

SECTION

1

GENERAL SCHOOL INFORMATION

UHS MISSION STATEMENT

"Gladly, Would We Learn and Gladly, Teach"

Gladly – Refers to the genuine optimism with which we serve each other and approach everything we do

Would – Denotes sustained effort that begins in the present and extends to the future

We – Refers to everyone – students, teachers, and community - and represents our shared commitment

Learn – We will all learn from each other

Teach – We will all teach each other

Urbana District 116 School Calendar

Friday, August 16 & Monday, August 19

Institute Days – *No School*

Tuesday, August 20

First Day of Student Attendance for Grades 1-9, 1/2 of Kindergarten Students Attend, Washington EC – New Parent Orientation

Wednesday, August 21

All High School in Attendance, Washington EC begin and 1/2 of Kindergarten Students Attend

Thursday, August 22

All Students in Attendance

Monday, September 2

Labor Day – *No School*

Friday, September 20

Staff Development Day Activities – *No School* for Elementary Students, *Early Dismissal* for UMS: 1:15pm. UHS: 12:26pm

Monday, October 14

Fall Holiday – *No School*

Friday, October 18

End of First Quarter (42 Student Attendance Days)

Friday, October 25

Staff Development Day Activities – *No School* for Elementary Students, *Early Dismissal* for UMS: 1:15pm. UHS: 12:26pm

Thursday, November 7

Parent-Teacher Conferences: 4–8pm

Friday, November 8

Parent-Teacher Conference Day – *No School for Students*, Conferences 8am–11am

Monday, November 11

Veteran’s Day-No School

Thursday, November 28 - Friday, November 29

Thanksgiving – *No School*

Thursday, December 19

End of First Semester (84 Student Attendance Days). Winter Vacation Begins at Close of School Day for Students

Friday, December 20

Institute Day – (Teacher Record Day) – *No School*

Monday, January 6

School Resumes at Regular Time

Friday, January 17

Institute Day – *No School*

Monday, January 20

Dr. Martin Luther King, Jr's Birthday – *No School*

Friday, February 7

Staff Development Day Activities – *No School* for Elementary Students, *Early Dismissal* for UMS: 1:15pm.

UHS: 12:26pm

Thursday, February 13

Parent-Teacher Conferences: 4–8pm

Friday, February 14

Parent-Teacher Conference Day – *No School for Students*, Conferences 8am–12pm

Monday, February 17

President's Day – *No School*

Friday, March 21

End of Third Quarter (51 Student Attendance Days)

Monday, March 24 - Friday, March 28

Spring Break – *No School*

Monday, March 31

School Resumes

Thursday, April 17

Staff Development Day Activities – *No School* for Elementary Students, *Early Dismissal* for UMS: 1:15pm.

UHS: 12:26pm

Friday, April 18

Spring Holiday – *No School*

Friday, May 2

Half-Day Inservice – *Early Dismissal* for Elementary: 12:45pm. UMS: 1:15pm. UHS: 12:26pm

Monday, May 26

Memorial Day – *No School*

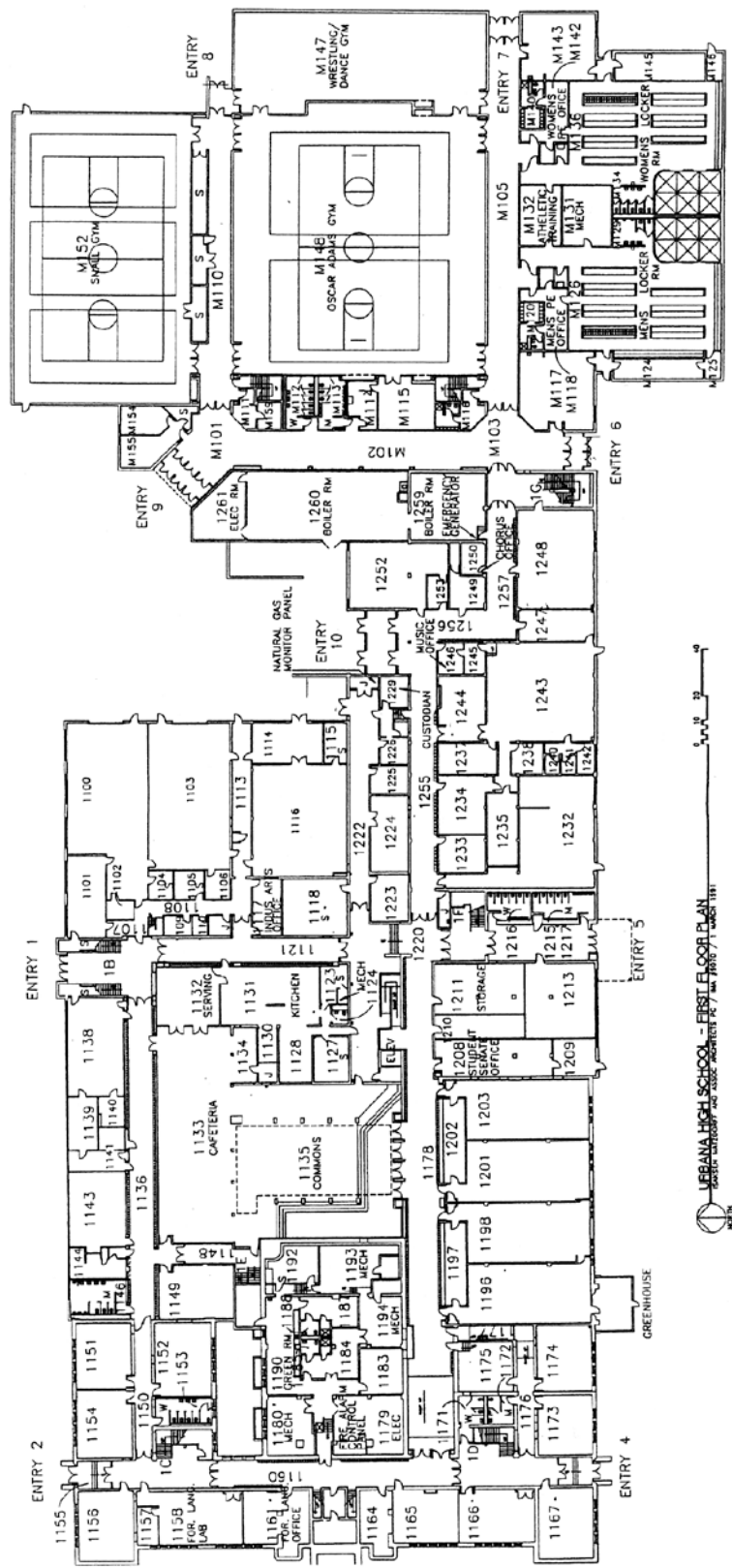
Wednesday, May 28

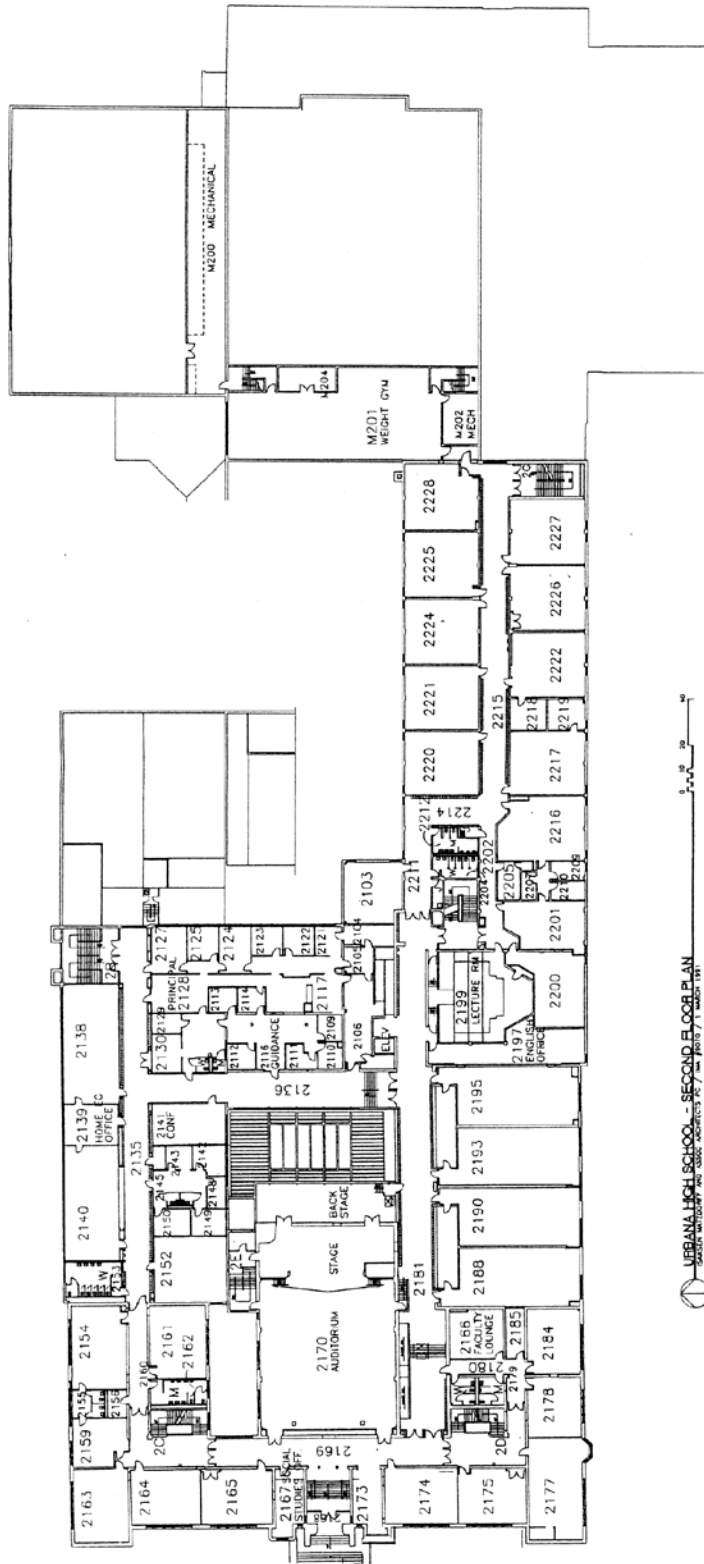
Last Official School Day (92 Student Attendance Days) if no snow days used

Wednesday, June 4

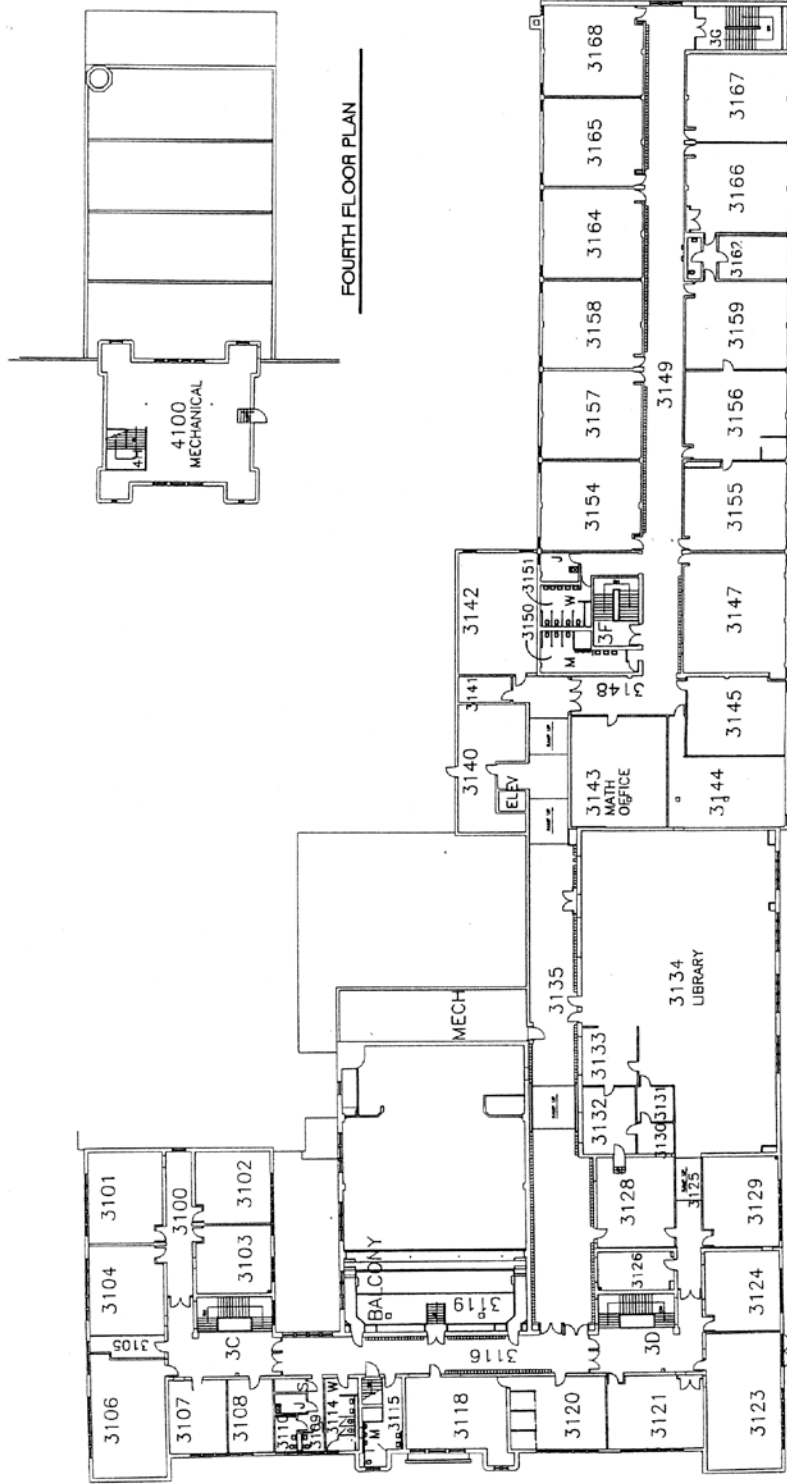
Last Official School Day if snow days used

1.2 MAP OF UHS





LIBANI HIGH SCHOOL - SECOND FLOOR PLAN
 DRAWN BY: [unreadable] DATE: [unreadable]



FOURTH FLOOR PLAN

URBANA HIGH SCHOOL - THIRD FLOOR PLAN
 SAKSEN MATZDORFF AND ASSOC ARCHITECTS PC / IMA #0370 / 11 MARCH 1991

1.3 SCHEDULES FOR THE SCHOOL DAY AND HOME EVENTS

2013-2014 Daily Schedules

PLEASE NOTE: The building opens at 7:30am each day.

Monday/Tuesday/Thursday/Friday

Period	Time
1	8:00 – 8:50
2	8:54 – 9:44
3	9:48 – 10:38
4	10:42 – 11:36
Study Support or Lunch	10:42 – 11:07 11:11 – 11:36
5	11:40 – 12:34
Study Support or Lunch	11:40 – 12:05 12:09 – 12:34
6	12:38 – 1:28
7	1:32 – 2:22
8	2:26 – 3:16

Wednesday

Period	Time
1	8:00 – 8:41
2	8:45 – 9:26
3	9:30 – 10:11
4	10:15 – 11:09
Study Support or Lunch	10:15 – 10:40 10:44 – 11:09
5	11:13 – 12:07
Study Support or Lunch	11:13 – 11:38 11:42 – 12:07
6	12:11 – 12:56
7	1:00 – 1:41
8	1:45 – 2:26

2013-2014 General Event Schedule

Dances (except Prom)	7:30pm – 10:30pm
Junior/Senior Prom	8:00pm – 12:00am
Varsity Football Games	7:00pm
Sophomore Football Games	9:30am (Saturdays)
Freshman Football Games	4:30pm
Varsity Basketball Games	7:30pm
Sophomore Basketball Games	6:00pm
Freshman Basketball Games	6:00pm
Wrestling	6:00pm
Swimming	4:30pm
Soccer	4:30pm
Baseball	4:30pm
Softball	4:30pm
Tennis	4:00pm
Golf	4:00pm
Volleyball	5:00pm
Cross-Country	9:00am (Saturdays)
Track	4:30pm
Plays/Concerts	7:00pm

1.4 DISMISSAL (EARLY RELEASE – WEDNESDAY/STAFF DEVELOPMENT)

During the course of the school year, students will be released early for the purpose of allowing time for staff development and collaboration. The early release day schedule is as follows:

Each Wednesday dismissal times are:

- 1:41pm if the student does not have an 8th period class
- 2:26pm if the student has an 8th period class

District early release days are 9/20, 10/25, 2/7, 4/17, and 5/2.

Early Release Schedule

Period 6	8:00 - 8:29	(29 min)
Period 1	8:33 - 9:03	(30 min)
Period 2	9:07 - 9:37	(30 min)
Period 3	9:41 - 10:11	(30 min)
Period 4	10:15 - 10:45	(30 min)
Period 5	10:49 - 11:19	(30 min)
Period 7	11:23 - 11:53	(30 min)
Period 8	11:57 - 12:26	(29 min)

If a student has lunch 6th period, he/she does not have to arrive to school until 8:33am. There will be two dismissal times for students due to their schedules:

- 11:53am if the student does not have an 8th period class
- 12:26pm if the student has an 8th period class.

1.5 EXAM SCHEDULES

Semester 1 Exam Schedule

Day 1 – Tuesday, December 17th

Period 1 Exam	8:00 - 9:20	(1hr 20 min)
Period 2 Exam	9:25 - 10:45	(1hr 20 min)
Period 3 Class	10:50 - 11:27	(37 min)
Period 4 Class/Lunch	11:31 - 12:16	(45 min)
Period 5 Class/Lunch	12:20 - 1:05	(45 min)
Period 6 Class/Lunch	1:09 - 1:54	(45 min)
Period 7 Class	1:58 - 2:35	(37 min)
Period 8 Class	2:39 - 3:16	(37 min)

Day 2 – Wednesday, December 18th

Period 4 Exam	8:00 - 9:20	(1hr 20 min)
Period 3 Exam	9:30 - 10:50	(1hr 20 min)
Period 6 Exam	11:00 - 12:20	(1hr 20 min)

Day 3 – Thursday, December 19th

Period 5 Exam	8:00 - 9:20	(1hr 20 min)
Period 7 Exam	9:30 - 10:50	(1hr 20 min)
Period 8 Exam	11:00 - 12:20	(1hr 20 min)

Semester 2 Exam Schedule

(Senior Exams: Friday, May 16th and Monday, May 19th)

Day 1 – Thursday, May 22st

Period 1 Exam	8:00 - 9:20	(1hr 20 min)
Period 2 Exam	9:25 - 10:45	(1hr 20 min)
Period 3 Class	10:50 - 11:27	(37 min)
Period 4 Class/Lunch	11:31 - 12:16	(45 min)
Period 5 Class/Lunch	12:20 - 1:05	(45 min)
Period 6 Class/Lunch	1:09 - 1:54	(45 min)
Period 7 Class	1:58 - 2:35	(37 min)
Period 8 Class	2:39 - 3:16	(37 min)

Day 2 – Friday, May 23nd

Period 4 Exam	8:00 - 9:20	(1hr 20 min)
Period 3 Exam	9:30 - 10:50	(1hr 20 min)
Period 6 Exam	11:00 - 12:20	(1hr 20 min)

Day 3 – Tuesday, May 23rd

Period 5 Exam	8:00 - 9:20	(1hr 20 min)
Period 7 Exam	9:30 - 10:50	(1hr 20 min)
Period 8 Exam	11:00 - 12:20	(1hr 20 min)

1.6 CENTRAL OFFICE AND HIGH SCHOOL STAFF

Administration

Central Office

Dr. Don Owen, Superintendent	384-3636
Ms. Jennifer Ivory Tatum, Assistant Superintendent for Curriculum/Instruction	384-3651
Mr. Todd Taylor, Assistant Superintendent for Special Education	384-3655
Ms. Gayle Jeffries, Assistant Superintendent for Human Resources	384-3641
Ms. Carol Baker, Director of Business	384-3642
Mr. Ota Dossett, Director of Facilities	384-3662
Dr. David Adcock, Director of Adult Education	384-3530

Urbana High School

Mr. Matthew Stark, Principal	384-3524
Mr. Michael Gourley, Associate Principal for Curriculum and Instruction	384-3505
Mr. Travis Courson, Assistant Principal for Discipline and Attendance	384-3520
Mr. Gregory Hall, Assistant Principal/Coordinator of Athletics	384-3533

UHS Faculty by Department

ASSIST (Advancing Special Students through Intense Services and Teaching)

Ms. Victoria Gordon, Teacher (Wesley Foundation)
Ms. Vania Hannah
Ms. Fran Keith

Career and Technical Education Programs

Ms. Cynthia Jameson
Ms. Patrick Kearney
Mr. Brian McAndrew
Ms. Tammy Newton
Ms. Amanda Perez
Ms. Kristine Sherrick, Business/Executive Internship Program (Department Chair)
Mr. Kyle Thomas, (Sophomore Class Sponsor)
Dr. Joan White (FFA Club Sponsor)

English

Ms. Tami Bajema
Mr. Tim Broeker (Co- Department Chair, Jr. Class Sponsor)
Ms. Felicia DeFries (Jr. Class Sponsor, National Honor Society)
Ms. Julie Erlinger (Co-Chair)
Ms. Elizabeth Hogan
Ms. Laura Koritz
Ms. Erin Ludwick (SIAA Class Committee Chair, HS Newspaper)
Ms. Rachel Moyer (SIAA Social Justice Committee Chair)
Ms. Gina Torricelli
Mr. Brian Schmitt
Ms. Courtney Thomas (Sophomore Class Sponsor, Yearbook Club Sponsor, HS Yearbook)
Ms. Kim Summers (Freshman Class Sponsor)

Fine Arts

Mr. Torance Douse
Ms. Tamra Gingold
Ms. Susan Gleason (Co-Department Chair)
Mr. Darren Hicks (Co-Department Chair)
Ms. Jill Lagerstam
Mr. Todd Taylor

Foreign Language

Ms. Yvonne Alvarez-Cortes, (HS Student Senate)
Ms. Julie Bequette, (Department Chair)
Dr. Michael Braden, (National Honor Society)
Ms. Jennifer Finch
Ms. Katie Hutchison
Ms. Michelle Linkowski
Mr. Thomas Neal
Ms. Maura Williams

Guidance and Counseling

Mr. Kevin Floress
Mr. Samuel Furrer (Department Chair)
Ms. Jessica Sheridan-Sopa
Mr. Marc Solodky

Instructional Coaches

Mr. Dan Bechtel
Mr. Mike Lehr (SIAA Assessment Committee Chair)
Ms. Melissa Welch

Math

Mr. Dan Bechtel
Mr. Louis Beuschlein
Mr. Kevin Bugusky
Mr. Dave Dutton (Team Leader)
Mr. Mark Harrison
Mr. Kevin Kennedy (Department Chair)
Ms. Caroline Leighton (Team Leader)
Ms. Lynn Manning
Mr. David Reif (Team Leader)
Ms. Christine Rinkenberger
Ms. Glenna Rogers (Math Club Sponsor)
Ms. Aimee Smith (Team Leader)
Mr. Nick Stillwell
Ms. Melissa Welch

Physical Education/ Driver Education/ Health

Mr. Matthew Avery
Mr. Randy Blackman
Ms. Amy Boscolo (Senior Class Sponsor)
Mr. Peter Breit (Department Chair)
Ms. Jessica Bryan
Mr. Tim Murray
Mr. Nathan Watson (Team Leader)
Ms. Jessica Bryan

Science

Mr. Louis Beuschlein
Ms. Alicia Burge
Dr. Richard Geiger (Department Chair)
Ms. Shanda Goodrum
Mr. Ryan Green (SIAA Literacy Committee Co-Chair)
Ms. Gerasimoula Kokkosis
Mr. Dennis Migut
Ms. Allison O'Dwyer
Ms. Elizabeth Ohr
Dr. Joan White

Social Studies

Mr. Jeff Davis
Mr. Mark Foley (Department Chair)
Ms. Erin Harrington
Ms. Laura Koritz
Ms. Patsy Monts (Freshman Class Sponsor)
Mr. Michael Pollock (Senior Class Sponsor)
Mr. Charles Trabaris

Special Education

Ms. Kristina Castillo Simons
Ms. Christine Bedford
Ms. Allison Boettcher-Case
Ms. Laura Cohen
Mr. Jesse Farder
Ms. Beth Hanson
Mr. Nick Henderson (Department Chair)
Mr. Nicholas Henthorn
Mr. Chris Luffman
Ms. Meghan Miller
Ms. Breanna Morton
Ms. Marsha Mwilambwe
Ms. Sharon Pankan
Ms. Aimee Puls
Ms. Lisa Quinn
Mr. Brandon Smith

Support Services

Ms. Ronda Driscoll
Ms. Myriam Duran
Mr. Tim McNaught
Mr. Eric Morrow, Dean
Mr. Matthew Murrey
Mr. James Planey, (SIAA Tech Committee Chair, UHS Additional Duties)
Ms. Stephanie Price-Hammond (Dean)
Ms. Rashida Salaam
Ms. Alicia Trezise
Dr. Melli Velazquez
Mr. Steve Waller, Dean

UHS Non-Certified Staff

Telephone and Intercom No.

Bookkeeper and Secretaries

Ms. Carla Chambers, Secretary to the Attendance Office	384-3522	4060
Ms. Tricia Earp, Secretary to Deans/Sec. to Asst. Principal	384-3520	4059
Ms. Terri Kinsel, Bookkeeper/Treasurer	384-3505	4056
Ms. Clinae Campbell, Secretary to the Principal	384-3524	4030
Ms. Jennifer Malik, Secretary to the Asst. Principal/Athletic Director	384-3505	4038
Ms. Lori Peete, Registrar	384-3511	4063
Ms. Kathy Hayes, Guidance Secretary/Sec. to the Assoc. Principal	384-3511	4077

Custodian/Maintenance

Mr. Al Buenting, Supervisor of Building Operations
Mr. Jamel Davis, Day Maintenance/Extracurricular Caretaker
Ms. Vickie Lewis, Day Maintenance/Extracurricular Caretaker

Student Relations Supervisors (SRS)

Ms. Ebonni Akins
Mr. Roger Beachey
Mr. Terrence Gray
Ms. Karen Hite
Mr. Scott Lopeman
Mr. Jerry Moreland
Ms. Linda Murphy
Ms. Shayla Patterson
Ms. April Thomas
Ms. Bertha Kent

Teaching Assistants

Ms. Michelle Arnold
Ms. Connie Busick
Ms. Heather Carver
Ms. Melynda Denham
Ms. Kimberly Doehring
Ms. Shirley Fisher
Ms. Sharon Gustafson
Ms. Janet Kulczycki
Mr. Sam McGlathery
Ms. Elizabeth McSherry
Ms. Frankie Perkins
Ms. Carol McTaggart
Ms. Christine Pomatto
Ms. Jamie Perry
Ms. Janet Slater
Ms. Elizabeth Spannagel
Mr. Clarence Taylor
Ms. Becky Weber

SECTION

2

ENROLLMENT INFORMATION

2.1 NEW STUDENT ENROLLMENT

Parents/Guardians needing to enroll a student in Urbana High School need to bring the following information with them to the High School:

- If not the natural parents, proof of legal guardianship or custodial documents from the court
- Proof of residence ~ this could be a lease or mortgage in the parent/guardian's name or a power bill or water bill in the parent/guardian's name
- Photo ID ~ this could be a valid driver's license or a state ID
- The child's birth certificate
- 9th grade physical
- Immunization records
- The child's withdrawal forms from the previous school attended (If you do not have this, we will ask you to sign a release so that the Registrar can request this information).

If the child is transferring from another school in the state of Illinois, we need the "Left in Good Standing" form before we will enroll the child.

Please call first and make an appointment to see either the Assistant Principal or the Registrar before coming to the High School. The number is 384-3505. Please inform the secretary answering the phone that you would like to enroll a new student and he/she will connect you to the proper person.

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.

2.2 INSURANCE

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.

2.3 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
- Rubeola (red measles)
- Rubella (German or three-day measles)

The Department of Public Health and the Illinois State Board of Education also requires that the following vaccine and examinations be done and placed on the forms that have been approved for statewide use:

- Mumps vaccine
- Dental examination

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

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.

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.

2.4 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:
 - Proof that support is not being furnished by parents or guardians; and
 - 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.

2.5 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. The student I.D. is mandatory for attendance to all school dances. 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.

2.6 PHONE AVAILABILITY TO STUDENTS

There is a phone available to students in the Attendance Center to contact a 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. Students must have a pass to use these phones at all times except during their lunch hour (11th and 12th grade students only).

2.7 TEXTBOOK RENTAL POLICY

At the beginning of the school year each student is given a textbook for each course in which he/she is enrolled. It is the responsibility of the student to return that same text at the conclusion of the course. Any lost texts or texts damaged will be the responsibility of the student. Fines due to loss or damage must be paid before grade cards will be issued.

2.8 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 (see Section 3.10 for policies concerning searching of school property). To avoid potential thefts, students should do the following:

- Be certain locker is locked after each use by spinning the combination dial.
- Do not share your locker or locker combination with other students.

2.9 STUDENT PARKING

There is limited parking available to students. Parking passes may be purchased if students wish to park in the student lot located just west of the faculty lot. Student cars not displaying proper identification, parked on school grounds (including Urbana Middle School and the Urbana Aquatic Center) during the school day, may be towed without warning at owner's expense.

2.10 STUDENT FORMS

Students and at times their parent/guardian will be asked to sign-off on several forms in order to access various privileges at UHS.

- The blue Internet and Electronic Mail Permission Form (must also be signed by their parent/guardian). Only students with permission can access the internet using school computers. This form is kept in the Guidance Office.
- The Student/Parent Guidebook
- The Extra-Curricular Code (must also be signed by their parent/guardian)

2.11 MILITARY RECRUITMENT

If a parent does not wish for their child's name to be released to branches of the military, they will need to send a letter to the administration requesting for their child's information not to be made available for military recruitment purposes. Although the letter is addressed to the administration, it should be given or mailed to the secretary who is located in the Main Office. See the following page for a sample of the letter.

**MILITARY RECRUITMENT IN SCHOOLS UNDER
THE NO CHILD LEFT BEHIND ACT**

You may be aware that under a newly enacted provision of the No Child Left Behind Act (NCLB), Public Law 107-110 section 9528, high schools across the nation are required to provide the Defense Department a directory with the name, address, and telephone number of all juniors or seniors or risk losing federal funding. Parents who would like to decline to have their child's privileged information released to military recruiters should submit a letter to the school's administration.

Here are some sample letters for parents and students:

PARENT LETTER

Dear Administrator of _____ High School:

I, _____, am writing in behalf of my child _____ to request that you do not make my child's name, address, or telephone listing available for military recruitment purposes as provided for under Paragraph 2, Subsection (a) of Section 9528 of Public Law 107-110.

Sincerely,
(print name, sign, and date)

STUDENT LETTER

Dear Administrator of _____ High School:

I, _____, am writing to request that you do not make my name, address, or telephone listing available for military recruitment purposes as provided for under Paragraph 2, Subsection (a) of Section 9528 of Public Law 107-110.

Sincerely,
(print name, sign, and date)

SECTION

3

IMPORTANT PROCEDURES

URBANA HIGH SCHOOL DEANS

Grades 9-12

Mr. Steve Waller

Ms. Stephanie Price-Hammond

Mr. Eric Morrow

A - G

H - M

N - Z

3.1 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 the instructions below are followed, and the absence is deemed excused by the Dean, upon returning from being gone the student should report directly to his/her class. This is to ensure that the student does not end up losing valuable class time waiting in line in the Attendance Center.

A. The student's parent/guardian must telephone the Attendance Center at **384-3522** or **328-5171** on each day of the absence (unless previous arrangements have been made) between 7:30am and 3:30pm stating the reason for the absence. Notes are NOT acceptable. In case of multiple absences, this must be done each day.

or

B. The student's parent/guardian may call **384-3522** when the office is not open and leave a message to excuse the student's absence.

On the morning of an absence, if the parent has not called the school by 9:00am to excuse the student, an automated service will call the student's home and report that the student is not in attendance. This will also serve as a reminder for the parent/guardian to call the student in. At the end of the school day, if the absence has not been cleared up, the automated service will again call the student's home and report each period that the student was absent.

C. Students residing with a parent or guardian may not call themselves in as absent even if the student is age 18 or older – in such cases the parent/guardian is still required to call in the student's absence. Only students who are legally emancipated and students who are age 18 or older **and** do not live with a parent or guardian may call themselves in as absent.

If the instructions above are NOT followed:

A. The student must report to class and will be called down to the Attendance Office.

B. The student's parent or guardian must resolve the absence (if still unresolved) **by 8:00am** on the day of the student's return to school, or the absence will be classified as UNEXCUSED.

2. Leaving During School Hours

A. Checking-Out

Students may not leave the campus during the school day without checking out in the Attendance Center (room M155). If a student does not officially check out, the absence will be classified as UNEXCUSED.

1. Before a scheduled appointment the student's parent/guardian should call the Attendance Center at 384-3522 and give the following information:

- a. Name of Student
- b. Time of appointment and time to be released
- c. Approximate time of return
- d. Type of appointment

2. On the day of the scheduled appointment, the student should:
 - a. Receive a check-out slip in class from the office
 - b. Show check-out slip to the teacher when it is time to leave
 - c. Report to the Attendance Center again to officially sign out
3. Before leaving school if the student is feeling ill, the student should:
 - a. Ask the teacher for a pass to the Attendance Center
 - b. Call home to receive parental consent to go home
 - c. Follow regular check-out procedures
4. If a student has open campus lunch, he/she may leave school without checking out, provided that the student's parent/guardian calls the Attendance Center the same day.

B. Transportation

If a student must be excused for an appointment, it is expected that the student will return to school after the appointment. Parents/Guardians must provide transportation to the appointment. No student will be released to provide transportation for another student.

C. Checking-In

Upon return to school, the student must sign in at the Attendance Center with a written statement verifying the appointment.

Failure to follow the above procedure may result in an UNEXCUSED absence!

3. Excused Absences

A. Acceptable reasons for excused absences:

1. Illness of the student/family
2. Death of an immediate family member
3. Unavoidable accident or emergency
4. Anticipated absence with prior dean approval - Forms can be picked up from the Dean's Secretary (room 2117) and must be completed and returned *five (5) calendar days* prior to the absence.

Types of anticipated absences:

- a. College visits
- b. Family vacation qualified by the phrase: "Accompanied by the student's parent or guardian."
- c. Special religious days or events
- d. Other circumstances as determined by the Assistant Principal over discipline and attendance

Written documentation of the absence (i.e. doctor's note) should be provided for all excused absences to ensure that the student will not be penalized under the Excessive Excused Absence Policy listed below.

B. Excessive Excused Absence Policy

Once a student has reached eight (8) excused absences that have not been verified through written documentation, he/she will be excluded from attending extra-curricular activities/events for the remainder of the current semester.

If written documentation is provided with the following absences, they will not be counted towards the eight (8) days under the excessive excused absence policy:

1. Medical appointments/hospital stays
2. Court appointments
3. Religious leaves
4. Serious/critical illness of student/family member
5. Sabbaticals/extended excused absences (i.e. family-related with guardian) with prior administrative approval

C. Make-Up Work

Students will be allowed to make up work, within the same number of days they were absent, for all absences that are considered excused.

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.

D. Homework Requests

In order to ensure that our students are successful upon returning to school following an absence, we will give students access to the work they are missing during absences. When a parent reports an absence and requests homework, the homework will be available in the Dean's Office (room 2117) after 4:00pm.

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.

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 Suspensions

Students who have been officially suspended may receive credit for make-up work during the period of the suspension by satisfying the following conditions:

1. Receiving no discipline referrals or further suspensions for thirty (30) calendar days following the return to school from the suspension.
2. Obtaining a statement from the Dean approving make-up credit.

C. 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 discipline referrals or further suspensions during this period of time. The student must also obtain a statement from the Dean approving make-up credit.

3.2 CONSEQUENCES FOR UNEXCUSED ABSENCE

Students will be required to make up time missed from class due to an unexcused absence. The student may be assigned detentions, Saturday School, Dean's Restrictive Assignment, the loss of open lunch privileges, and extra-curricular activities, depending on the number of unexcused absences the student has accrued. Failure to comply with these consequences may result in student suspension.

Repeated unexcused absences could result in a parent/dean conference, and referral to the Regional Office of Education for truancy.

3.3 TARDINESS

Students are expected to be on time to class with required materials. Being prepared and on time contributes to a positive learning environment. Passes will not be issued during the first ten (10) minutes of class.

Please plan your locker stops, restroom breaks, and routes to accommodate passing time.

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. Any student in the halls after the tardy bell rings without a legitimate pass **will be issued an automatic 30-minute detention slip**. This slip is your entrance into your classroom. A copy of this slip will be turned in to the Dean's Office and your name will be placed on the detention list. **You must serve this detention within three days of its issuance.** Failure to serve detentions will result in further consequences.

3.4 VISITING UHS

1. **Parents**

We encourage parents to visit school any time they wish. The only request we make is that all visitors sign in at the Iowa door and then register in the Principal's Office, room 2128, and obtain a visitor's badge before proceeding within the building. If you would like to observe a class, please contact the teacher(s) ahead of time if possible.

2. **Students**

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

3. **Middle School Students**

In an effort to ensure building safety, middle school students are considered visitors to the high school and should be accompanied by a parent. Any exceptions to this practice will require the approval of the building principal.

3.5 ENTERING THE BUILDING

During the 2013-2014 school year the main doors, Iowa, Race and multipurpose area doors, will be open from 7:30am until 8:00am. After the 8:00am bell all doors, except the main doors leading to the Attendance Center, will be locked. During the open lunch period, students may enter through the band area doors.

Students may only enter through doors leading to the Attendance Center after 8:00am. Students will not be allowed to enter through the Iowa or Race Street doors. Upon entering the building, students must go to the Attendance Center to check in. If a student's late arrival to school is unexcused, the student will be issued a 30-minute detention, which is to be served within three days of its issuance. The student will then be given a detention slip as a pass to class. [This consequence is for tardiness to class. Other consequences may be issued if the student has missed an entire class period. See section 3.2].

Upon leaving the Attendance Center, the student must show the detention slip to the hall supervisor on duty in order to go to class. **Students will not be allowed to enter any classroom late without an excused pass or a detention slip.**

3.6 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 all persons can see it. The sign reads as follows:

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

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.

3.7 EMERGENCY PROCEDURES AND EXTRACTION ROOMS

1. Fire Alarms

- A. The fire alarm signal is a continuous buzzing of the fire alarm.
- B. Anytime 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 also be taken at school.

2. Extraction Rooms

In case of fire, students unable to use the steps will go to one of the following classrooms: 2174, 2224, 3121, and 3165

3. 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 by all classroom teachers.

C. Setting off a false disaster alarm is a violation of state law, and violators will be referred to the Urbana Police Department. Disciplinary action will also be taken at school.

4. **Code Red**

Students must be inside a locked classroom or office away from doors and windows and are to wait for further instructions from the classroom teacher.

5. **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.

3.8 GENERAL EMERGENCY CARE

It is the parent/guardian's responsibility to do the following:

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

3.9 ADVERTISEMENTS AND PUBLICATIONS

All advertisements and publications need prior approval by an administrator or dean before posting. These materials include posters, campaign signs, spirit signs, and any extra-curricular signs.

These materials may not be taped to any painted surfaces and must be removed immediately by the sponsoring group after the event has taken place.

3.10 SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property as well as Personal Effects Belonging to Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects of 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. This paragraph applies to student vehicles parked on school property.

The Superintendent or designee 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.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, cell phones, Blackberrys, iPods, iPads, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. Immediately following a search, if the search produces evidence that the student has violated or is violating either the law or the District'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.

3.11 VIDEO CAMERA SURVEILLANCE

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Use of Video Camera Surveillance on School Property

Video cameras may be used in schools and on school property as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of video recordings may constitute student records which would be subject to District policy and procedure governing student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

SECTION

4

ACADEMIC INFORMATION

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc.

4.1 INTERNET ACCESS TO GRADES

Parents and/or guardians have real-time internet access to their student's progress report, teacher grade books, semester, and final exam grades. Parents/guardians should refer to the access code and directions provided to them during registration for access to this information. Please go to <http://family.usd116.org> to view the records available for your student. If you were unable to pick up your access code and directions at registration, please contact the UHS office.

Students will also have real-time internet access to their progress report, teacher grade books, semester, and final exam grades. Students should receive an access code or they can see the technology integration specialist (Carol Godoy) to get their code. Information on using this resource can be found on the UHS web site: <http://www.usd116.org/uhs>.

4.2 GRADUATION REQUIREMENTS

Forty-five (45) total credits are necessary to earn a diploma. All courses passed at the semester, including P.E., earn one credit.

Graduation Requirements

<i>Curriculum</i>	<i>Required Semesters</i>
Academic Learning Support	0-6
Composition 9	2
World Studies – Social Science	2
World Studies – English	2
American Studies – Social Science	2
American Studies – English	2
Senior English	2
Consumer Education	1
Mathematics	6
Science	4 (2 Physical Science/2 Life Science)
Health	1
Art/Music/Foreign Language or Vocational Education	2
Physical Education	7
American Government	1

Early Graduation

Early graduation will reduce the number of required Physical Education semesters by one for each semester of early graduation. However, total graduation requirements will remain the same.

4.3 WEIGHTED COURSES

Urbana High School adopted a two-level weighted grade system, which began during the 1986-87 school year. Weighting is done by adding one (1) honor point to the grade a student earns in courses designed as being

weighted. However, no weight is added if a student earns a D or failing grade (F or WF) in the course. Weighted courses cannot be taken pass/fail.

4.4 PASS/FAIL

A student may elect to take one course pass/fail per semester. If a student earns an A, B, or C in the course, a P will appear on his or her transcript, and he or she will earn credit. In this case, the course will not be counted toward GPA or class rank. If the student earns a D in the course, a D will appear on the transcript, and he or she will receive high school credit, but the class will count toward GPA and class rank. An F will not count toward credit, but will count in GPA and class rank calculations. Teachers will not be informed when students are taking a course pass/fail. Arrangements for pass/fail grades need to be made with a counselor by the 10th day of the semester.

There will be no pass/fail option in:

- Any courses in English, Math, Science, Social Studies, and Foreign Language
- P.E., Health, and Tiger Marching Band classes
- Any courses used to meet the consumer education requirement
- Weighted courses

4.5 INDEPENDENT STUDY

Independent study courses that will advance the student's knowledge in an area not offered in the current curriculum are available to students who are in good academic standing. Students may be asked to pay for additional materials not currently available at Urbana High School such as alternative textbooks and lab supplies. The supervising teacher must be certified in the area of focus and the course will include a semester exam. It is the student's responsibility to find a supervising teacher. Independent study requests are available in the Counseling Office and must be submitted by the end of the first week of each semester. Final approval of the independent study rests with the Principal. This class will receive (1) credit per semester and may be taken within or outside the school day.

4.6 STUDENT DIRECTED LEARNING (SDL)

The opportunity to participate in an SDL is afforded to sophomores, juniors, or seniors who are seeking enrichment or advanced learning in a specific area, or who can contribute to the education of other students. One form of SDL may involve the students tutoring, teaching, or assisting other students. The class will receive .5 credit and is an automatic pass/fail. This course does not count as the student's one pass/fail course. SDL applications are available in the Counseling Office.

4.7 COLLEGE/UNIVERSITY CREDIT

Credit accepted from a college/university to be applied to the requirements for graduation from Urbana High School shall be limited to a maximum of three credits. A three-semester hour college course will count as one UHS credit. College courses fewer than three semester hours will equal one-half UHS credit.

4.8 GRADE LEVEL DETERMINATION

A student is classified as a freshman, sophomore, junior, or senior using the following requirements:

- Freshmen (9th graders) have fewer than 10 credits.
- Sophomores (10th graders) have 10-20 credits and have attended high school for at least two (2) semesters.
- Juniors (11th graders) have 21-30 credits and have attended high school for at least four (4) semesters by August; or have 21-30 credits and have attended high school for at least five (5) semesters by January.
- Seniors (12th graders) have 31 or more credits and have attended high school for at least six (6) semesters by August; or have 31 or more credits and have attended high school for at least seven (7) semesters by January and have taken the PSAE. Please note: Students who do not take the PSAE as a junior during the State required administration in April will not be classified as seniors the following year regardless of the credits they earn or the number of semesters they have attended school.

PLEASE NOTE: The classification of students who have participated in home schooling or other alternative educational placements will be determined by the administration on an individual basis.

4.9 CREDIT RECOVERY

In an effort to ensure that all of our students have the opportunity to graduate with their respective classes, Urbana High School will conduct after school sessions throughout the school year that will allow students who are behind to recover lost credits. This program is free and designed for any Urbana High School student who has been reclassified or has failed a course in the first semester. Students interested in this program should contact their Counselor.

4.10 PLACEMENT IN COURSES

While parents are strongly encouraged to follow placement recommendations based on a number of measures and criteria, the placement of students in courses is ultimately the decision of the parent/guardian.

4.11 MINORITY ENRICHMENT PROGRAM

The Minority Enrichment Program supports minority students enrolled in weighted courses by providing them with additional services as they continue to achieve academic success. Services include in-school academic mentoring, an after school study center with University of Illinois student volunteer tutors, and enrichment activities such as content-based monitoring, leadership development, career seminars, and presentations from young professional speakers.

4.12 HOME AND NON-PUBLIC SCHOOL CREDITS

Guidelines for receiving credits for home and non-public schooling will be determined by the Principal.

4.13 FINAL EXAMINATIONS

Students may not take semester exams early unless there are extenuating circumstances. Teachers who have students requesting to take the final exam early must get approval from the Assistant Principal. If students miss an exam, they may take the exam on the semester exam make-up day or at some other administratively approved, pre-arranged time after the final exams are given.

Students are required to take exams during the regularly scheduled time. If unable to do so because of illness, the student must obtain a doctor's statement certifying his/her inability to take the exam.

Students who leave before the end of the semester will have his/her semester grade calculated by one of the following methods:

1. Receive an "Incomplete" and take a make-up final exam any time before the first grading period of the following school year. Arrangements are to be made between the student and teacher.
2. Take an "F" for the final exam. This will be used in computing the semester grade.
3. Have the semester grade computed on the basis of performance during the quarterly grading periods.

It is the responsibility of the student to discuss how the grade will be calculated with his/her teachers and to make arrangements for each course. The same option will not necessarily apply to all courses. Students are to secure an "Anticipated Leave Request" form from the Attendance Office, room M155, if they plan to leave early.

In the case of a graduating senior, the election of option "1" above will mean that the diploma and graduation will be held-up until the course work is satisfactorily completed.

4.14 INSTRUCTIONAL MATERIALS SELECTION

It is the responsibility of parents to inform the Principal or Assistant Principal if they would prefer their children not use or observe instructional materials that have content that might be offensive to them. The teachers are professional and conscientious, but we recognize that families have a right to determine the appropriateness of materials shown to their children. It is the responsibility of students or their parents to inform classroom teachers when they need to use an alternative set of materials for personal reasons. This complies with Board of Education Policy 6:40, Curriculum Development.

A comprehensive list of core materials and major works that may be used for instruction can be found at each building and on the district website: <http://www.usd116.org.org> under Curriculum link. This list is reviewed by the Board of Education on an annual basis. This complies with Board of Education Policy 6:210, Instructional Materials.

SECTION

5

SERVICES FOR STUDENTS

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc.

5.1 COUNSELING

Some of the services provided by the Guidance Department are the following: counseling with each student one or more times a semester; helping the student plan and register in the courses desired and needed; and assisting with personal problems, school adjustments, educational and vocational plans. Tests are administered and the results are explained to each student. Cumulative records are kept for each student and include grades, test scores, health records, activities, recommendations, etc.

The counselors handle college counseling, including the distribution of ACT and SAT registration blanks. Scholarship information is also available.

For an appointment with the Counselor, students may sign up on the bulletin board in room 2116. The Counselor will send for the student as soon as possible. Students are assigned to the following counselor by the first letter of their last name:

<u>Counselor</u>	<u>Grades 9-11</u>	<u>Grade 12</u>
Mr. Marc Solodky	A-E	A-E
Mr. Sam Furrer	F-J	F-L
Ms. Jessica Sheidan-Sopa	K-Q	M-R
Mr. Kevin Floress	R-Z	S-Z

5.2 WEDNESDAY SUPPORT GROUPS

At times individual students may be required to attend support groups on Wednesdays from 2:30-3:16pm. Parents will be notified in advance in order to make the appropriate arrangements for students to stay after school on Wednesdays.

5.3 STUDENT RECORDS

In order to comply with revised state and federal legislation, and to better meet the needs of students, the Urbana School Board has adopted the following policies regarding student records:

1. All records maintained by the schools and any agency within the schools for individual students are to be open for inspection by parent or guardian.
2. To review student records, parents are to contact the Principal or counselor in the high school to set up an appointment for this purpose.
3. Students in grade nine or of age fourteen and above may review their personal records upon request.
4. If a parent or student feels that a record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, this concern should be indicated in writing to the Principal. If the school agrees with the parent and/or student concerned, the record will be corrected, deleted, or changed to meet the request. If the school does not concur with the request for change, the written challenge to the records will be placed with the record being

challenged along with a statement by the school indicating why the requested change is not being made. A further request for Board review would be the parents' prerogative.

5. If the written addendum is not satisfactory, parents and/or students may request a formal hearing to challenge the records of the student to further ensure that the information is not inaccurate, misleading, or inappropriate and to provide for correction, deletion, or explanation of such information.

5.4 TECHNOLOGY USE

Students must read and sign the district's Acceptable Use Policy before using any UHS computer. (This policy is received at registration and is filed at the school office.)

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing games, IRC (chats), MUDs, MOOs, MUVES or other similar sites without permission from a teacher

Violations may result in a loss of access as well as other disciplinary or legal actions.

Computer Lab – Additional Rules

- It is expected that students will be respectful and not disruptive to those around them.
- Students may not eat or drink in the labs.
- All students coming to the labs between 8:00am and 3:16pm must have a pass signed by a teacher or the Lab Coordinator.
- Lab availability is determined by the Lab Coordinator.
- Media devices can be used with the permission of the Lab Coordinator for school assignments only.

5.5 INFORMATION AND TECHNOLOGY SERVICES (LIBRARY)

The library is open to students for reading, study, research, etc. from 7:45am to 3:15pm, Monday through Friday. Students must have a pass or be with a teacher to use the library during class hours. Special passes are available for lunchtime and 8th hour. Students may borrow most materials from the library and will be informed of borrowing periods and overdue fines at checkout. Students must pay any fines or fees for lost items. Students are expected to use the library in a way that does not disturb other library users, and are expected to follow computer lab rules when using library computers. The library is staffed by a certified teacher-librarian who can answer student questions about library usage and rules.

5.6 TUTORS

Every attempt will be made to have tutors available to help students when requested. These tutors come from a wide variety of sources including, but not limited to: UIUC, mentors, community volunteers, Urban League, teachers, and members of the UHS National Honor Society.

5.7 MINORITY ENRICHMENT PROGRAM COORDINATOR

The Minority Enrichment Program Coordinator (MEPC) is responsible for:

- Securing a list of minority students enrolled in weighted classes
- Meeting with any of these students whose grades fall below a B
- Providing tutorial assistance to all students on the caseload on a weekly basis

5.8 SOCIAL WORKER

Much of the activity of the school Social Worker is directed toward two major areas of need. One involves helping students who are having difficulty using their present school experiences to their utmost; the other involves helping the school and the community recognize and provide for the special needs of students.

5.9 HOMEBOUND

A student who is absent from school for an extended period of time may be eligible for instruction in the student's home or hospital. Students should contact the Assistant Principal who will provide the necessary forms to be completed by a doctor and returned.

5.10 PSYCHOLOGICAL SERVICES

Psychological services are provided at all of the District schools as part of comprehensive educational programming. School psychologists help improve the school system through working with children, teachers, parents, and school administrators in a variety of ways.

5.11 OUTREACH COORDINATOR

The duties of the school Outreach Coordinator are directed toward monitoring and assisting freshmen and sophomore students who are having attendance difficulties. The Outreach Coordinator will make home visits and provide assistance to these students.

5.12 HEALTH SERVICES

Student health services are available through the school-based Health Center. These services include dental, mental health, and physical exams. Contact **(217)239-4220** for more information.

5.13 MEDICATION NURSE

The secondary medication nurse acts as a liaison between physicians, parents, students, and the school. The nurse is here between 11am to 1pm each day in room 2145.

5.14 VISITS BY COLLEGE/MILITARY REPRESENTATIVES

Throughout the school year, college and military representatives are present on the UHS campus. Any student can sign up with a counselor to speak with these representatives. The student must also get permission from his/her classroom teacher if the representative is here during class time.

5.15 BUS SERVICE

Bus service is provided for students that meet the requirements to and from school. There will be bus service for students after 7th and 8th periods. Students that do not have an 8th period class should ride the bus leaving after 7th period.

5.16 LOST AND FOUND

See the Dean's Secretary in room 2117 if you have lost articles of clothing or personal property.

SECTION

6

GENERAL STUDENT INFORMATION

ON URBANA

On Urbana, On Urbana, Fight right through that line.
Run the ball clear round (*insert team name*) now.
Touchdown sure this time. Rah Rah Rah!

On Urbana, On Urbana, Fight on for your fame.
Fight Tigers, fight, fight, fight to win this game.

U-U-URB-A-A-ANA
URB-ANA
Urbana Tigers, yeah!

6.1 FINES

Students must be in good financial standing to participate in athletics, extra-curricular events, organizations, or activities. This includes but is not limited to athletics, special field trips such as the senior trip, Prom, dances, graduation ceremony, and clubs.

6.2 DANCE

Students who wish to bring a guest are required to obtain approval from their Dean 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.**

Juniors and Seniors who invite 9th and 10th grade Urbana High School students to the Junior/Senior Prom must follow the dance guest guidelines.

6.3 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 readmitted without administrative permission.

6.4 DRAMATICS

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

6.5 EXTRA-CURRICULAR ACTIVITIES

Multicultural Organization:	African American Club/Asian American Club
Art Club	
Drama Club	
FFA	
Foreign Language Honor Societies:	French National Honor Society*/German National Honor Society/Spanish National Honor Society
Literary Magazine (The Loophole)	
Math Club	
National Honor Society*	
Newspaper (The Echo)	
Student Senate*	
Yearbook (Rosemary)	

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

6.6 INTERSCHOLASTIC ACTIVITIES

Interscholastic athletics at Urbana High School are an integral part of the total school program. Our athletic teams have a statewide 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.

Our athletic activities are seasonal. A student may participate in more than one sport in a given season pending coach approval. Students who participate in interscholastic athletics must have:

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

6.7 SCHOOL NEWSPAPER

Urbana High School publishes a newspaper called *The Echo*. Any student interested in participating as a writer, photographer, editor, etc. should contact the staff coordinator.

6.8 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 coordinator.

6.9 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 and many other school community activities. The Student Senate Office is located in room 1208.

SECTION

7

STUDENT CONDUCT CODE

7.1 STUDENT RIGHTS AND RESPONSIBILITIES

To help the school achieve its mission we have a belief in the rights of the individual that require the school adhere to the following:

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 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.
7. Every member of the school community, including students, parents, and school staff, has the right and responsibility:
 - a. To be respected as individuals and to treat others fairly and without prejudice.
 - b. To be civil and to show respect in all dealings with peers and adults in the school.
 - c. To learn without disturbance or distraction and to contribute to a positive and safe school environment.
 - d. To participate in his/her own learning and to take education seriously.

7.2 PURPOSE OF A DISCIPLINARY 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 enhance the achievement of the school's mission and 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.

7.3 STUDENT EXPECTATIONS

For many years Urbana High School has been building a tradition of excellence. As a student of Urbana High School, you are asked to help contribute to that tradition. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, you both increase your opportunities for success and help make Urbana High School an excellent school:

- Accept responsibility for your education, decisions, words, and actions.
- Act in a way that best represents your school, parents/guardians, community, and self to promote a safe, healthy environment in which to learn.
- Be active in the school and community.
- Maintain a balance between academics, co-curricular activities, and community projects.
- Support your fellow students and their activities.
- Respect cultural diversity, individuality, and the choices and the rights of others.
- Strive to do your best in all things.

1. Hallway Expectations

- Stay within your own personal space – keep hands, feet, and all other objects to yourself.
- Avoid entering the personal space of others.
- Walk in a reasonable manner and at a reasonable pace.
- Get to your destination in a prompt, safe, and orderly manner.
- Kindly greet others who greet you.
- Respond quickly and respectfully to staff requests/directives.
- Speak in a calm and relatively quiet voice in the hallways.
- Use appropriate language.
- Respectfully produce your ID and/or pass on request.
- Place all garbage in appropriate containers.

2. Classroom Expectations

- Be on time.
- Bring essential materials to class.
- Speak in appropriate voice and use appropriate language.
- Stay within your own personal space – keep hands, feet, and all other objects to yourself.
- Avoid entering the personal space of others.
- Follow directions.
- Listen attentively.
- Stay on assigned task or tasks.
- Complete assigned tasks without interfering in others' learning or ability to work.
- Treat others' property with respect.
- Follow classroom rules.

- Place all garbage in appropriate containers.

3. Commons/Cafeteria Expectations

- Enter and exit in a calm and orderly manner through the designated doors.
- Wait your turn in line.
- Use proper table manners.
- Clean up after yourself and leave tables and floors clean.
- Use appropriate voice and language.
- Stay within your own personal space – keep hands, feet, and all other objects to yourself.
- Avoid entering the personal space of others.

4. Restroom Expectations

- Respect the privacy of others.
- Flush toilets.
- Clean up after yourself – keep the bathrooms clean and functioning.
- Throw trash in appropriate container.
- Wash hands before exiting.

5. All School Events Expectations

- Enter and exit in an orderly fashion.
- Be attentive.
- Listen with an open mind.
- Applaud appropriately.
- Adhere to student expectations and school rules.

7.4 DISCIPLINE AND BEHAVIOR SUBJECT TO SCHOOL POLICIES

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 and administration 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

The following are examples of unacceptable behaviors that may occur and would be subject to disciplinary action:

1. **BULLYING:** Urbana School District board policy prohibits bullying, intimidation, and/or harassment of students on the basis of actual or perceived race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental disability, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassment, intimidating conduct, or bullying that interferes with a student's educational performance, or creates a hostile educational environment.

Bullying, intimidation, and harassment are prohibited:

- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or
- During any school-sponsored education program or activity; or
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying Defined

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to:

- Place the student or students in reasonable fear of harm to the student's or students' person or property;
- Cause a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfere with the student's or students' academic performance; and/or
- Substantially interfere with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying include, but are not limited to: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the second paragraph of this policy, or retaliation for asserting or alleging an act of bullying.

UHS Bullying Policy Statement

Bullying, Intimidation, and Harassment Prevention Policy

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

a. Harassment of Students Prohibited. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

b. Student Discipline. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

c. Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

2. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

3. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
 4. Includes character education in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
 5. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
 6. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
 7. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
 8. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
 9. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
 10. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
 11. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.
2. **CELL PHONES:** Students may not have their phones visible nor are they permitted to have cell phones on, or use cell phones during the school day (The school day is defined as 8:00-3:16 Monday/Tuesday/Thursday/Friday, and 8:00-2:26 on Wednesday.). This would include personal calls, text messaging, and/or use as a camera, calculator, or clock. Also, no head devices such as Bluetooths may be used. Students needing to use a phone may do so in the Attendance or Dean's Office. Violation of this policy will result in disciplinary actions. Chronic violation could lead to more serious consequences. The use of a picture cell phone to invade the privacy of anyone or the use of any cell phone to cheat will involve a serious school consequence. The school is not responsible for lost or stolen cell phones.
 3. **UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS:** Unless expressly authorized by the classroom teacher, students may not use cell phones or any other electronic device to record videos or take photographs of themselves, other students, teachers, or other persons within a classroom. Examples include, but are not limited to taking videos or photographs of staff while they are teaching, taking videos or photographs of students as they are participating in class, taking videos or photographs of fights, arguments or any other disciplinary incidents occurring in the classroom. Violation of this policy will result in disciplinary action. Chronic violation could lead to more serious consequences.

4. **PUBLICATION OF UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS:** Unless expressly authorized by the classroom teacher, students may not post on-line, send electronically, or otherwise disseminate unauthorized videos or photographs of themselves, other students, teachers, or other persons taken within a classroom as described in part 3 above. Examples include, but are not limited to taking a video or photograph of a teacher while they are teaching and posting it on Facebook or YouTube or taking a video of an incident between students which occurred in the classroom and sending it electronically to others. Violation of this policy will result in disciplinary action. Chronic violation could lead to more serious consequences.
5. **CHEATING:** Cheating/plagiarism is misrepresenting another person's work or any part of another's work as your own or allowing your work to be used in such a manner. Students are expected to perform their own work.
6. **DAMAGE OF SCHOOL PROPERTY** is defined as the defacing or destruction of any building or fixture; this includes the willful writing, making marks, drawing characters, etc., on walls, furniture, lockers, and texts.
7. **DISRUPTIVE BEHAVIOR** is defined as 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.
8. **DRESS/SYMBOL:** Students at UHS should take pride in their dress and grooming to reflect favorably upon themselves, their parents, their school, and the whole community. In order to do this, they must strive at all times to present a generally neat appearance. School personnel reserve the right to make the determination on acceptable appearance and dress. Deans and/or administrators also reserve the right to instruct students who are dressed inappropriately to change their attire and/or remove accessories that have the potential to be used as weapons. Failure on the part of the student to accommodate the request of school personnel will be viewed as gross disobedience and insubordination.

At no time may students wear clothes that are considered to be too revealing as determined by a dean and/or administrator. Spaghetti straps and tube tops are not allowed. Dresses, skirts, and shorts must extend past the fingertips when the student's arm is hanging at their side. Garter leggings are prohibited. All head coverings, which include hats, do-rags, scarves, and hoodies, as well as sunglasses, are not permitted. All students must wear shoes. Slippers are not to be worn, as well as any pajamas/bedtime apparel. No clothing or jewelry shall contain information which may tend to advertise or promote the use of alcohol, drugs or tobacco. Items of clothing representing commercial items or establishments whose connotation may be of a vulgar, sexual, or racial nature are not acceptable. Clothing items that promote or depict any form of hate or violence are not permitted. The school reserves the right to disallow any type of clothing or accessories that would promote or represent drug and/or alcohol use. Students who choose to dress in a manner not appropriate for school will be instructed to change their clothing before they will be admitted to class.

9. **ELECTRONIC DEVICES:** Devices including, but not limited to, iPods, Walkmans, MP3 players, Discmans, radios, CD players, DVD players, PSPs, and all other video games are not permitted in school or at Saturday School. Students are not permitted to wear headphones during the school day. Violation of this policy will result in disciplinary actions. In addition, the school is not responsible for any lost or stolen items.
10. **ELEVATOR:** Students may not use the elevator without a pass from a dean/administrator.
11. **EXPECTATIONS OF COMPLIANCE:** Students are expected to comply with all reasonable requests from school personnel. These requests may include but are not limited to asking a student

to report to the office, asking a student to follow directions, asking a student to leave a particular area, and asking a student for their name and/or identification. Students are expected to respond to requests made by any school personnel using respectful and positive language. Students are to refrain from defiance and willful disobedience, and are to follow instructions from authority figures in a timely manner.

12. **FALSE REPORTS** is the act of falsely reporting incidents or making false accusations or giving false testimony to school personnel, which would affect the welfare of others.
13. **FIELD TRIPS:** Urbana High School students should always remember that they are representing their school on field trips. We expect all Urbana High School students to act in a responsible manner. All UHS disciplinary regulations and procedures apply during any school-sponsored activity. The Assistant Principal gives final approval for students on all field trips.

The following criteria apply to the Senior Trip:

- Students who graduate in January may not attend field trips after the end of first semester.
 - Students must be passing all classes required for graduation with at least a D at the time of payment.
 - Students must have 96% attendance and no discipline referrals within the 9 week period prior to the date of sale of tickets for the trip and during the time between ticket sales and the actual trip. Excused absences do not count toward the 96%.
 - Students must have no suspensions all year and have senior status (on track to graduate).
14. **FOOD/DRINKS:** All drinks must have covered lids outside the cafeteria. Food/drinks should be consumed in an appropriate manner and wrappers/containers disposed of properly. No food/drinks should be left in any locker over night. Teachers have the discretion to determine the appropriateness of food/drinks in their rooms.
 15. **FORGERY/FAKE PHONE CALL:** Forgery is the act of altering or forging school forms or being in possession of school forms. A fake phone call is the act of misrepresenting identity for the purpose of excusing a student from any part of the school day.
 16. **FRATERNITY/SORORITY:** Being involved with any public school fraternity, sorority, or secret society by: (a.) being a member; (b.) promising to join; (c.) pledging to become a member; (d.) soliciting any other person to join, or be pledged to become a member. Involvement in a fraternity/sorority must be approved by the school administration.
 17. **GAMBLING** is not permitted on school grounds by state law.
 18. **GANG RECRUITMENT/REPRESENTATION:** Any effort to represent, recruit or encourage membership in gangs or gang related activities will not be tolerated on school grounds.
 19. **GROSS MISCONDUCT:** Conduct that is vulgar, obscene, and indecent in nature (i.e. mooning, spitting, disrobing, etc.)
 20. **HARASSMENT:** Any harassment (verbal or written) including comments, bullying/cyber bullying, name calling, hand contact of a sexual nature, and any unwelcome physical contact is not allowed. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to touching, pinching, patting, verbal comments of a sexual nature, or repeated propositions. Also included is 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 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.

21. **INAPPROPRIATE BUS CONDUCT:** All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct including, but not limited to, the following:

- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

22. **INAPPROPRIATE ITEMS:** Items that should not be brought to school: electronics, 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.

23. **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/hazing (i.e. birthdays, freshman, group/gang, etc.).

24. **LOCKERS:**

- a. 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.
- b. Your PE teacher will assign PE lockers. Also your PE teacher will issue a padlock. These lockers should be used only during your PE class. It is recommended that you do not bring your books or backpacks to PE as there is no guarantee that you will have space to securely lock them up for the period.

25. **LUNCH CONDUCT:**

- a. **Cafeteria:** Students are expected to enter and exit the cafeteria in a calm and orderly manner through the designated doors; remain seated except when purchasing or throwing away food; leave tables and floor clean; use proper table manners; clean up after yourselves; use appropriate voice and language; wait your turn in line; keep hands; feet and all other objects to yourselves; and place all trash in appropriate containers. Students are expected to eat all lunches purchased in the cafeteria inside the cafeteria unless you are under the direct supervision of a staff member. Students in the 4th or 5th hour closed lunch may not order lunch out.
- b. **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 behave inappropriately, 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 may lose the privilege of leaving the school campus for lunch for a period time that will be determined by their Dean.

- c. Students are expected to have a hall pass in order to be on the 2nd or 3rd floors during their lunch hour
 - d. Students are expected to be in the cafeteria or leave the building during their lunch hour if they have open lunch. Students are expected not to wander in and out of the cafeteria/building during their lunch hour. If students leave the cafeteria, they are expected not to linger outside the Iowa Street Entrance or anywhere on Iowa Street by the areas designated for parking and emergency vehicle parking. Also students are expected not to congregate in the hallways by the vending machines (south), industrial arts (east), foreign language/art (north), during their lunch hour. Failure to comply may result in loss of open lunch privileges.
26. **PARKING:**
- a. Students may park on the public streets. They may also purchase a parking sticker for the student lot. The parking sticker provides permission to park in the lot but it is not a guarantee of a parking space. Parking permits are \$40 per school year and \$25 per semester. Priority will be given to seniors. Juniors will be notified of eligibility to purchase permits after the start of the school year.
 - b. Student vehicles parked on school grounds without the appropriate sticker during school hours will be towed without warning at the owner's expense.
 - c. Anyone parking in the fire lanes will be towed.
27. **PREJUDICE:** Prejudice is defined as public display of racial bigotry or intolerance on the basis of race, gender, religion, creed, or sexual orientation.
28. **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, may result in suspension from school. The dean and the teacher will determine the number of days.
29. **SEXUAL MISCONDUCT:** conduct that includes, but is not limited to, the following:
- a. Public Display of Affection - Display of affection, which includes embracing, kissing, etc. is inappropriate at school.
 - b. Sexual Activity - Sexual activity of any kind is inappropriate at school-sponsored activities or on school grounds.
 - c. Sexual Harassment - Sexually oriented comments and/or touching is not permitted. (See Harassment Policy)
 - d. Entering a labeled, opposite gender facility (i.e. restroom, locker room, etc.) is not allowed.
 - e. Sexting - Sending/receiving sexually explicit messages or photos electronically.
30. **SKATEBOARDING/IN-LINE SKATING/SCOOTERS (Manual /Motorized):** Students may not skateboard, in-line skate, or ride scooters (manual or motorized) on school property at any time. Skateboards should be stored in a locker during the school day.

31. **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.
32. **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.

7.5 DISCIPLINE AND BEHAVIOR SUBJECT TO THE LAW AND SCHOOL POLICIES

The following are examples of criminal behavior that may occur, which will be subject to disciplinary action and possible police involvement:

1. **ARSON:** The intentional setting of fires on school grounds.
2. **ASSAULT:** Assault is threatening to do physical harm to any person. NOTE: Assault may occur even though there is no personal injury inflicted.
3. **BATTERY:** Battery is the successful assault, or the actual unlawful application of force to another person.
4. **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.
5. **EXPLOSIVES AND FIREWORKS:** Possession, use or threat to use any fireworks, explosives, or other such instruments capable of inflicting bodily harm, is strictly prohibited.
6. **EXTORTION:** Forcing a person to give up money or anything of value by threats, intimidation or force will not be tolerated.
7. **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.
8. **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.
9. **LASERS:** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
10. **MALICIOUS MISCHIEF:** This includes malicious, bodily injury, or possible endangerment to another person as well as damage to buildings.
11. **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.

12. **ROBBERY:** Robbery is the taking of the property of another by force.
13. **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-a-likes, marijuana, K2, “spice” or “Bath Salts”, or other synthetic stimulants 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:

- a. **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, and therefore, in possession of a controlled substance.
- b. **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-a-like” substances, or any illegal drug or 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.
- c. **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.
- d. **LOOK-A-LIKES:** A “look-a-like 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.
- e. **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.

<p>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 to come pick the student up and/or the student may be suspended with police involvement.</p>
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14. **THEFT/POSSESSION OF STOLEN PROPERTY:** Students involved in the taking of property or goods or the possession of stolen property.
15. **UNLAWFUL ASSEMBLY:** The assembly of three or more persons in a disruptive or violent manner to commit unlawful acts toward others.

16. **VANDALISM:** Vandalism is the willful destruction, or attempted 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.
17. **WEAPONS:** the act of possessing, using, controlling, transferring, or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded), knife or any object (or look-a-like weapon). 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 any staff member if they hear that someone has a weapon (or see a person with one), or hear someone threatening to use a weapon against anyone.

If at any time a student feels endangered, he/she should report this concern immediately to any staff member. A student may also anonymously contact the emergency community service hotline by calling **1-800-477-0024**.

7.6 BUS RULES AND EXPECTATIONS

A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever students are riding a school bus, whether on a regular route each day or on a field trip, they are responsible to follow these rules. Parents are urged to encourage good bus riding habits so that the driver may direct his or her attention to the surrounding traffic and to safe loading and unloading procedures.

1. To ensure safety, the driver must be totally in charge. Students must respond promptly to instructions given.
2. Students must get completely quiet when the bus stops at railroad tracks.
3. Animals, oversized objects, glass containers, or any inappropriate materials (i.e. tobacco and related material, alcohol, and other prohibited items) are not allowed on the bus, as designated by School Board Policy.
4. Eating and drinking while on the bus is not allowed, as a step to prevent choking. All food and drinks should be stored away in closed containers or packages during the bus ride.
5. Students must observe classroom and school-wide expectations as covered by the Student Handbook. Ordinary conversation is permitted. Horseplay, unruly behavior, fighting, abusive and obscene language or gestures are unacceptable. Kicking, hitting, pushing, spitting, yelling or screaming, littering or other inappropriate behaviors are forbidden on the bus, just as they are at school or on the school grounds.
6. Students must keep feet, backpacks, book bags and other items within the seating areas at all times. The aisles and stairwell must be clear of items and objects at all times.
7. All body parts must be kept inside the bus window at all times.
8. Students must remain seated in the same seat facing forward until they are dropped off at their bus stops. Moving about the bus while it is in motion is unsafe and unacceptable. A student must move out of a seat promptly if requested to do so by the driver or monitor.
9. If a student causes damage to the bus, parents will be expected to pay for that damage.

10. Regular schedules must be observed. The bus will not wait for tardy students. Students must be at the bus stop 5 minutes before the scheduled pick up time.
11. Students should get on and off the bus only at their designated stops.
12. Failure to follow these rules may result in a range of consequences up to and including suspension from transportation.

SECTION

8

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Urbana High School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The selection of the appropriate consequences for inappropriate behavior will be decided by the Dean and may include consultation with the teacher. Your parent/guardian will be informed of the discipline consequence if it involves an assignment to DRA, Saturday School, or a suspension. Parents will not necessarily be contacted if a student is assigned a detention. Students who are involved in extra-curricular activities or athletics may face other consequences in addition to school disciplinary action if their conduct violates the Extra-Curricular Code of Conduct.

8.1 ALTERNATE DAY ASSIGNMENT

Students may be assigned to Alternate Day Assignment (ADA) for reasons relating to discipline and/or attendance. For disciplinary referrals, an administrator or dean and the student's teacher will have a conference to determine the number of periods the student will spend in ADA. In the ADA room, the following rules will apply: The ADA is conducted in the same room as study hall.

- Students will arrive on time to avoid consequences for tardiness.
- Students should arrive equipped with all books and materials necessary to work for the entire period of time, otherwise, appropriate work will be provided. The student will still be responsible for any work missed if they were not able to work on the original class assignment.
- Students must work on schoolwork while in the alternate day assignment room, and will not be allowed to sleep, talk to other students, or engage in disruptive behavior. If a student's behavior is unsatisfactory, or if he or she fails to attend, the Dean may assign Dean's Restrictive Assignment (DRA) or out of school suspension.

8.2 DEAN'S RESTRICTIVE ASSIGNMENT

Students may be assigned to a Dean's Restrictive Assignment (DRA) for reasons relating to discipline or attendance. For disciplinary referrals, an administrator or dean will determine the number of days the student will spend in DRA. Students may be assigned DRA if they are not successful with ADA or other disciplinary consequences. Misbehavior or failure to complete DRA assignments could result in an external suspension. In the DRA room, the following rules will apply:

- Students will arrive on time to avoid consequences for tardiness.
- Students should arrive equipped with all books and materials necessary to work for the entire period of time, otherwise, appropriate work will be provided relative to the student's class schedule. This work will count for full credit, but the student will still be responsible for any work missed if they were not able to work on the original class assignment.
- Students must work on schoolwork while in the DRA room, and will not be allowed to sleep, talk to other students, or engage in disruptive behavior. If a student's behavior is unsatisfactory, or if he or she fails to attend, the Dean may assign out of school suspension.
- Students assigned to the Dean's Restrictive Assignment (DRA) will eat lunch during one of the designated lunch hours and will be escorted by the DRA supervisor, to and from the commons/cafeteria.

8.3 COUNSELING

Students may need counseling services. This service may be provided within the building among support staff or outside the building with community resources.

8.4 DENIAL OF PRIVILEGES

The administrators or deans may exclude a student from a particular class or extra-curricular activity as a participant or spectator, take away the student's open lunch privilege, exclude the student from participating in field trips, or place a student on the restrictive pass list if student is frequently in the halls.

8.5 DETENTION

All certified personnel or designee may assign detentions. A student may be assigned detention either before or after school. The sole activity permitted in detention is silent study. Failure to complete detentions within the allotted days given will result in further consequences.

8.6 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 has the authority to expel a student for up to two years.

8.7 POLICE REFERRAL

Acts, which are illegal under the Criminal Code of Illinois, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

8.8 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 administrative staff may put a student on probation if they feel it is in the best interest of the student and student body.

Students may be asked to seek counseling. This assignment may be within the building among support staff or outside the building with community resources.

8.9 SATURDAY SCHOOL

A student may be assigned a Saturday School. This program is an alternative consequence to a suspension and allows students the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 8:00am – 12:00pm on specified Saturdays. The only activities allowed in Saturday School are doing the work that teachers have sent for students to complete and silent reading.

8.10 SUSPENSION OF THE STUDENT

Suspension of the student to his/her home 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. A student cannot return to school without a parent/guardian for a re-entry conference with the Dean. If needed, the conference may involve other school personnel.

1. **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.

2. **Special Education Discipline for Suspensions Over 10 Cumulative Days**

When a student who is receiving special education services via an IEP is being considered for a suspension that will take place over 10 cumulative suspension days, the deans will refer the student to an Urbana High School administrator. The administrator will make a determination as to whether or not the student will be suspended and whether or not the suspension constitutes a change of placement. Upon this determination, discipline procedures will be followed in accordance with the IDEA Amendments of 1997.

8.11 COMMUNITY SERVICE

As an alternate to, or a reduction in, suspension days, the student may be given the opportunity to remain in school and instead, complete community service hours. This would include, but is not limited to: picking up trash on school grounds, sweeping hallways, cleaning school facilities, etc. The dean and/or administrator will decide under what conditions this alternative will be an option.

SECTION

9

STUDENT ORGANIZATIONS AND ACTIVITIES

Students must be in good financial standing to participate in athletics, extra-curricular events, organizations, or activities. This includes, but is not limited to athletics, special field trips such as the Senior Trip, Prom, dances, and clubs. Students must be in good financial standing to participate in the graduation ceremony and to receive final report cards. Students are considered to be in good standing if they are free from owing any money to Urbana High School. Debts may include but are not limited to textbook, lock, library, and athletic fines.

NOTE: Urbana High School sponsors certain extra-curricular activities/events that are open only to UHS students as participants and/or spectators.

9.1 DEFINITIONS

1. “Extra-curricular organizations” are sponsored by Urbana High School and do not include graded courses, classes, or activities for which academic credit is received. Some of these organizations, such as athletic teams, have academic eligibility requirements. The Extra-Curricular Conduct Code applies to all officers and some members of all extra-curricular organizations. School sponsored clubs are also considered to be extra-curricular organizations.
2. “Extra-curricular activities” are activities like dances and “Tailgreet” that are sponsored by Urbana High School. There are no academic eligibility requirements. The Urbana High School Conduct Code applies to participants but the Extra-Curricular Conduct Code does not.

9.2 ELIGIBILITY FOR MEMBERSHIP AND PARTICIPATION IN EXTRA-CURRICULAR ORGANIZATIONS/ACTIVITIES

Participation in extra-curricular organizations can enrich a pupil’s high school experience. Participation is a privilege, not a right.

Extra-curricular organizations are open to all students. However, in order to participate in some of these organizations, such as athletics and student senate, students must meet basic requirements. The administration shall create standards for eligibility to participate in extra-curricular organizations.

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 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 education team.

The administration shall annually report to the Board of Education the number and length of suspensions of students from extra-curricular organizations, which result 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.

9.3 ACADEMIC ELIGIBILITY

Academic eligibility requirements for membership/participation in extra-curricular organizations/activities

1. Minimum Requirements to be Eligible to Participate

- Students enrolled in six (6) or more courses must be passing five (5) courses.
- Students enrolled in any reduced schedule [fewer than six (6) courses] must be passing all courses.
- 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.

- For organizations/activities sanctioned by the Illinois High School Association, all students must meet the minimum eligibility requirements 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 full-credit courses).
- 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.
- Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extra-curricular activities.
- 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
- 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.

2. Schedule for Weekly Eligibility

- Eligibility will be determined on Wednesday of each week or the first full day preceding Wednesday, if school is not in session on Wednesday.
- 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.
- Students who the weekly eligibility requirement applies are: Athletics and Student Senate Elected Officers and Senators.

3. Semester Ineligibility

- Semester ineligibility for second semester 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.
- Semester ineligibility for first semester 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.
- Ineligibility for the semester is defined as having semester grades on the reporting dates that fall below the minimum requirements as described in Section I.
- Courses taken during the summer between second semester of one year and first semester of the next may be added to the courses taken during the second semester. The combined total of these may be used to meet the minimum requirements.
- Students whom the semester eligibility requirement applies are: Athletics, Madrigals, Dramatic and Musical Productions, Student Senate Elected Officers and Senators, and any elected officers of classes or clubs.

Note: The Extra-Curricular Conduct Code applies to all of these students mentioned above.

9.4 EXPLANATION OF PROBATION VERSUS INELIGIBILITY

Explanation of Probation versus Ineligibility:

- 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.
- The second consecutive week a student is below the minimum requirement, he/she shall be ineligible for one week.
- 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.
- Probation does not apply any time a student falls below the IHSA minimum eligibility requirements.

9.5 PROCEDURE FOR REPORTING

Procedure for Reporting:

- On Wednesday each staff member will indicate whether or not a student is passing or failing the class.
- By Thursday afternoon the coach/sponsor will receive a list of all his/her students and their eligibility status.
- Students will be informed by their coach/sponsor and/or the Assistant Principal of their eligibility status.

9.6 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.

9.7 SCHOOL ATTENDANCE AND PARTICIPATION IN EXTRA-CURRICULAR ORGANIZATIONS/ACTIVITIES

1. If a student has an unexcused absence from school, he/she may not participate in any activity on that day. In the case of an excused absence, a student must have been in attendance for at least three (3) periods the day he/she is to participate in an activity.
2. If a student is suspended from school, he/she may not participate or be a spectator at any school event, or practices, including weekends, holidays, and school district scheduled days off, until the date of return to school indicated in the notice of suspension.

9.8 ATHLETIC ELIGIBILITY RULES – IHSA



Illinois High School Association
(For 2013-14 School Term)

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

Key Provisions Regarding IHSA Rules

Eligibility Rules

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

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

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

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

1. Attendance

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

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

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of four (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the 2012-13 school term)

3. Residence

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

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

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

- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

Athletic Eligibility Rules—Page 2

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

5. Age

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

6. Physical Examination

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

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

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

- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

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

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

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

- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

SECTION

10

EXTRA-CURRICULAR CONDUCT CODE

10.1 RATIONALE SUPPORTING AN EXTRA-CURRICULAR CONDUCT CODE

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 organizations have some additional dimensions: (1) participation is voluntary; (2) they are provided through a great commitment of resources; (3) they serve only those members of the student body who elect to participate; (4) many of the events occur in view of the public and tax payers who support the events; (5) the inclusion of these events is justified on the basis of the special and/or extra benefit to the participants; and (6) many of these events take place before or after school 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 events.

Extra-curricular organizations/activities were never intended to supplant or replace the regular curricular program. Therefore, participation in extra-curricular events is considered a privilege. The district reserves the right to discontinue some or all of its extra-curricular activities for financial or other reasons. 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.

10.2 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).

Eligibility will be checked on a weekly basis. Grades for eligibility will be submitted every Thursday. Student-athletes must be passing at least five classes on this Thursday to be eligible for competition on Monday through Saturday of the following week. Student-athletes not passing five classes on Thursday will be considered ineligible for competition during the following week and must earn passing grades in at least five classes by the next

Thursday when eligibility is checked again.

When a student-athlete is not passing five classes at the end of a semester, this person is considered ineligible for competition for the entire next semester of school and can not regain eligible status unless he or she is passing five classes at the end of this next semester.

For the purpose of eligibility, the academic learning support class is considered one subject area. This means that students must be producing passing work in both the English and math sections of the course. Student directed learning and department aides are considered subject areas and are counted toward eligibility as well.

Credit recovery courses, university/college courses, and on-line courses cannot be counted toward weekly eligibility. These courses may be counted toward semester eligibility with approval from the administration.

- 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.
- D. There is a one-time \$50.00 per athletic season fee with a maximum of \$100.00 per school year for each athlete. 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 and expectations including the Student Conduct Code.

2. Other Extra-Curricular Organization Requirements

- A. See item A from the Athletic Requirements section above.
- B. The student participant must comply with all school rules and expectations including the Student Conduct Code.

10.3 ADDITIONAL REQUIREMENTS FOR PARTICIPATION

1. Athletics Only

- A. As a condition of participation, students agree to comply with all rules and regulations established by the Illinois High School Association.
- B. 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.
- C. As a condition of participation, students must be in attendance at least three (3) classes on days of competition in order to participate. If a student does not attend at least three classes on a Friday, this student-athlete is ineligible for participation in any events scheduled throughout the course of the weekend. **Note:** The Principal, the Principal's designee, or the

Assistant Principal/Athletic Director may waive this requirement if there are extenuating circumstances beyond the student's control.

- D. 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.
- E. 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.
- F. All student-athletes and their parents must sign the IHSA Steroid Testing Policy and Consent to Random Testing form before they are allowed to compete in interscholastic sports at the varsity level.

2. Students in any Extra-Curricular Activities are Required to Meet Eligibility Requirements for Athletics and/or all other Extra-Curricular Participation

- A. Because each extra-curricular organization 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 Guidebook.
- B. As a condition of student participation, a parent/guardian must acknowledge in writing that they have received a copy of this Extra-curricular Conduct Code and any other rules for conduct imposed by the particular coach/sponsor; they expect their child to comply with it; and, they agree to abide by it.
- C. As a condition of participation, students must be in attendance at least three (3) classes on days of competition or a performance in order to participate. If a student does not attend at least three classes on a Friday, this student-athlete is ineligible for participation in any events scheduled throughout the course of the weekend. **Note:** The Principal, the Principal's designee, or the Assistant Principal/Athletic Director may waive this requirement if there are extenuating circumstances beyond the student's control.

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

- D. 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.
- E. 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.
- F. 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 Assistant Principal/Athletic Director.

10.4 IMPLEMENTATION OF THE EXTRA-CURRICULAR CONDUCT 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 Conduct Code found in the Student/Parent Guidebook. 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 Code Violation Procedures).

1. For violations that occur at school or at school-sponsored events, the Assistant Principal/Athletic Director and a dean will be informed. The dean will apply the School Conduct Code, as outlined in the Student/Parent Guidebook, and the Extra-Curricular Conduct Code will be applied by the Assistant Principal/Athletic Director. The Assistant Principal/Athletic Director and/or dean will also inform the head coach/sponsor and parent(s)/guardian(s) of the situation and the disciplinary action being taken.
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. The Assistant Principal/Athletic Director 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.

10.5 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 (serious mob action), battery (fighting), endangering/ harming others, and damage to school property or public property (vandalism).

When a school administrator or dean verifies a report that a student participant has committed serious misconduct or a criminal offense, as determined by the administrator or dean the student participant will be issued consequences in a timely fashion if the action is a violation of the Student Conduct Code. The suspension from participation in all extra-curricular organizations will be determined later by the athletic director. After reviewing all of the available information, the athletic director will determine the penalty, duration of suspension, and conditions for reinstatement of the student into extra-curricular programs.

10.6 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.

The use of performance enhancing drugs is also prohibited by the extra-curricular conduct code. Students who participate in varsity athletics and can potentially compete in IHSA state series must sign the IHSA consent to random drug-testing form. Student-athletes who are caught in possession of or using performance enhancing drugs are susceptible to receiving consequences from the IHSA and the legal system, as well as consequences from the Student Conduct Code and Extra-curricular Conduct Code.

10.7 PENALTIES

A student may not participate in any UHS activities during suspensions resulting from violation of the Student Conduct 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, dean/teacher consequences, etc).

10.8 CODE VIOLATION PROCEDURES

When a student is found to be in violation of the Extra-Curricular Conduct Code and/or the individual coach/sponsor, the Assistant Principal/Athletic Director will determine the disciplinary consequence to be imposed. Students who participate in both athletics and one of our other extra-curricular organizations (example: drama, yearbook club, etc.) may receive penalties for violating the Extra-curricular Conduct Code and the Student Conduct Code, which can affect participation in all extra-curricular activities.

1. Athletics

A. First Violation:

The Assistant Principal/Athletic Director will convene a conference with the student participant and a parent/guardian to discuss the details of the code violation and the imposition of penalties. A dean may also be present at this meeting if the misconduct that took place falls under the category of being a school discipline issue as well. To regain eligibility, student participants must complete an athletic suspension period equal to one-fourth of the contests in the regular season. They are expected to be at all practices, but will not be allowed to dress, sit on the bench, travel with the team, or participate in contests during the suspension period. If the season has less than one-fourth of the regular season contests remaining, the remainder of the athletic suspension will carry over to the following season of the same sport. While an individual waits to complete his or her suspension during the following season, this athlete will be ineligible for any state series competition that the team may have qualified for between the beginning and end of the suspension. If the student is currently not participating in a sport, the suspension will be enforced during the student's anticipated next athletic season. Previous records will be used to determine the student's next athletic season. For instance, if a junior who has only played football in his high school career violates the code outside of football season, he will serve his suspension during the next football season.

If this student joins another sport for the first time before the next football season, he will not be allowed to serve the designated suspension during the new sport season to avoid serving his suspension during football (his primary sport). If the athlete has a history of being a multiple sport athlete in his or her career, the suspension will be served during the athletic season that immediately follows the time of the violation.

In all situations where an athlete is being issued consequences for a violation of the conduct code that took place during an off-season time, the Assistant Principal/Athletic Director will use his or her discretion to determine during which season the suspension will be served. These decisions will be made with the intention of issuing the student the most fair and appropriate consequences for his or her offense.

Students who violate the drug/alcohol sections of the Student Conduct 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. The Assistant Principal/Athletic Director shall determine if the period of the athletic suspension will be reduced.

B. Second Violation:

A conference will be convened to include the participants of the first violation conference. The second violation will result in the athlete being suspended for an entire semester of school (18 weeks) or a full athletic season. In each individual case where there is a second offense, the Assistant Principal/Athletic Director will determine which consequence (18 weeks or full sport season) is best suited for each individual situation and decide when the suspension will be enforced.

C. Third Violation:

A third violation will result in the student's placement on suspension from athletics for one to two calendar years. In the case of a third offense, additional factors, such as the severity of the incident and the individual's previous discipline records in school and athletics may be taken into consideration in determining the length of the suspension. After taking into consideration all the factors regarding the incident, the Assistant Principal/Athletic Director will use his or her discretion to determine the appropriate length of the suspension.

D. Three Semester Probation:

The athletic director will keep a record of each student's conduct code violations throughout the course of his or her high school career. However, if a student is able to go three consecutive semesters without incident after his or her first violation, the initial violation will not count against the individual if another violation occurs. For example, if an individual violates the conduct code during first semester of his or her freshman year of school, but does not have another incident until his or her junior year, the incident during junior year will be treated like a first offense. The individual will be rewarded for his or her good behavior and receive the consequences designated for first time offenders. However, some students may lose the opportunity to benefit from having displayed good behavior during this probationary period of time if the offenses they were involved in are of a serious nature. The Assistant Principal/Athletic Director will decide whether or not a student should receive credit for his or her good behavior between his or her first and second offenses.

2. Other Extra-Curricular Organizations

A. First Violation:

The Assistant Principal/Athletic Director will convene a conference with the student participant and parent/guardian to discuss the details of the Extra-curricular Conduct Code and/or Student Conduct Code violation and the imposition of penalties. A dean may also be present at this meeting if the misconduct that took place falls under the category of being a Student Conduct Code discipline issue as well. To regain eligibility, student participants must complete a suspension period of thirty (30) calendar days from all extra-curricular organizations. During this suspension the student participant will be excluded from all practices, contests/performance, meetings, and other events related to the organization. If the school year has fewer than thirty (30) calendar days remaining, the remainder of the suspension will carry over to the following school year in which the student participates. Students who violate the drug/alcohol sections of the Student Conduct 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. The Assistant Principal/Athletic Director shall determine if the period of the athletic suspension will be reduced.

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 organizations for a semester or 18 weeks of school. The Assistant Principal/Athletic Director shall determine which penalty is appropriate on a case by case basis.

C. Third Violation:

A third violation will result in the student's placement on suspension from participation in extra-curricular activities for one to two calendar years. In the case of a third offense, additional factors, such as the severity of the incident and the individual's previous discipline records in school and extra-curricular activities may be taken into consideration in determining the length of the suspension. After taking into consideration all the factors regarding the incident, the Assistant Principal/Athletic Director will use his or her discretion to determine the appropriate length of the suspension.

D. Three Semester Probation:

The athletic director will keep a record of each student's conduct code violations throughout the course of his or her high school career. However, if a student is able to go three consecutive semesters without incident after his or her first violation, the initial violation will not count against the individual if another violation occurs. For example, if an individual violates the conduct code as a freshman, but does not have another incident until his or her junior, the incident during junior year will be treated like a first offense. The individual will be rewarded for his or her good behavior and receive the consequences designated for first time offenders. However, some students may lose the opportunity to benefit from having displayed good behavior during this probationary period of time if the offenses they were involved in are of a serious nature. The athletic director will decide whether or not a student should receive credit for his or her good behavior between his or her first and second offenses.

10.9 APPEAL PROCEDURES

Participation in extra-curricular organizations is voluntary and a privilege that is not a right guaranteed to the student. However, a student participant may appeal the decision of the Assistant Principal/Athletic Director by following the procedures listed below:

1. The student, or the student's representative, must submit an appeal in writing to the Assistant Principal/Athletic Director within three (3) school days of the decision to impose a penalty. The written appeal must state the reason or basis for the appeal including why the student disagrees with the penalty imposed by the Assistant Principal/Athletic Director.
2. The appeal will be submitted to the Extra-Curricular Appeals Committee for a decision on the appeal. The Extra-Curricular Appeals Committee will decide to affirm, modify, or dismiss the penalty imposed by the Assistant Principal/Athletic Director.
3. The Extra-Curricular Appeals Committee will make a decision in regard to the appeal within three (3) school days after the appeal was submitted.
4. The administrator who participates on the Extra-Curricular Appeals Committee will inform the student and parent/guardian of the final decision.
5. Penalties remain in force during the appeal process.

10.10 MAKE-UP OF THE APPEAL COMMITTEE

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

10.11 EXTRA-CURRICULAR CONDUCT CODE SIGNATURE SHEET

**URBANA HIGH SCHOOL
EXTRA-CURRICULAR CONDUCT CODE**

I have read the Extra-Curricular Conduct Code, the Student Conduct Code contained in the Student/Parent Guidebook, and the rules provided by the coach/sponsor. I understand and agree to abide by the conditions of the Code described herein.

Student Participant Signature *Date*

I have read the Extra-Curricular Conduct Code, the Student Conduct Code, and the rules provided by the coach/sponsor. I understand and agree to the above conditions of the Extra-Curricular Conduct Code, as well as the Student Conduct Code and the rules provided by the coach/sponsor and give my permission for my child to participate.

Parent/Guardian Signature *Date*

Address *Phone #*