling 1(800) 477-0024.
2. The following are examples of unacceptable behaviors that may occur at Urbana High School, which may be subject to disciplinary action:

NOTE:

While some of these categories are subjective—that is, influenced by the feelings, temperament and state of mind of those involved—they are spelled out in the interest of fostering a safe and respectful school environment.

- A. **BUS CONDUCT:** The same rules and regulations in effect at UHS for conduct are also in effect on buses and at bus stops. Violators will be subject to school disciplinary action including revocation of bus privileges. It would then be the responsibility of parents to provide transportation for the student.
- B. **CHEATING:** Cheating is misrepresenting another person's work as your own or allowing your work to be used in such a manner. Students are expected to perform their own work. Where assignments require students to gather material from outside sources, teachers will instruct students of any restrictions regarding the use of other material.
- C. **DAMAGE OF SCHOOL PROPERTY:** The defacing or destruction of any building or fixture; this includes the willful writing, making marks, drawing characters, etc., on walls, furniture, lockers, texts.

- D. **DISRUPTIVE BEHAVIOR:** Behavior that disturbs the educational atmosphere within the classroom, the school at large, or on school grounds; this includes loud and boisterous conduct, running, horseplay, throwing snowballs, etc., which disrupts the orderly, efficient, and normal conditions in the operation of the school.

NOTE:

Items that should not be brought to school: hacky sacks, large and/or long wallet chains, water guns, toys and games that interfere with the educational process. Other items too numerous to mention that have no acceptable purpose for school should not be brought to school or on buses. If brought to school, any such items will be stored in the Dean's office and reclaimed after regular school hours at the Dean's discretion.

- E. **DRESS/SYMBOLS:** The school expects every student to dress in a manner that does not disrupt the educational process but allows diversity of taste, fashion, and individual preference. All students are expected to observe the following rules:

1. Shoes or other appropriate footwear must be worn in the school building
2. No sunglasses
3. No jewelry or clothing that signify gang affiliation shall be worn.
4. Hats, scarves, "do rags", or any form of head coverings except for religious head cover must be removed as soon as you enter the building and shall not be worn or displayed until after you leave the building. These items should not be carried to class and must be stored in lockers during the school day. Students will not be allowed to walk around carrying hats.
5. Words or pictures on articles of clothing which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted.
6. Words or pictures on articles of clothing, which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment, will not be permitted.
7. Heavy winter coats are not to be worn or taken to any classroom but are to be placed in lockers. Each classroom teacher may establish more specific rules for outer garments in their classroom.

NOTE:

Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Shirts, blouses and tops, which are not tucked in, must be long enough to cover the midsection when the student is in a standing or sitting posture. In other words, no bare backs, no strapless, no halters, etc.

- F. **ELECTRONIC DEVICES:** Pagers, beepers, cellular phones, etc. should not be visible or audible at any time during the regular school day. The regular school day is defined as 7:30 a.m. – 3:05 p.m.

- G. **FALSE REPORTS:** The act of falsely reporting incidents or making false accusations or giving false testimony to school personnel, which would affect the welfare of others.
- H. **FOOD AND REFRESHMENTS:** All lunches should be eaten in the cafeteria. No food or drink may be taken to (or eaten in) other parts of the building unless supervised by a staff member. Absolutely no food is allowed in lab classes (i.e., shop, computer lab, science lab, foreign language lab, and home economics). Students with visible food or drink will be asked to throw it away. Refusal to comply will result in disciplinary action.
- I. **FORGERY/FAKE PHONE CALLS:** Altering or forging school forms (this includes hall passes) or being in possession of school forms is prohibited. Misrepresenting identity for the purpose of excusing a student is prohibited.
- J. **GAMBLING:** Gambling on school grounds is prohibited by state law.
- K. **GANG RECRUITMENT/REPRESENTATION:** Any effort to represent, recruit or encourage membership in gangs or gang related activities will not be tolerated on school grounds.
- L. **GROSS MISCONDUCT:** Conduct that is vulgar, obscene, and indecent in nature (i.e. mooning, spitting, disrobing, etc.) will not be tolerated.
- M. **HARASSMENT:** Any harassment (verbal or written) including comments, bullying, name calling, hand contact of a sexual nature and any unwelcome physical contact is not allowed. Students who engage in harassment on or off school premises at a school-sponsored activity will be subject to disciplinary action, including suspension or expulsion. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual activity, repeated propositions, and unwanted body contact. School disciplinary procedures will be followed in determining the appropriate consequences for sexual harassment.
- N. **INTIMIDATION AND VERBAL THREATS:** Harassing or threatening others, or making it difficult for others to attend school is forbidden. UHS Prohibits Any Form of Initiation (i.e. birthdays, Freshman, group/gang, etc.).
- O. **LEVELS OF NON-COMPLIANCE**
1. ***Insubordination/Disobedience:*** any behavior that refuses to comply with a reasonable request of any school personnel. Examples of insubordination include, but are not limited to, failing to report to the office when sent, refusal to follow directions, refusal to give name or provide identification when asked, or other words or actions which show non-compliance with school rules, policies or procedures.
 2. ***Defiance:*** bold resistance to authority. Not fearing danger, ignoring rules despite repeated warnings are all examples of defiance or willful disobedience.

3. **Disruption:** Disruption is any interruption of the normal workings of the classroom and/or school environment.
- P. **LOCKERS:** Hall lockers are assigned to students on an individual basis and are for their exclusive use. They are provided by the school for student use and remain under the jurisdiction of the school. The locker and locks remain the property of the school and may for reasonable cause be opened and inspected by school officials according to Illinois State Law. To avoid potential thefts, students should do the following: (1) Be certain locker is locked after each use by spinning the combination dial, and (2) Do not share your locker or locker combination with other students.
- Q. **LUNCH CONDUCT:**
1. **Cafeteria:** The throwing of food or other objects, leaving lunch trays or garbage on tables or floors, ruining another student's lunch, shoving or cutting in line, and any other activity which may disrupt the lunch periods will not be tolerated. Students are to eat all lunches purchased in the cafeteria inside the cafeteria unless you are under the direct supervision of a staff member.
 2. **Off Campus:** Students are expected to be good neighbors to the area residents when they leave the campus any time during the school day but especially during the lunch hours. Students who litter, loiter on or near the neighbors' properties, or smoke on Iowa Street or at the corner of Iowa and Race Streets during their lunch time will lose the privilege of leaving the school campus for lunch for a minimum of 5 days on the first offense. If the problem continues, the student may lose the privilege for the rest of the school year.
 3. During the lunch hour students at lunch are not allowed on the 2nd or 3rd floors without a pass.
- R. **MUSIC DEVICES:** Music devices and/or headphones (this includes Walkmans, Discmans, MP3, Boom Boxes, etc.) should not to be visible or audible in the building at any time during the regular school day except inside the cafeteria during the student's assigned lunch hour. The regular school day is defined as 7:30a.m. - 3:05 p.m. Violation may lead to confiscation. Continued violation may also lead to detention and/or suspension.
- S. **PARKING:**
1. Students may park on the public streets. They may also purchase a parking sticker or hangtag for the student lot. The parking sticker or hangtag provides permission to park in the lot but it is not a guarantee of a parking space.
 2. Student vehicles parked on school grounds without the appropriate parking sticker or hangtag during school hours will be towed without warning at the owner's expense.
 3. Anyone parking in the fire lanes will be towed!

- T. **PREJUDICE:** Prejudice is defined as public display of racial bigotry or intolerance on the basis of race, gender, religion, creed, or sexual orientation. Prejudice will not be tolerated at Urbana High School.
- U. **PROFANITY/VERBAL ABUSE:** Use of vulgar, profane, or obscene language in general or directed at someone is not allowed. This behavior, directed at any staff member, will result in suspension from school.
- V. **SEXUAL MISCONDUCT:** conduct that includes but is not limited to the following:
1. Public Display of Affection - Display of affection, which includes embracing, kissing, etc. is inappropriate at school and will not be allowed.
 2. Sexual Activity - Sexual activity of any kind is inappropriate at school-sponsored activities or on school grounds. Violation of this rule could result in disciplinary as well as legal action.
 3. Sexual harassment - Sexually oriented comments and/or touching is not permitted. (See Harassment Policy)
 4. Entering a labeled, opposite gender facility (i.e. restroom, locker room, etc.) is not allowed.
- W. **SKATEBOARDING/IN-LINE SKATING:** Students may not skateboard or in-line skate on school property at any time.
- X. **SMOKING/USE OF TOBACCO PRODUCTS:** Smoking or use of any tobacco product is not allowed at any time including during any school sponsored activity on the campus. Students may not leave campus anytime (with exception of their assigned lunch hour) and, therefore, **may not use** Carle Park, Iowa Street, or any other off-campus location for the purpose of smoking during passing periods. No part of the Iowa **Street areas may be used for smoking, including the residential area on the north side.** Students should not have cigarette lighters or matches (lit or unlit) visible on school grounds. Violators will be subject to disciplinary action including suspension.
- Y. **STUDENT TRAFFIC:** Students are not allowed on 2nd or 3rd floor during lunch hours without a pass. Students who need to report to their Dean or to the Attendance Office should use door 2117. Students wanting to see their counselor should use door 2116.
- Z. **UNAUTHORIZED PUBLICATION:** Publications, which contain material of a libelous, patently obscene nature, or contribute or lead to a substantial and material disruption of the educational process are prohibited.
3. The following are examples of criminal behavior that may occur at UHS, which will be subject to disciplinary action:
- A. **ARSON:** is the intentional setting of fires on school grounds.
 - B. **ASSAULT:** Assault is threatening to do physical harm to any person. NOTE: Assault may occur even though there is no personal injury inflicted.

- C. **BATTERY:** Battery is the successful assault, or the actual unlawful application of force to another person.
- D. **DISTURBING PUBLIC ASSEMBLY:** A person disturbs a public assembly whenever he/she makes or incites any disturbance at any public meeting or other place where citizens are lawfully assembled.
- E. **EXPLOSIVES & FIREWORKS:** Possession, use or threat to use any fireworks, explosives, or other such instruments capable of inflicting bodily harm, is strictly prohibited.
- F. **EXTORTION:** Forcing a person to give up money or anything of value by threats, intimidation or force will not be tolerated.
- G. **FALSE ALARMS:** The act of initiating a fire alarm or initiating a report warning of a fire or of an impending bombing or other catastrophe without just cause will not be tolerated.
- H. **FIGHTING:** Physical attack and/or threats of physical attack or physical violence or physical harassment to teachers, to pupils or to any other personnel is strictly prohibited.
- I. **MALICIOUS MISCHIEF:** This includes malicious, bodily injury or possible endangerment to another person as well as damage to buildings.
- J. **MALICIOUS THREAT:** False information concerning the placement of bombs. Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement or an attempt being made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school shall be guilty of a felony.
- K. **ROBBERY:** Robbery is the taking of the property of another by force.
- L. **SUBSTANCE ABUSE/LOOK-A-LIKES:** Anyone found to be under the influence, in possession or control of, selling or delivering any controlled substance including alcohol, drugs, drug paraphernalia, look-alikes, or marijuana while in school, on school district property, or at any school sponsored activity held on or off school property shall be subject to disciplinary action.

To facilitate implementation of this policy, the following terms are defined:

UNDER THE INFLUENCE: Any student who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician, or any other intoxicating substance shall be subject to disciplinary action. Any student who has consumed or used any amount of a controlled substance, marijuana, drugs, or intoxicants, including alcohol, within the past twenty-four hours will be considered to be under the influence.

POSSESSION: Any student who has possession or control of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, "look-alike" substances, or any drug paraphernalia shall be subject to disciplinary action. A

substance or item need not be in a student's immediate presence to be in his/her possession or control.

DELIVERY: Any student who delivers or receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, any drug paraphernalia or any substance that can clearly be represented as a "look-a-like" substance, shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

LOOK-ALIKES: A "look-alike substance" is a substance, which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

DRUG PARAPHERNALIA: "Drug paraphernalia" means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

NOTE: If a student enters the building smelling as if he/she has been smoking and or drinking an illegal substance, he/she will be sent to the Dean. Depending upon the findings of the Dean, the student's parent/guardian may be notified, the student may be sent home, or the student may be suspended with police involvement.

- M. **THEFT/POSSESSION OF STOLEN PROPERTY:** Students involved in the taking of property or goods or the possession of stolen property.
- N. **UNLAWFUL ASSEMBLY:** The assembly of three or more persons in a disruptive or violent manner to commit unlawful acts toward others.
- O. **VANDALISM:** Vandalism is the willful destruction of school or personal property and any other destructive acts. Disciplinary action may include restitution for all charges pertaining to the act of vandalism.
- P. **WEAPONS:** the act of possessing, using or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded), knife or any object (or look-alike weapon) used with the intent of inflicting or threatening bodily harm. Items such as but not limited to, utility and pocketknives, mace or other items deemed inappropriate by school officials, should not be brought to school.

Students are encouraged to inform the administration if they hear that someone has a weapon (or see a person with one), or hear someone threatening to use a weapon against anyone.

- 4. **The following are disciplinary consequences that may be used for violation of rules/policies at UHS:**
 - A. **DETENTION:** Detentions may be assigned by all certified personnel.

- B. **DENIAL OF PRIVILEGES:** The administrators or deans may:
1. Exclude a student from a particular class or co-curricular activity as a participant or spectator
 2. Take away the student's open lunch privilege
 3. Place a student on the restrictive pass list if student is frequently in the halls.
- C. **SUSPENSION OF THE STUDENT:** Suspension of the student to his/her home or in-school is intended to indicate to the student and the student's parent/guardian the seriousness of the disciplinary problems and to secure their cooperation in solving them. Students should make up all work missed due to suspensions and may receive academic credit for that work if the criterion is met.
1. **In-school suspension** is served from 8:55 a.m., or 8:00 a.m. if the student has a first hour class, until 3:05 p.m. based upon the student's daily schedule. A student may return to his classes if he/she successfully completes the suspension.
 2. **Out-of-school suspension** – A student can not return to school without a parent/guardian for a re-entry conference with the Dean. If needed, the conference may involve other school personnel.
 3. **For drug/alcohol offenses**, written documentation of counseling must be presented at the re-entry conference in order to reduce the number of days of suspension. Counseling must be completed within six (6) weeks of the re-entry date. Upon completion, written notification must be forwarded to the Dean.
- In the event the problem cannot be resolved within the stipulated period stated, the Dean may re-suspend the pupil. Continuation of the acts leading to the suspension of the pupil may result in referral for action by the Board of Education.
- D. **PROBATION:** the categories of probation should be written out in detail by the administration and faculty so there will be no misunderstanding on probation, including disciplinary probation, academic probation and social probation. The principal and his administrative staff may put a student on probation if they feel it is in the best interest of the student and student body.
- E. **EXPULSION FROM SCHOOL:** In very serious discipline cases, the principal may recommend expulsion of a student to the Superintendent of Schools, who, in turn, will review this recommendation and may recommend expulsion to the Board of Education. The Board of Education may dismiss, exclude or expel any pupil from attendance at UHS. Such expulsion of any pupil and the reason for such action will be reported to the local county juvenile authorities. The minimum for expulsion cases will be for the period of one semester. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Such reinstatement will occur only after the Board of Education, the principal, and the Superintendent of Schools are satisfied that the pupil intends to correct the situation leading to expulsion.

- F. **DISCIPLINARY STUDY HALL:** Teachers may send students to the disciplinary study hall, instead of the Dean, if the student is causing a minor disruption in class. The student must have a conference with the teacher before he/she can return to class.
- G. **WORK ASSIGNMENT:** May consist of academic or light physical labor.
- H. **COUNSELING:** This assignment may be within the building among support staff or outside the building with community resources.
- I. **OTHER AGENCIES:** Involvement of police authorities or other agencies where appropriate.
- J. **PEER MEDIATION:** May be recommended to avoid other consequences.

SUSPENSIONS AND EXPULSIONS

- 1. **DEFINITION:** The district superintendent and administrators/deans of UHS shall have the power to suspend students who are guilty of gross disobedience or misconduct for a period not to exceed ten days (see Board Policy # 6.223).
- 2. **NOTICE:** Any such suspension shall be reported immediately to the School Board and to the parents or guardians of the student (see Board Policy # 6.223).
- 3. **EXPULSION:** Only the Board of Education may expel a student from Urbana High School (see Board Policy # 6.224).
- 4. **HEARING:** Whenever a student has been suspended, the student has the right to a hearing by the hearing officer of the school district. Before a student is expelled from school, a hearing by the Board of Education is held to hear all charges. In either case, the student has the right to counsel.

SUSPENSION ROOM

Students may be assigned to the suspension room for reasons relating to discipline and/or attendance. The following rules shall apply to students who are placed in the suspension room:

- 1. Students will arrive on time to avoid consequences for tardiness.
- 2. Students must arrive equipped with all books and materials necessary to work for the entire period of the suspension assignment.
- 3. Students will not be permitted to talk to other students.
- 4. Students will not engage in any activity that may be considered distracting or disruptive to other students or to the supervisor.
- 5. Students assigned to the suspension room for an entire day may be permitted two five-minute breaks—one in the morning and one in the afternoon. These breaks may not be taken during the regular passing periods nor may they be used for the purpose of

smoking. Students assigned to the suspension room for one-half day may be given one five minute break as long as the lunch period is not included in that half-day suspension. Any student suspended for fewer than three consecutive periods may not be issued break time.

6. Students must work on schoolwork while in the suspension room and will not be allowed to sleep.
7. Students assigned to the suspension room should make up work. See page 29 of this handbook for "Policy for Make-up Work Credit for Unexcused Absences and Suspensions".
8. Any student who is assigned to the suspension room for an entire day may not be a participant or spectator at any school function for those days of suspension.
9. Any student assigned to the suspension room for the entire day may not leave the campus for lunch.

The Dean and the supervisor shall determine whether the student's behavior is appropriate and in compliance with the above rules. If the behavior is determined to be unsatisfactory or inappropriate, the Dean may assign an out-of-school suspension.

COMPUTER LAB USE POLICY

The following are not allowed on ANY Urbana High School computer:

1. Accessing interactive sites like CHATS, MUDDS, and MOOS;
2. Accessing sites that give access to other users currently connected like INSTANT MESSENGER, ICQ, YAHOO MESSENGER, and BLACKPLANET.COM;
3. Playing games of any kind between 8:00 a.m. and 3:00 p.m. unless assigned by the teacher as part of the class curriculum;
4. Accessing video clips without permission of the teacher or lab coordinator;
5. Downloading of ANY APPLICATION including WINZIP, AOL, and WIN_FTP coordinator;
6. PRINTING without permission from a teacher or the lab coordinator;
7. Altering the computer set up in any way without permission from the teacher or lab coordinator;
8. Knowingly creating, displaying or sending offensive materials - Any student found knowingly displaying abusive, obscene, sexually oriented or racially offensive material while in the lab will be referred to the Dean;
9. Using an unauthorized sign-on/log-in. Example: using the 'student' or 'clab' log-in the PC lab;
10. Using another person's account to send or receive information or e-mail;

11. Trespassing in another's folders, work, of files;
12. Entering personal information online, i.e. name, address, telephone number, etc. without the permission of the teacher or lab coordinator;
13. Violating copyright laws;
14. Attempting to interfere with or bypass security systems;
15. Using the network for commercial purposes;
16. Using personal CD's on any computer without the permission of the teacher or lab coordinator; and
17. Accessing music without the permission of the teacher or lab coordinator.

FOOD and DRINK of any kind are not allowed in any of the computer labs.

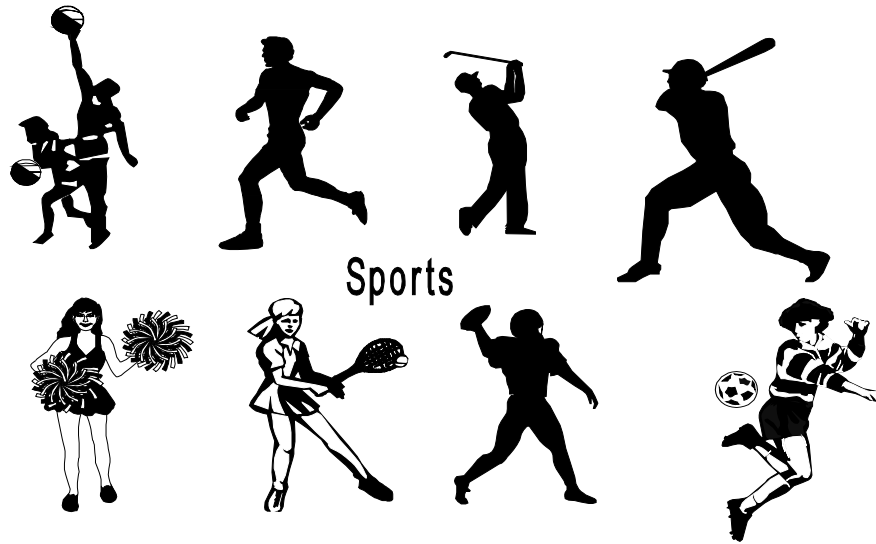
Students may come to the Mac lab and the PC lab unsupervised between 8:00 a.m. and 3:00 p.m. only if they have a pass from a teacher. Students may be turned away if there is a class in the labs or if the labs are closed. Students are required to sign in and out of the computer lab Student Log Book. If a teacher wishes to send more than two students to the lab during any given hour, the teacher must accompany the students or get permission from the lab supervisor.

Creators of web documents need to be familiar with and practice the policies and guidelines set out in the Acceptable-use-Policy booklet.

While access to information on the Internet is a right of all students, use of high school computer lab computers is a privilege. Any student who abuses this privilege or the above rules may lose computer lab privileges.

Note:

All students must complete a blue Internet and Electronic Mail Permission Form and have it signed by their Parent/Guardian. Only students with permission can access the Internet using school computers. This form is kept on file in the Guidance Office.



**ELIGIBILITY FOR
PARTICIPATION
IN STUDENT
ACTIVITIES**

ELIGIBILITY FOR PARTICIPATION IN STUDENT ACTIVITIES

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Note:

Urbana High School sponsors certain extra-curricular activities/events that are open only to UHS students as participants and/or spectators. These activities include, but are not limited to, Basketball Bonanzas, Volleyball Bonanzas, Talent Shows, and Urbana Rocks.

Academic Eligibility requirements for participation in extra-curricular activities:

Extra-curricular activities can valuably augment pupil's studies in the district's academic curriculum. Participation in school-sponsored extra-curricular activities is a privilege, not a right.

Extra-curricular activities are those activities which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be enumerated in the administrative procedures which implement this policy.

Extra-curricular activities are open to all students. However, students must meet basic requirements in order to participate in some extra-curricular activities, such as athletics, student senate, cheerleading, Tigerettes, chess, mediation, and individual event speech. For eligibility to participate in extra-curricular activities, students must meet academic standards.

Students who participate in Illinois High School Association-sponsored activities must additionally comply with IHSA rules regarding academic eligibility.

Eligibility for extra-curricular participation of students have an individualized education program, or receiving reasonable accommodations pursuant to #504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's education team.

The administration shall annually report to the Board of Education the number and length of suspensions of students from extra-curricular activities that resulted from the application of this policy for the period covered by the report, and shall file a copy of each such report with the Illinois State Board of Education.

A. Definitions:

1. "Extra-curricular activities" are those activities which are organized and sponsored by the school district but do not include graded courses, classes or activities for which academic credit is received, and the following special events and/or activities such as to which the district does not intend to impose academic eligibility prerequisites for participation.
2. "Participation" includes practicing and competing in athletics or attending regularly scheduled or special meetings.

B. Minimum Requirements to be Eligible to Participate in Athletics, Cheerleading, Tigerettes, Chess, Mediation, Student Senate, Individual Event-Speech:

1. Students enrolled in six (6) or more courses must be passing five (5) courses.
2. Students enrolled in any reduced schedule (fewer than six (6) courses) must be passing all courses.
3. When a student is withdrawn from a course with a grade of WF (withdrawal failure), the course shall continue to count toward the number in which the student is enrolled.
4. Students at all times must meet the minimum eligibility requirements of the Illinois High School Association which states under Article I, Section 2, that the student shall be doing passing work in at least twenty (20) hours of high school work per week (at UHS this requires passing work in at least the equivalent of four (4) full-credit courses).
5. The first week a student falls below the minimum requirements for eligibility, he/she shall be considered on "probation" for one week. During this week the student may participate in all activities.
6. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extracurricular activities.
7. It shall be the responsibility of the principal or designee to determine the eligibility of students who wish to participate, or to continue their participation in that activity.
8. Eligibility for extra-curricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to #504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

WEEKLY ELIGIBILITY

1. Eligibility will be determined on Wednesday of each week or the first full day preceding Wednesday, if school is not in session on Wednesday.
2. Any period of ineligibility or probation shall commence immediately on the Monday following the Wednesday of the eligibility check. Ineligibility shall continue until the next Monday following the Wednesday eligibility re-evaluation.
3. The following are activities for which the weekly eligibility requirements apply: Athletics, Cheerleading, Mediators, Tigerettes, Individual Event Speech, Chess, and Student Senate Elected Officers and Senators.

SEMESTER ELIGIBILITY

1. Second semester ineligibility shall be determined on the day report cards are issued at the end of first semester, and the period of ineligibility shall be for the entire second semester.
2. First semester ineligibility shall be determined on the day report cards are issued at the end of second semester of the previous year, and the period of ineligibility shall be for the entire first semester of the next school year.
3. Ineligibility for the semester is defined as having semester grades on the reporting dates that fall below the minimum requirements.
4. Courses taken during the summer between second semester of one year and the first semester of the next year may be added to the courses taken during the second semester. The combined total of these may be used to meet the minimum requirements.
5. Students for whom the semester eligibility requirement applies are: Athletics, Cheerleading, Mediators, Tigerettes, Madrigals, Individual Event Speech, Chess, Dramatic and Musical Productions, Student Senate Elected Officers and Senators, and any elected officers of classes or clubs.

EXPLANATION OF PROBATION VERSUS INELIGIBILITY

1. The first week a student falls below the minimum requirements for eligibility he/she shall be considered on "probation" for one week. During this week the student may participate in all activities.
2. The second consecutive week a student is below the minimum requirements, he/she will be ineligible for one week.
3. After the second week of failure to meet minimum requirements, the student will remain ineligible until the Wednesday, when once again minimum requirements are met.
4. Probation does not apply any time a student falls below the IHSA minimum eligibility requirements.

PROCEDURES FOR REPORTING

1. On Wednesday each staff member will fill out a scantron sheet indicating whether or not a student is passing or failing the class.
2. By Thursday afternoon the coach/sponsor will receive a list of all his/her students and their eligibility status.
3. Students will be informed by their coach/sponsor and/or the associate principal of their eligibility status.

ELIGIBILITY FOR TRANSFER STUDENTS

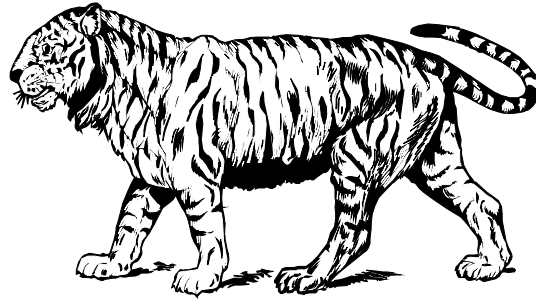
Students transferring to Urbana High School must meet the IHSA minimum eligibility requirements by having passed twenty (20) semester hours of high school work during the previous semester to be eligible during their first semester at UHS. In all subsequent semesters, transfer students must meet the UHS minimum requirements.

SCHOOL ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

1. If a student is suspended from school, he/she may not participate or be a spectator at any school event until the date of return to school indicated in the notice of suspension.
2. If a student is absent from school, he/she may not participate in any athletic or competitive contest. In the case of an excused absence, a student must have been in attendance for at least three classes of the day he/she is to participate in the event.

[Note: The principal or the principal's designee may waive this requirement if there are extenuating circumstances beyond the student's control.]

3. Any student suspended in school is not allowed to participate, attend practice, or be a spectator at extra-curricular activities until he/she returns to class on the next school day.



Extra - Curricular Conduct Code

Drama

Sports

Cheerleaders

Student
Senate

Club
Officers

Tigerettes

Contest
Teams

Class
Officers

Urbana High School Extra-Curricular Conduct Code

Rationale Supporting an Extra-Curricular Conduct Code

Rationale: Why do we have a general disciplinary code for our school?

Our first responsibility to our students and to our staff is to provide for their safety. Our Student Disciplinary Code was designed to protect the safety and the rights of each individual. Also, the Conduct Code was designed to maintain a pleasant, healthy, respectful environment for students, staff, and visitors.

The Urbana High School Student Disciplinary Code conveys that our school stands for certain core values such as responsibility, honesty, being respectful to others, and good citizenship that are norms for our society. It is the responsibility of our school to teach these core values, to reinforce their importance, and to enforce behaviors that are consistent with them.

The Urbana High School Student Disciplinary Code is aimed at teaching and maintaining boundaries of reasonable behavior. It is aimed at teaching students that responsibility includes knowing what the possible consequences are before choosing or acting, accepting that consequences accompany choice, and that choosing and acting must occur within the context of considering the impact on others.

Rationale: Why does our school offer and support extra-curricular activities?

Extra-curricular activities are worth the investment in time and resources because they provide:

1. Special vehicles to teach and reinforce problem solving, decision-making, cooperation with others, good sportsmanship, pride in self, responsibility, honesty, and other core values taught in the curricular program;
2. Opportunities for students to develop talents and skills not developed through the regular curricular program;
3. Opportunities for students to develop and to learn through applications of musical intelligence, spatial intelligence, bodily-kinesthetic intelligence, intra-personal intelligence, and inter-personal intelligence in ways that are not offered through the regular curricular program;
4. Opportunities for students to explore interests;
5. Opportunities for students to learn about and to participate in constructive uses of time and energy;
6. Challenges to test one's personal limits;
7. Opportunities to learn about self and others;
8. Opportunities to lead, to follow, to work independently, and to work cooperatively towards a goal.

Rationale: Why do we have an Extra-Curricular Conduct Code?

The Extra-Curricular program is an extension of the regular curricular program. Therefore, the Student Conduct Code applies at events, performances, contests, practices, and in transit just as it applies at school. At the same time, extra-curricular activities have some additional dimensions: (1) they are voluntary activities that are provided through a great commitment of resources; (2) they serve only those members of the student body who elect to participate; (3) many of the events occur in view of the public and tax payers who support the events; (4) the inclusion of these activities is justified on the basis of the special and/or extra benefit to the

participants; and (5) many of these activities take place before or after schools hours and away from our school's grounds and facilities. Consequently, it is necessary to have a special Extra-curricular Code that supplements and complements the Student Conduct Code to address the additional or different issues that can arise from conducting extra-curricular activities.

Extra-Curricular activities were never intended to supplant or replace the regular curricular program. Therefore, participation in extra-curricular activities is considered a privilege. Students who participate are accepting the responsibility of representing the high standards of conduct and values for which Urbana High School stands. Failure to comply with those standards can result in the revocation of the privilege to participate.

Specific Expectations of Student Participants and Parents/Guardians

Basic Requirements for Participation

1. Athletic Requirements

- A. The student participant must be producing passing work in at least five (5) subjects (twenty-five (25) hours).
- B. The student participant must have a valid physical examination on file in the athletic office before the beginning of practice. This exam must be current, i.e., dated less than one year from the end of the season in which the student is to participate.
- C. The student participant must have purchased the student accident insurance or have on file in the athletic administrator's office a form that verifies adequate coverage by a family or group policy. Urbana School District does not assume financial responsibility for accidents incurred in athletics.
- C. There is a one-time \$25.00 athletic fee each year; for students who receive free/reduced lunch, the athletic fee is waived. The student participant who is accepted onto a team and then is suspended, dismissed, or resigns will not receive a refund.
- E. The student participant must comply with all school rules.

2. Other Extra-Curricular Activity Requirements

- A. The student participant must be producing passing work in at least five (5) subjects (twenty-five (25) hours).
- B. The student participant must comply with all school rules.

3. Additional Requirements for Participation

- A. Athletics only
 - 1. As a condition of participation, students agree to comply with all rules and regulations established by the Illinois High School Association.

2. A season begins with the first day of practice and extends through the final competition for members of the team, or presentation of awards, whichever is later.
3. As a condition of participation, students must be in attendance at least three (3) classes on days of competition in order to participate.
[Note: The principal or the principal's designee may waive this requirement if there are extenuating circumstances beyond the student's control.]
4. As a condition of participation, students who are medically excused from PE classes, practices, or games may not return to participate without a written release from their doctor.
5. As a condition of participation, students must comply with the rules set by their coach for participation in practice. Participation in practices can be important for the safety and health of the student participants.

B. All Extra-Curricular Activities Including Athletics

1. Because each extra-curricular activity has unique issues or safety concerns, the coach or sponsor may establish more specific rules and consequences for his/her respective sports, clubs, or organizations, including rules for conduct. These rules must be approved in writing by the principal prior to the beginning of the season; they must be communicated verbally and in writing to every student participant; and they must be on file in the athletic administrator's office for student athletes, or the dean's office for all other extra-curricular activities. Therefore, the expectations of students by an individual coach or sponsor may extend beyond those listed in the Student-Parent Handbook.
2. As a condition of student participation, a parent/guardian must acknowledge in writing that they have received a copy of this code; that they expect their child to comply with it; and that they agree to abide by it.
3. As a condition of participation, students must be in attendance at least three (3) classes on days of competition in order to participate.

[Note: The principal or the principal's designee may waive this requirement if there are extenuating circumstances beyond the student's control.]

4. As a condition of participation, students agree to be responsible for the care of school equipment or property issued and used. Students must make restitution for equipment or property they lose, damage, or steal.
5. As a condition of participation, students must comply with rules about vacations or absences during a team season that are established by their coach/sponsor.
6. To be eligible for an award, a student participant must abide by the standards of the Extra-Curricular Conduct Code and the rules established by the coach/sponsor that have been approved by the principal.

Implementation of the Code and Consequences for Violations

Student participants represent Urbana High School outside of the season/activity period as well as during the season. Therefore, this Extra-Curricular Conduct Code shall apply to student participants for the entire calendar year. That is, rules for students participating in extra-curricular activities are in effect for the entire calendar year including June, July, and August.

Student participants who violate the Extra-Curricular Conduct Code may also be in violation of the Student Disciplinary Code found under Discipline and Behavior in the Student/Parent Handbook. Therefore, it is possible for students to violate both codes and to receive consequences from each of the codes. Consequences resulting from a violation of the Extra-Curricular Code may carry over from school year to school year throughout the high school career of an individual student participant (see Section E: Code Violation Procedures).

1. For violations that occur at school or at school-sponsored events, a school administrator or dean, will be informed and will apply both the School Disciplinary Code, as outlined in the Student/Parent Handbook, and the Extra-Curricular Code. The administrator or dean will also inform the head coach/sponsor and parent(s)/guardian(s).
2. For reported violations that occur outside of school, including during the summer months, the administrator or dean will inform the head coach/sponsor, student participant, and parent/guardian that an investigation is in progress regarding the violation. The student participant and parent/guardian will be provided an opportunity to respond. An administrator or dean will meet with the student participant and parent/guardian to inform them of the decision regarding participation in extra-curricular activities.

Students who voluntarily inform an administrator or a dean, in a timely manner, of their own involvement in a code violation may receive a lesser penalty.

Serious Misconduct or Criminal Offense

Serious misconduct shall include, but is not limited to the following: a serious traffic offense, drug/alcohol related offenses, gang activity, battery, and damage to school property.

When a school administrator or dean verifies a report that a student participant has committed serious misconduct or a criminal offense, the student participant will be suspended immediately but temporarily from participation in all extra-curricular activities. Based upon review of all available information, the school administrator or dean will determine the penalty, duration of suspension, and reinstatement of the student participant to a program.

Substance Use or Possession

Our school has a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. If student participants possess, use, distribute or sell illegal drugs, look-alike drugs, paraphernalia, controlled substances, alcoholic beverages, or tobacco products, they are in violation of the Extra-Curricular Conduct Code. We encourage students not to attend gatherings where alcohol or drugs are present.

Penalties

A student may not participate in any UHS activities during out of school or in-school suspensions resulting from violation of the Student Disciplinary Code. In addition, the student participant may not be present at practices or contests if these events conflict with an assigned school penalty (e.g. P.M. detention, Saturday detention, etc).

Code Violation Procedures

When a student is found to be in violation of the Extra-Curricular Conduct Code, the administrator or dean will determine the disciplinary consequence to be imposed.

1. Athletics

A. **First Violation:**

A dean will convene a conference with the student participant, a parent/guardian, and an administrator to discuss the imposition of penalties. To regain eligibility, student participants must complete an athletic suspension period equal to one-third (1/3) of the contests in the sport season. They are expected to be at all practices, but will not be allowed to dress, sit on the bench, or participate in contests during the suspension period. If the season has less than one-third (1/3) of the contests remaining, the remainder of the athletic suspension will carry over to the following season of the same sport. Students who violate the drug/alcohol sections of the code should enroll in and successfully complete a drug/alcohol program. Providing proof of enrollment and completion of an approved drug/alcohol program could reduce the suspension from athletic participation.

B. **Second Violation:**

A conference will be convened to include the participants of the first violation conference. A second violation will result in suspension from all extra-curricular activities (including athletics) for the remainder of that semester and one-half of the violator's next athletic season for that sport.

C. **Third Violation:**

A third violation will result in the student's placement on suspension from athletics for a minimum of three academic quarters and maybe longer depending upon the severity of the violation. Additional factors may be taken into consideration in determining the length of the suspension.

2. Other Extra-curricular Activities

A. **First Violation:** A dean will convene a conference with the student participant, a parent/guardian, and an administrator to discuss the imposition of penalties. To regain eligibility, student participants must complete a suspension period of thirty (30) calendar days from all extra-curricular activities. If the school year has fewer than thirty (30) calendar days remaining, the remainder of the suspension will carry over to the following year in which the student participates. Students who violate the drug/alcohol sections of the code should enroll in and successfully complete a drug/alcohol program. Providing proof of enrollment and completion of an approved drug/alcohol program could reduce the suspension from extra-curricular participation.

- B. **Second Violation:**
A conference will be convened to include the participants of the first violation conference. A second violation will result in suspension from all extra-curricular activities (including athletics) for the remainder of that semester and one-half of the violator's next season for that activity.
- C. **Third Violation:**
A third violation will result in the student's placement on suspension until further notice. A dean will create a probationary plan for the student to follow during the suspension. A hearing will be scheduled during the suspension period to evaluate the student's adherence to the probationary plan and to determine whether the student should be reinstated. Reinstatement will depend on whether the student has met the requirements of the probation plan. Participants in the hearing will include but not be limited to: a parent/guardian, a dean, an administrator, and the student.

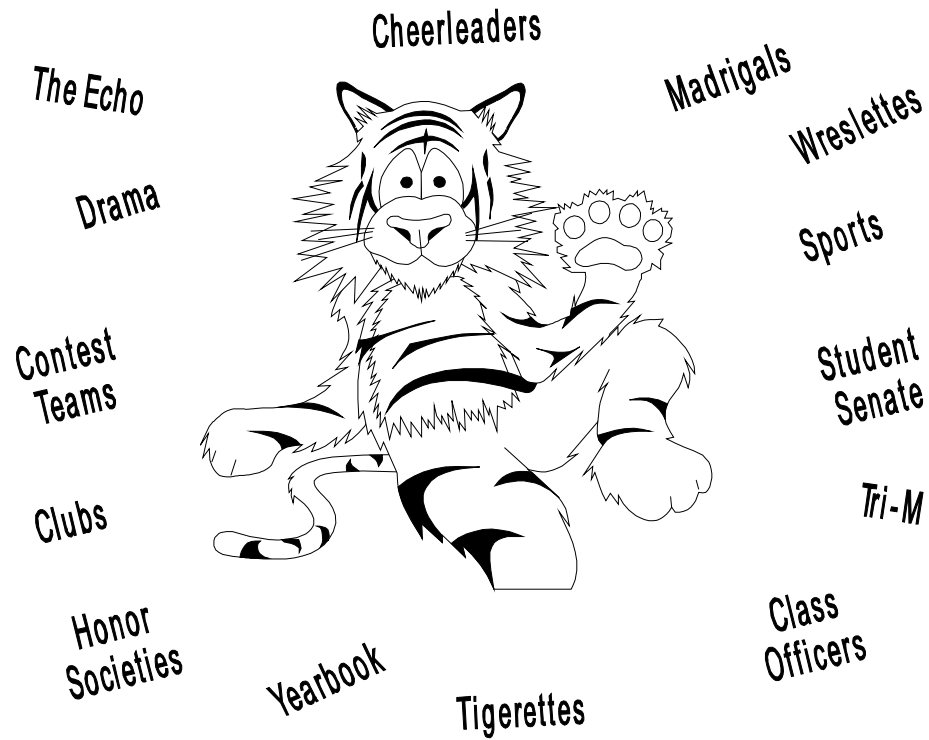
3. Appeal Procedures

Participation in extra-curricular activities is voluntary and a privilege that is not a property right. However, a student participant may appeal the decision of the administrator or dean by following the procedures listed below:

- A. The student, or the student's representative, must submit an appeal in writing to the building principal within three (3) school/work days of a decision by an administrator or dean to impose a penalty.
- B. The appeal will be submitted to the Extra-Curricular Appeals Committee for a decision on the appeal. The Extra-Curricular Appeals Committee will submit their recommendation to the building principal.
- C. The building principal will then affirm, modify or dismiss the decision of the committee within one (1) school day after receiving the recommendation.
- D. The building principal will inform the student and parent/guardian of the final decision.
- E. Penalties remain in force during appeal process.

The Extra-Curricular Appeals Committee will consist of an administrator, an out-of-season coach/sponsor of another organization, and a dean.

STUDENT



ACTIVITIES

CLASS OFFICERS AND STUDENT SENATE OFFICERS FOR 2003-2004

CLASS OFFICERS

SENIORS - (Class of '04)

President: Joanna Ison
Vice President: Karen Roth
Secretary: Karen Kerr
Press Secretary: Leslie Jobb
Senate Reps: Ella Mazar, Liza Mazar, Sarah Welch

JUNIORS - (Class of '05)

President: Kacia Snyder
Vice President: Shannon McFarland
Secretary: Sean Landsman
Press Secretary: Katherine Wallig
Senate Reps: Michael Carpenter, Louie Harper, Katie Pisula

SOPHOMORES - (Class of '06)

President: Cole Isenbarger
Vice President: Cortney Cooper
Secretary: Amanda Arch
Press Secretary: TBA
Senate Reps: Alexx Bant, Carly Eifert, Alec Vitosky

FRESHMAN - (Class of '07)

President: Shyanne Lewis
Vice President: Rachel Morris
Secretary: Christine Rinkenberger
Press Secretary: Claire McTaggart
Senate Reps: Matt Rosenberger, Emilio Ruiz, Sarah Papajohn

STUDENT SENATE - 2003-2004

President: Caitlyn Vitosky
Vice President: Curt Isenbarger

Class of 2004

District 1 – Ella Masar

District 2 – Karen Kerr

District 3 – Sarah Welch

District 4 – Kren Czys

Class of 2005

District 1 – Shannon McFarland

District 2 – Sean Landsman

District 3 – Katherine Wallig

District 4 – Michael Carpenter

Class of 2006

District 1 – Nick Leigh

District 2 – Carly Eifert

District 3 – Jorfan Whicker

District 4 – Cortney Cooper

Class of 2007

District 1 – Claire McTaggart

District 2 – Rachael Morris

District 3 – Emilio Ruiz

District 4 – Samantha Caragher

DRAMATICS

Each year a number of activities are planned, rehearsed and produced by the dramatics club. Musicals and plays require a large number of student participants. Any student interested should contact the staff coordinator.

EXTRA CURRICULAR ACTIVITIES

African American Club	Newspaper (The Echo)
Art Club	Principal Scholars Program
Asian American	Safe Rides (S.A.F.T.E.)
Cheerleading**	Scholastic Bowl
Class Officers**	Science Club
Computer Club	Spanish Club
Drama Club	Spanish National Honor Society
French National Honor Society**	Speech Team
Future Business Leaders of America	Students for World Improvement (SWI)
German Club	Student Senate**
German National Honor Society	Thespians
JETS (Jr. Eng. Tech. Society)	Tigerettes**
Key Club	Tri-M
Literary Magazine	"U" Club (for students having earned a letter in athletics)
Math Team	Video Club
Math Club	Wrestlettes
Multi-Cultural Association	Yearbook - (Rosemary)
National Honor Society**	

*****Requires try-outs, auditions, or election to the group.***

INTERSCHOLASTIC ACTIVITIES

Interscholastic athletics at Urbana High School are an integral part of the total school program. Our athletic teams have a state-wide reputation for their skill, their sportsmanship, and their will to win. It is the desire of the school administration, the athletic department and the coaches to maintain this excellent reputation. We, therefore, urge all students to join us in our program. The program is organized and conducted according to the rules and regulation set forth by the Illinois High School Association (IHSA) supplemented by our own rules as established by the administration.

The standards are high; but the rewards are great. The opportunity to take part in sports is given to every student enrolled in our high school, providing he/she is able to carry and pass the required number of academic subjects.

Urbana High School is a member of the Big 12 Conference. Other schools in the Eastern Division are: Champaign Centennial, Danville, Mattoon, Rantoul, and Champaign Central High School. Schools in the Western Division are: Bloomington, Decatur Eisenhower, Decatur MacArthur, Normal, Normal West, and Stephen Decatur.

Our athletic activities are seasonal. In the fall, we offer boys and girls cross-country, football, golf, girls swimming, girls tennis, girls volleyball, and boys soccer. In the winter, we offer boys and girls basketball, boys swimming and wrestling. In the spring, we offer boys baseball, boys tennis, boys and girls track, girls soccer, and girls softball. A student may participate in only one sport in a given season. All students who participate in interscholastic athletics must have:

1. A physical examination each year
2. A permission slip signed by the parent/guardian
3. Proof of medical insurance.

SCHOOL FIGHT SONG

On Urbana, On Urbana, Fight right through that line.
 Round the ball field, beat (insert team name) team,
 Touchdown sure this time. Rah Rah Rah
 On Urbana, On Urbana, Fight on for your fame
 Fight fellas, fight, fight, fight, to win this game

SCHOOL NEWSPAPER

Urbana High School publishes a monthly newspaper called the Echo. Any student interested in participating as a writer, photographer, editor, etc. should contact the Echo sponsor.

STUDENT GOVERNMENT

Urbana High School has a very active student government, “the Student Senate.” The Senate meets on a regular basis during the school day. This organization is in charge of all student elections, coordinates the homecoming activities, sponsors all school assemblies, and many other school community activities. Any student interested should contact the Student Senate Sponsor for all pertinent information. The Student Senate Office is located in Room 1208.

TIME SCHEDULES

Student Day	8:00 a.m. - 3:05 p.m.
Dances	8:00 p.m. - 11:00 p.m. (Except for the Junior/Senior Prom which is 8:00 p.m. - 12:00 a.m.)
Football Games	7:00 p.m. for varsity home games 6:30 p.m/ home football games with Champaign
Basketball Games	7:30 p.m. for varsity games 6:00 p.m. for sophomore games
Wrestling	6:00 p.m.
Swimming/Soccer	4:00 p.m.
Baseball/Softball	4:00 p.m.
Tennis/Golf	4:00 p.m.
Volleyball	5:00 p.m.
Cross Country/Track	4:00 p.m.
Plays	7:30 p.m.
Concerts	7:30 p.m.

YEARBOOK

The *Rosemary* is published every year at Urbana High School. Many students are needed to organize, develop, design and layout the school's annual. Any student interested should contact the Yearbook sponsor.