



**URBANA HIGH SCHOOL**

**2024 - 2025**

**STUDENT GUIDEBOOK**

## UHS MISSION STATEMENT

### “Gladly Would We Learn and Gladly Teach”

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

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

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

Learn– We will all learn from each other

Teach– We will all teach each other

## ON URBANA SONG

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 Yay!

## SCHEDULES FOR THE SCHOOL DAY

### Daily Schedules

**PLEASE NOTE:** The building opens at 7:30 am each day. Scholars can enter through Door #1 (Iowa St.) or Door #9 (Tiger Lane).

Monday, Tuesday, Thursday, and Friday

Period 1 8:00 - 8:58  
Period 2 9:02 - 9:52  
Period 3 9:56 - 10:46  
Period 4 10:50 - 11:40  
Period 5 11:44 - 12:34  
Period 6 12:38 - 1:28  
Period 7 1:32 - 2:22  
Period 8 2:26 - 3:16

Wednesday

Period 1 8:00 - 8:42  
Period 2 8:46 - 9:28  
Period 3 9:32 - 10:14  
Period 4 10:18 - 11:08  
Period 5 11:12 - 12:02  
Period 6 12:06 - 12:56  
Period 7 1:00 - 1:41  
Period 8 1:45 - 2:26

### **DISMISSAL (EARLY RELEASE – WEDNESDAY/STAFF DEVELOPMENT)**

During the course of the school year, scholars 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 the following:

- 1:41 pm if the scholar does not have an 8<sup>th</sup> period class
- 2:26 pm if the scholar has an 8<sup>th</sup> period class

District early release days for 2024-2025 are 9/20, 11/4, 2/13, 4/18

### Early Release Schedule

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

There will be two dismissal times for scholars due to their schedules:

- 11:53 am if the scholar does not have an 8<sup>th</sup> period class
- 12:26 pm if the scholar has an 8<sup>th</sup> period class

## ENROLLMENT INFORMATION

### INSURANCE

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

### PHYSICAL EXAMS

Every scholar 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 SCHOLARS MUST HAVE A PHYSICAL TO REGISTER FOR SCHOOL. ALSO, ANY SCHOLAR TRANSFERRING FROM ANOTHER SCHOOL OUTSIDE OF ILLINOIS, IRRESPECTIVE OF GRADE, MUST HAVE AN ILLINOIS PHYSICAL EXAM.

Out of state transfer scholars receive 30 days to submit an Illinois physical after they enroll. Scholars 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 scholars 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.

Scholars new to the district who are unable to schedule an appointment prior to attending classes and scholar(s) 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 scholar to be excluded from attending classes.

## **RESIDENCY**

In addition to satisfying all other requirements for enrollment, a scholar desiring to attend Urbana School District 116 must be a legal resident of the school district. A scholar is a legal resident of the school district when the following criteria are met:

1. Resides within the school district with their natural parental guardians.
2. Resides within the school district with their 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 scholar to attend school in the school district.
4. Resides within the school district and the evidence is that they 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.

Scholars 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.

## **SCHOLAR IDENTIFICATION (ID's)**

Each scholar will have an identification card issued with their picture during registration. The scholar will carry their I.D. card on their person at all times. Scholars will be requested to present their I.D. for admission to school activities and for transportation on the MTD and yellow bus to and from school. The ID is also required upon entry for the school day each morning. If they do not have it, they will need to see door staff for a temporary ID (Door #9).

The scholar's I.D. is mandatory for attendance to all school dances and after-school events.. If the I.D. card is lost, the scholar will need to notify their dean to get a replacement. Replacement cards will be processed at designated times after school. Scholars may be required to show ID for open lunch (Jr/Sr in good standing) upon request.

## **SCHOLAR NAME CHANGE**

If a scholar needs to make a change to their name in Skyward, they need to see the Registrar in the Main Office. This includes changing their technology/email name.

## **PHONE AVAILABILITY FOR STUDENTS**

There is a phone available to scholars in the Attendance Office (Door #9) and the Student Assistance Office (Main Office) to contact a parent/guardian for attendance and emergencies. Scholars must have a pass from a teacher and permission from the office secretaries in order to use this phone.

## **TEXTBOOK POLICY**

At the beginning of the school year each scholar may be given a textbook for each course in which they are enrolled. It is the responsibility of the scholar to return that same text at the conclusion of the course. Any lost or damaged texts will be the responsibility of the scholar. Fines due to loss or damage must be paid before grades will be issued/sent home.

## **LOCKERS**

Hall lockers are assigned to scholars on an individual basis and are for their exclusive use. They are provided by the school for scholar 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, scholars should do the following:

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

A scholar's PE teacher will assign both a PE locker and a padlock. The locker should be used only during your PE class. It is recommended that scholars do not bring books or backpacks to PE as there is no guarantee that you will have space to secure it/lock it up for the period.

## **SCHOLAR PARKING**

There is limited parking available to scholars. Parking passes may be purchased if scholars wish to park in the scholar lot located just west of the faculty lot. Scholar 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 the owner's expense. Scholars may park on the public streets. UHS sells the number of stickers based on the number of parking spots that are available. Parking permits are \$40 per school year and \$25 per semester. Do not park in the fire lanes as cars will be towed if this occurs.

## **SCHOLAR FORMS**

Scholars and at times their parents/guardians will be asked to sign-off on several forms in order to access various privileges at UHS.

- Blue Form (@Centralized Registration) for Internet and Computer Use in the District
- The Scholar/Parent Guidebook
- The Extra-Curricular Code (must also be signed by their parent/guardian)

## **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.

## **IMPORTANT PROCEDURES URBANA HIGH SCHOOL STUDENT DEAN OF STUDENTS (BY ALPHA/STUDENTS LAST NAME)**

Mrs. Price-Hammond	A-D
Mr. Sexton	E-La
Mr. Morrow	Le-Re
Mrs. Lueth	Ri-Z

## ATTENDANCE

Urbana High School scholars 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 scholars 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 Attendance Office upon returning from being gone the scholar should report directly to his/her class. This is to ensure that the scholar does not end up losing valuable class time waiting in line in the Attendance Center.

- A. The scholars' parent/guardian must telephone the Attendance Center at 217-384-3522 or 217-328-5171 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 scholars' parent/guardian may call 217-384-3522 when the office is not open and leave a message to excuse the scholars' absence. On the morning of an absence, if the parent has not called the school by 9:00am to excuse the scholar, an automated service will call the scholars' home and report that the scholar is not in attendance. This will also serve as a reminder for the parent/guardian to call the scholar in. At the end of the school day, if the absence has not been cleared up, the automated service will again call the scholars' home and report each period that the scholar was absent.
- C. Scholars' 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 scholars' absence. Only scholars' 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 scholar must report to class and will be called down to the Attendance Office.
- B. The scholars' parent or guardian must resolve the absence (if still unresolved) **by 8:00am** on the day of the scholars' return to school, or the absence will be classified as UNEXCUSED.

### 2. Leaving During School Hours

#### A. Checking-Out

Scholars' may not leave the campus during the school day without checking out in the Attendance Office (located by Door #9). If a scholar does not officially check out, the absence will be classified as UNEXCUSED.

1. Before a scheduled appointment the scholars' parent/guardian should call the Attendance Center at 217-384-3522 and give the following information:
  - a. Name of Scholar
  - 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 scholar 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 school
  - c. Report to the Attendance Center again to officially sign out

3. Before leaving school if the scholar is feeling ill, the scholar 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 scholar has open campus lunch, they may leave school without checking out, provided that the scholars' parent/guardian calls the Attendance Center the same day.

**B. Transportation to Appointments**

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

**C. Checking-In**

Upon return to school, the scholar must sign in at the Attendance Office with a written statement verifying the appointment. Failure to do so may result in an unexcused absence.

**3. Absences**

**A. Acceptable reasons for Excused Absences:**

1. Illness of the scholar/family
2. Death of an immediate family member
3. Unavoidable accident or emergency
4. Anticipated absence with prior School Counselor approval - Forms can be picked up from the Counseling Office (room 2117) and must be completed and returned five (5) calendar days prior to the absence.

**Types of anticipated absences:**

- a. College visits and Career Readiness opportunity
- b. Family vacation is qualified by the phrase: "Accompanied by the scholars' parents or guardians."
- c. Special religious days or events
- d. Other circumstances as determined by the Administrator and/or School Counselor.

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

**B. Excessive Absences:**

The maximum number of excused absences allowed **in a semester is four (4)**. Parents may request that an absence be excused for the following reasons: personal illness, family illness, medical/dental appointments, religious holidays, and funerals. Building administration has the final authority to determine whether or not an absence will be excused.

Once a student has accumulated four absences per semester, any additional absence will be considered unexcused and handled as an unexcused absence. Excluded from this policy shall be absences that are verified by a doctor's statement. The doctor's statement must be an original copy signed by a licensed medical professional. It must include the date(s) of the student's relevant absence(s). Students exceeding five (5) unexcused absences per semester will be reported to the Regional Superintendent as chronically truant.

It is crucial for students to be in attendance. We have numerous avenues for support to help



you in making attendance a priority. If your student is out for 10+ days, students will be dropped and family will need to re-enroll upon return. All interventions will be attempted when a student has received 10+ unexcused absences, however, this may result in the student being dropped for nonattendance.

Continued patterns of excessive excused or unexcused absences may result in a parent meeting with the school's Student Engagement Advocate, Attendance Review Team, referral to the Regional Office of Education Truancy Officer, and/or a referral to the Champaign County State's Attorney.

**C. Truancy**

Truancy is defined as unexcused absence for any school day or portion thereof.

Habitual or chronic truancy is defined as unexcused absences totaling 5% or more of the previous 180 regular attendance days. Parents will be notified by their school before student absence reaches the 5% level.

Schools will utilize supportive services and other school resources in an attempt to correct the truant behavior of students who are approaching a chronic truancy classification.

If the positive measures provided by the school fail to correct the behavior of a student, a chronic truancy report will be made to the Truancy Officer at the Regional Office of Education, who will take appropriate action against the parents or the student, whichever is indicated by the situation.

**D. Mental Health Absences: What is Mental Health?**

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices. It is essential to know that mental health is more than just the absence of a mental disorder or disability. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

The Illinois State Board of Education recognizes that supporting our educators' and students' mental and emotional well-being is vitally important to achieving our agency's vision, mission, and goals.

Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. Students are not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. A student may be referred to the appropriate school personnel following the second mental health day.

**E. Make-Up Work**

Scholars will be allowed to make up work, within the same number of days they were absent plus an additional day, for all absences. In each instance, the scholar 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 scholar to meet these responsibilities will result in a failing grade for the missing assignments.

## **F. Homework Requests**

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

## **CONSEQUENCES FOR UNEXCUSED ABSENCE**

Scholars will be required to make up time missed from class due to an unexcused absence. The scholar may be assigned detentions, Saturday School, Restorative U, may revoke open lunch privileges, and/or participation in extracurricular activities, depending on the number of unexcused absences the scholar has accrued. Failure to comply with these consequences may result in scholar suspension. Repeated unexcused absences could result in a parent/dean conference, and referral to the Regional Office of Education for truancy.

## **TARDINESS**

Scholars 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 and last ten (10) minutes of class. Plan your locker stops, restroom breaks, and routes to accommodate passing time. Scholars are tardy if they are not in the classroom when the bell rings.

Any scholar 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 office and your name will be placed on the detention list. The detention must be served within three days of its issuance. Failure to serve detentions will result in further consequences.

Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy excused to class. Scholars will need a tardy pass to enter class late without exception. Any hallway station can provide a tardy pass.

At UHS, we believe in rewarding those scholars who are mindful of promptness to class. Therefore, we will have incentives (weekly, monthly, and/or quarterly) for scholars without an office referral for tardies.

## **VISITING UHS**

### **1. Parents/Guardians**

We encourage parents/guardians to visit school any time they wish. We require that all visitors sign in at the Iowa St. doors (Door #1) and then register in the Principal's Office, room 2128, and obtain a visitor's badge before proceeding within the building. Please review the district's visitor policy on visitors and the requirements to do so. Depending on the type of visit; there may be required paperwork or advance notice to be given to the school.

Under no circumstance should the visit negatively impact or interrupt the learning environment. This is especially vital for plans to observe a class; please contact the teacher(s) ahead of time if possible and fill out the form (3) school days in advance as mentioned in the district school visitor policy.

The principal or their designee will confirm the visit as approved. If you need the form please contact the Main Office at UHS.

### **2. Scholars Outside of UHS**

In an effort to ensure building security, scholars will not be allowed to have other scholars as visitors to school. Any exceptions to this practice will require the approval of the building principal.

3. **Middle School Scholars**

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

4. **Community Visitors**

If you are observing and/or engaging with scholar's and are not a scholar's custodial parent or guardian; a release of information/records must be obtained by the building principal or his designee before you visit or observe. The district visitor notification and form must be completed beforehand as aforementioned in the parents section. If you are in need of this form please see the Main Office.

All visitors to school property are required to report to the office and receive permission to remain on school property.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a scholar for purposes of assessing the scholar's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

**ENTERING THE BUILDING**

During the school year the main doors at Iowa Street (Door #1) and Tiger Lane (Door #9) will be open from 7:30am until 8:00 am After the 8:00 am bell all doors, except the main doors leading to the Attendance Office, will be locked. After 8:00 am scholars may only enter through door (#9) leading to the Attendance Office after 8:00am.

Upon entering the building, scholar's must check in at that door. If a student's late arrival to school is unexcused, the scholar will be issued a 30-minute detention, which is to be served within three days of its issuance. The scholar 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 scholar has missed an entire class period.

Upon leaving the Attendance Office area, the student must show the detention slip to the hall supervisor on duty in order to go to class. Scholars will not be allowed to enter any classroom late without a tardy or late to class blue pass.

**UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

Unauthorized persons in the school building may interrupt or disturb the operation of the school. A sign has been placed at each entrance of the building so that all persons can see it. The sign reads as follows:

**NOTICE: ALL VISITORS MUST SIGN IN AT THE MAIN 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.

**SEARCH AND SEIZURE**

**7:140 Search and Seizure**

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

**School Property, Equipment, and Personal Effects of Scholars**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a scholar, without notice to or the consent of the scholar. Scholars have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to scholar vehicles parked on school property.

In addition, building principals shall require each high school scholar, in return for the privilege of parking on school property, to consent in writing to school searches of his/her/their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Searching of Scholars**

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including scholars,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the scholar.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent or designee.

### **Seizure of Property**

If a search produces evidence that the scholar 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.

### **7:150 Agency and Police Interviews**

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview scholars at school. Procedures will: (1) recognize individual scholar rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

### **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 scholars and employees.

Scholars are prohibited from tampering with the video cameras. Scholars 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 scholar 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 scholar 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 scholars and employees. Scholars are prohibited from tampering with the video cameras. Scholars 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 scholar records which would be subject to District policy and procedure governing scholar 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 scholar disciplinary hearing, it will be treated like other evidence in the proceeding.

### **ADVERTISEMENTS AND PUBLICATIONS**

All advertisements and publications need prior approval by an administrator 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.

### **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 scholars are posted in every classroom in the building.
- C. Setting off a false alarm, failure to respond to an alarm, and the use of firefighting 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, scholars unable to use the steps will go to one of the following classrooms: 2174, 2224, 3118, 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. Hard Lockdown**

Scholars must be inside a locked classroom or office away from doors and windows and are to wait for further instructions from the classroom teacher. No one is allowed to enter the building from the outside except for school personnel or other authorized individuals.

#### **5. Soft Lockdown**

Scholars will remain in the building; passing periods will still function normally. However, scholars may not leave the building. Additional security will be placed at entry points. No one is allowed to enter the building from the outside except for school personnel or other authorized individuals.

#### **6. Power Outages**

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

## GENERAL EMERGENCY CARE

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

1. Provide the school with pertinent medical information regarding each scholar.
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 scholar(s) as soon as possible and/or decide course of action.
4. Incur the expenses of emergency care.

## ACADEMIC INFORMATION

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc. You can find the link to this here: <https://bit.ly/4c7iEi2>

## INTERNET ACCESS TO GRADES

Parents and/or guardians have real-time internet access to their scholars 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 Main Office.

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

## STAFF INFORMATION/EMAIL ADDRESSES

All staff emails and contact information will be on the school website as well as on Skyward.

## 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. Department Aide and Student Directed Learning earn 1/2 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 P.E. semesters by one for each semester of early graduation. However, total graduation requirements will remain the same. Scholars opting to complete in. They are eligible to participate in the senior trip, prom, and graduation.

## **WEIGHTED OPTION**

Certain elective courses may offer scholars the option to take the class for weighted credit, enabling students to receive an extra honor point. Scholars have the first eight days of school to decide to take an elective course as weighted by completing a request form. In all cases, the course descriptions will note if this option is available.

## **PASS/FAIL**

A scholar may elect to take one course pass/fail per semester. If a scholar earns an A, B, or C in the course, a "P" will appear on their transcript, and they will earn credit. In this case, the course will not be counted toward GPA or class rank. If the scholar earns a D in the course, a D will appear on the transcript, and they 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 scholars are taking a course pass/fail. Arrangements for pass/fail grades need to be made with a counselor by completing and returning a Pass/Fail form no later than five days after the first progress report. There will be no pass/fail option in:

- any course required for graduation
- weighted courses

## **INDEPENDENT STUDY**

Independent study courses that will advance the scholar's knowledge in an area not offered in the current curriculum are available to scholars who are in good academic standing. Scholars 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 scholar'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.

## **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.

## **GRADE LEVEL DETERMINATION**

Scholars who have fewer than 10 credits are classified as freshmen regardless of the scholar's age or number of years attending school. Scholars with 10-20 credits and who have completed two semesters are classified as sophomores. Scholars with 21-30 credits and who have completed four semesters are classified as juniors. Scholars with 31 credits or more, who have taken the required state testing, and have completed six semesters are classified as seniors. The classification of scholars who have participated in home schooling or other alternative educational placements will be determined by the principal or their designee.

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

## **CREDIT RECOVERY**

In an effort to ensure that all of our scholars have the opportunity to graduate with their respective classes, Urbana High School enrolls students in online courses throughout the school year that will allow scholars who are behind to recapture lost credits. This program is free and designed for any scholar who has been reclassified or failed a class in the first semester. Due to limited space, students interested in this program should contact their counselor.

## **PLACEMENT IN COURSES**

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

In compliance with recent state legislation, scholars who meet or exceed standards in math and/or reading on NWEA MAP testing, will be automatically enrolled in the most rigorous course. The most rigorous course will be defined as: AP Prep, AP, dual credit or honors course. For more specific information, please contact the scholar's counselor.

## **MINORITY ENRICHMENT PROGRAM**

The Minority Enrichment Program supports minority scholars 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.

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

- Securing a list of minority scholars enrolled in weighted classes
- Meeting with any of these scholars whose grades fall below or may be in jeopardy of failure
- Providing tutorial assistance to all scholars on the caseload on a weekly basis

## **IL SEAL OF BILITERACY**

The Illinois State Seal of Biliteracy is for Illinois High School graduates who demonstrate a high level of proficiency in four domains of English and a language other than English. The seal is designated on the scholar's diploma and transcript. The commendation toward Biliteracy is awarded to scholars who demonstrate progress toward biliteracy, but do not fully meet the requirements of the Seal of Biliteracy. Participating encourages the study of other languages, benefits the scholar by increasing employment and academic opportunities, benefits the global community by communication with people from other cultures, and allows participants to get a college credit at public universities. For more information on IL Seal of Biliteracy and applications to participate, please click [here](#).

## **HOME AND NON-PUBLIC SCHOOL CREDITS**

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

## **LATE WORK POLICY FOR COURSES**

Late work is defined as work turned in after the due date for reasons other than student absence. All late work must be accepted for full credit until the final summative assessment is given for the unit in which the late work was assigned, **unless the teacher extends the timeline due to extenuating circumstances.**

## **FINAL EXAMINATIONS**

Scholars may not take semester exams early unless there are extenuating circumstances. Teachers who have scholars requesting to take the final exam early must get approval from Christine Rinkenberger, Assistant



Principal of Curriculum and Instruction. If scholars 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.

Scholar's are required to take exams during the regularly scheduled time. If unable to do so because of illness, the scholar must obtain a doctor's statement certifying their inability to take the exam.

Scholar's who leave before the end of the semester will have their 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 scholar 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 scholar to discuss how the grade will be calculated with their teachers and to make arrangements for each course. The same option will not necessarily apply to all courses. Scholar's are to secure an "Anticipated Leave Request" form from the Attendance Office or the Counseling Office; if they plan to leave early. The form will be turned into an administrator.

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.

### **INSTRUCTIONAL MATERIALS SELECTION**

It is the responsibility of parents/guardians to inform the Principal or an 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 scholars or their parents/guardians 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](#) 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.

### **SERVICES FOR SCHOLARS**

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc. You can find the link to this here: <https://bit.ly/4c7iEi2>

### **COUNSELING**

Some of the services provided by the Guidance Department are the following: counseling with each scholar one or more times a semester; helping the scholar 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 scholar. Cumulative records are kept for each scholar 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 scholar as soon as possible. Scholars are assigned to the following counselor by the first letter of their last name. The counseling alpha list is below for your reference.

### **Counselors**

Ms. Ward  
Dr. Motley  
Ms. Stenzel  
Ms. Usoz Aldea

### **STUDENT RECORDS**

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

1. All records maintained by the schools and any agency within the schools for individual scholars are to be open for inspection by parent or guardian.
2. To review scholar records, parents/guardians are to contact the Principal or counselor in the high school to set up an appointment for this purpose.
3. Scholars in grade nine or of age fourteen and above may review their personal records upon request.
4. If a parent/guardian or scholar feels that a record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of scholars, this concern should be indicated in writing to the Principal. If the school agrees with the parent /guardian and/or scholar 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/guardian's prerogative.
5. If the written addendum is not satisfactory, parents /guardians and/or scholars may request a formal hearing to challenge the records of the scholar to further ensure that the information is not inaccurate, misleading, or inappropriate and to provide for correction, deletion, or explanation of such information.

### **TECHNOLOGY USE**

Scholars must read and sign the district's Acceptable Use Policy before using any UHS devices. This policy is received at registration and is filed at the school office. As outlined in board policy and procedures on scholar's 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 chromebooks, 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.

### **CHROMEBOOKS**

- Chromebooks are distributed to each scholar.

- The Chromebook Depot is located on the 3rd floor in room 3128.
- Scholars are responsible for their chromebooks and may be required to pay a fine for damaged or lost chromebooks.
- Seniors may decide to keep their Chromebook after graduation. Scholars will need to notify Mr. Peters in the Chromebook Depot that they will be doing so otherwise it will be disabled if it is not returned. His email is [bpeters@usd116.org](mailto:bpeters@usd116.org)

### **OTHER TECHNOLOGY INFORMATION**

- After the scholar graduates, they will have access to their email/google drive for only a limited time. Please see the policy outlined here: <https://rb.gy/bpervz>
- Please look here for our chromebook best use and practice guide: <https://shorturl.at/4UUJp>

### **INFORMATION AND TECHNOLOGY SERVICES (LIBRARY)**

The library is open to scholars for reading, study, research, etc. from 8:00 am to 3:15 pm, Monday through Friday. Scholars must have a pass or be with a teacher to use the library during class hours. Scholars may borrow most materials from the library and will be informed of borrowing periods and overdue fines at checkout. Scholars must pay any fines or fees for lost items. Scholars 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.

### **TUTORS**

Every attempt will be made to have tutors available to help scholars 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.

### **SOCIAL WORKERS**

Much of the activity of the school social worker is directed toward two major areas of need. One involves helping scholars 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 scholars.

### **HOMEBOUND**

A scholar who is absent from school for an extended period of time may be eligible for instruction in the student's home or hospital. Scholars or their guardian's should contact the Assistant Principal, Melissa Kearns; who will provide the necessary forms to be completed by a physician and returned to the school for approval.

### **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.

### **STUDENT ENGAGEMENT ADVOCATE**

The duties of the school Student Engagement Advocate are directed toward monitoring and assisting scholars who are having attendance difficulties. The SEA will make home visits and provide assistance to these scholars.

### **HEALTH SERVICES**

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

## **SCHOOL NURSE**

The school nurse acts as a liaison between physicians, parents, scholars, and the school. The nurse is here between 8 am to 3 pm each day in room 2159.

## **VISITS BY COLLEGE/MILITARY REPRESENTATIVES**

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

## **BUS SERVICE**

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

## **LOST AND FOUND**

Come to Room 2117 if you have lost articles of clothing or property. At the end of each semester the lost and found bin items will be emptied.

## **GENERAL SCHOLAR INFORMATION**

### **FINES**

It is encouraged that scholars stay 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.

### **DANCES**

Scholars who wish to bring a guest are required to obtain approval from their dean prior to the dance. Invited guests must be of high school age. Guests should accompany the host and will be required to present a valid picture I.D. to be admitted. **NO MIDDLE SCHOOL SCHOLARS OR ANYONE 21 YEARS AND OLDER WILL BE ADMITTED AS A GUEST.** Juniors and Seniors who invite 9<sup>th</sup> and 10<sup>th</sup> grade Urbana High School scholars to the Junior/Senior Prom must follow the dance guest guidelines as stated above.

### **GOOD NIGHT RULE**

All scholars should be familiar with the "Good Night Rule." Once a scholar has come to an evening activity (dances or other social functions), the scholar is not permitted to leave the building unless they intend to go home. This is to prevent loitering around the building or in the parking lots. Scholars who leave the building or the event will not be readmitted without administrative permission.

### **DRAMATICS**

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

### **SCHOOL NEWSPAPER**

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

### **YEARBOOK**

The *Rosemary* is published every year at Urbana High School. Many scholars are needed to organize, develop, design and layout the school's annual. Any scholar interested should contact the yearbook coordinator.

## **STUDENT GOVERNMENT**

Urbana High School has a very active scholar government program called “Student Council.” The Student Council organization meets on a regular basis during the school day. This organization is in charge of all scholar elections and many other school community activities. The Student Council Office is located in room 1208.

## **EXTRA-CURRICULAR ACTIVITIES**

Below is a list of current extracurricular activities at UHS.

[UHS Clubs & Activities](#)

## **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 scholars 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 they are able to carry and pass the required number of academic subjects.

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

- A physical examination each year
- Proof of registration on the UHS athletic website
- Proof of medical insurance.

## **IHSA TRANSGENDER POLICIES**

[Click here](#) (p. 120)

## **SCHOLAR CONDUCT CODE**

### **SCHOLAR 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 scholars 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 scholars. All scholars shall be allowed to vote. This governing body shall be elected on the basis prescribed by the constitution of each individual school.
3. Scholars shall have the right to counsel and due process procedures in the matters of suspension and expulsion.
4. Scholars shall not be subjected to unreasonable or excessive punishment.

5. In light of the creation of orderly procedures for dealing with scholars' concerns, no scholar shall disrupt the educational process within a school.
6. Every member of the school community, including scholars, parents/guardians, 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 scholars, parents/guardians, 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 their own learning and to take education seriously.

## **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 Scholar 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 scholars, staff, and visitors.

The Urbana High School Scholar 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 Scholar Disciplinary Code is aimed at teaching and maintaining boundaries of reasonable behavior. It is aimed at teaching scholars 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.

## **STATE LAW**

State law requires that schools keep discipline records for serious infractions in the scholar's temporary record for not less than five years after the scholar has transferred, graduated, or otherwise withdrawn from school. A scholar's temporary record must include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the "imposition of punishment or sanction." A serious disciplinary infraction is defined as "an infraction involving drugs, weapons, or bodily harm to another."

## **STUDENT EXPECTATIONS**

For many years Urbana High School has been building a tradition of excellence. As a scholar 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 scholars, 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 scholars 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**

- Use a respectful volume in the halls
- Respect all adults
- Keep hands and feet to yourself
- Keep food and drink in the cafeteria
- Use assigned lockers
- Be responsible for your belongings.
- Go directly to your destination.
- Use a pass when leaving the classroom.
- Walk on the right side.
- Walk at all times.
- Keep traffic flowing in the hallway.

#### 2. **Classroom Expectations**

- Be an active listener.
- Be open to new ideas and perspectives.
- Be kind towards each other.
- Make others feel welcome.
- Clean up after ourselves.
- Be on time to class.
- Stay on task and complete assignments.
- Be prepared for class.
- Use a pass when leaving class.
- Remain in supervised and designated areas.
- Keep walkways clear.
- Keep your hands and feet to yourself.

#### 3. **Commons/Cafeteria Expectations**

- Put trash into the trash cans.
- Use food and silverware properly.
- Be kind towards everyone in the space.
- Make others feel welcome.
- Arrive and depart the Commons on time.
- Remain patient in the food lines.
- Use a pass when leaving the Commons.
- Find a seat quickly.
- Be seated and remain there until your table is dismissed.
- Remain in supervised and designated areas.
- Clean up after yourself.

#### 4. **Restroom Expectations**

- Use a respectful volume.

- Be accepting of students' space and privacy.
- Put trash in trash cans.
- Use the restroom quickly.
- Depart directly after using the restroom.
- Use restroom equipment appropriately.
- Wash hands after using the restroom.
- Use the closest restrooms to your destination.

#### 5. Gym Expectations

- Respect and take care of all spaces and equipment.
- Be an active listener.
- Keep food and drink in the cafeteria.
- Bring clothes to change for PE classes daily.
- Be responsible for your belongings.
- Use equipment and space safely.
- Remain in supervised area.
- Keep your hands and feet to yourself

### **IN GOOD STANDING**

A weekly check will be made to see if scholars are in good standing. If a scholar is not in good standing they may be restricted from certain activities. Criteria for in good standing:

1. Passing at least 5 classes (same as athletic eligibility)
2. No unexcused absences
3. No delinquent detentions
4. No offenses that resulted in a discipline referral

Reminder that this is run weekly, so a scholar could lose good standing one week and be back in good standing the next. Administration may also determine good standing as well. Other recognition for scholars in good standing may be added throughout the year.

### **DISCIPLINE AND BEHAVIOR SUBJECT TO SCHOOL POLICIES**

School discipline is defined at Urbana High School as the guidance of the conduct of scholars 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 scholar. A major goal of the staff and administration of Urbana High School is to maintain an environment that is safe for all scholars so that optimum learning is possible. If at any time a scholar feels endangered, they should report this concern immediately to any staff member including teachers, counselors, deans, and administrators. All discipline and consequences will be assigned following Illinois Senate Bill 100 guidelines. This is just a guidebook and each case/scholar will be considered individually.

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

**BULLYING:** Urbana School District board policy prohibits bullying, intimidation, and/or harassment of scholars 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 harassing, intimidating conduct, or bullying that interferes with a scholar'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 scholar or scholar's that has or can be reasonably predicted to:

- Place the scholar or scholar in reasonable fear of harm to the scholar's or scholar's person or property;
- Cause a substantially detrimental effect on the scholar's or scholar's physical or mental health;
- Substantially interfere with the scholar's or scholar's academic performance; and/or
- Substantially interfere with the scholar's or scholar's 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 scholar's ability to learn and a school's ability to educate. Preventing scholars 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 Scholars Prohibited. This policy prohibits any person from harassing or intimidating a scholar 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. Scholar Discipline. This policy prohibits scholars from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other scholars 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 scholars 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 scholars 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 scholar 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 scholars 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 scholars, parents/guardians, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
7. Actively involves scholar's 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 scholars conduct themselves with a proper regard for the rights and welfare of other scholars. This includes a process for commending or acknowledging scholars for demonstrating appropriate behavior.
9. Annually communicates this policy to scholars and their parents/guardians. This includes annually disseminating information to all scholars 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.

## **CELL PHONES**

Scholar cell phone use privileges in a classroom setting are determined by the classroom policies and norms of the instructor. The instructor shall disseminate the cell phone policy to scholars and parents the first week of school. Scholars and parents/guardians will need to sign off, acknowledging the instructor's policy. The instructor will submit the policy to administration by September 1. It is the scholar's responsibility to know the procedures in each class and abide by those policies during the school day. (The school day is defined as 8:00 am - 3:16 pm on Monday, Tuesday, Thursday, and Friday's as well as 8:00 am - 2:26 pm on Wednesday's. This would include personal calls, text messaging, and/or use as a camera, calculator, or clock's. Cell phones and music devices can be used in the lunchroom and in the hallways during passing periods as long as they do not pose a threat to school safety or a disruption to the learning environment. Scholars needing to use a phone may do so in the Attendance or Main 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.

## **UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS**

Unless expressly authorized by the classroom teacher, scholars may not use cell phones or any other electronic device to record videos or take photographs of themselves, other scholars, 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.

## **PUBLICATION OF UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS**

Unless expressly authorized by the classroom teacher, scholars may not post on-line, send electronically, or otherwise disseminate unauthorized videos or photographs of themselves, other scholars, 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 scholars 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.

## **DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED (2:270)**

Discrimination and harassment on the basis of race, color, or national origin negatively affect a scholar's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

### Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining scholars more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning scholars special education services based on a scholar's race, color, or national origin. Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the scholar is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, Uniform Grievance Procedure.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

#### Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

#### Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;  
Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action; Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis; Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

#### Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform scholars and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

#### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, Student Behavior. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, Uniform Grievance Procedure). Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **EDUCATION EQUITY POLICY**

*policy # yet to be assigned by LASB - will update once assigned.*

### **Statement of Need**

The Urbana School District acknowledges that persistent racial disparities, inequities, and academic barriers in our district are unacceptable. While efforts have been made to address the inequities between White students and students of color, these efforts have been largely unsuccessful. Equity is essential to the well-being and success of our schools, our students, and our community.

Equity is the removal of systematic barriers and strives to achieve inclusion of all students, especially those who have historically been underserved in public education settings. The concept of educational equity goes beyond equality, where all students are treated the same, to fostering a barrier-free environment in which all students, regardless of their background or personal attributes, are extended the opportunities and resources required for success.

The purpose of this policy is to re-imagine a framework of actionable steps to eliminate institutional racism, inequities of opportunity, and academic disparities in our district. Those factors affect student achievement and learning, and our ongoing work will allow us to create equitable working and learning environments that welcome, respect, and value diversity.

We acknowledge the responsibility for the disparities among our young people rests with adults, not children. We affirm the following:

- We affirm our commitment to close disparities in academic performance between White students and Black, Indigenous, Students of Color (BISOC) students.
- We affirm our commitment to equalizing the disproportionate graduation percentage rates between White students and Black, Indigenous, Students of Color.
- We affirm our commitment to eliminate the disproportionate disciplinary consequences between Black, Indigenous, Students of Color compared to White Students for similar offenses.
- We affirm our commitment to eliminate all identified systemic barriers that have created opportunity gaps in access, enrollment, and success in advanced classes for Black, Indigenous, Students of Color.
- We affirm our commitment to eliminate all identified systemic barriers and inequities that have constructed academic and social opportunity gaps for students with (dis)abilities.
- We affirm our commitment to eliminate all identified systemic barriers and educational inequities that have negatively impacted multilingual and immigrant students compared to White, English-speaking students.
- We affirm our commitment to create intentional systemic college and career readiness pathways to assist all students in post-high school success.

This list of patterns does not represent an exhaustive list of ways in which disparities exist within our schools. We acknowledge that any disparity is unacceptable and directly at odds with our belief that all students can achieve.

We recognize that the Urbana School District has a responsibility to educate, but we also acknowledge that public schools have an important role in demonstrating inclusiveness and antiracism to the community as a whole.

**Vision**

The District’s vision for all students is to ensure that all learners acquire knowledge, develop skills, and build character to achieve and succeed at high levels to reach their personal greatness. This requires the District to see each student as an individual with different strengths and needs and meet each student where they are academically, emotionally, and socially. We seek to nurture the potential of each student. We acknowledge it is imperative that every student sees themselves, their history, and their culture reflected through their educational experience.

Urbana School District affirms that equity will not be achieved if it consists of merely inviting students and families into spaces that already exist. Instead, this policy requires us to be intentional in our efforts to create new spaces and opportunities that are intentionally founded with the diverse backgrounds of our historically marginalized families in mind. In order to realize equitable opportunities and outcomes for everyone, equity must be applied across the following list, which includes but is not limited to:

- race,
- ethnicity,
- gender,
- gender identity,
- gender expression,
- sexual orientation,
- socioeconomic status,
- religion,
- national origin,
- foster status,
- involvement with the juvenile justice system,
- (dis)ability,
- immigration status,
- or linguistic backgrounds.

Urbana School District’s climate and culture are designed and operated to be reflective of equitable policies, practices, and procedures in each building, every classroom, and all extracurricular activities.

**Commitment**

We, Urbana School District, are committed to disrupting and transforming the current and historical systems that have been inequitable in their existence. We recognize that our students have various real-life experiences and personal characteristics that will require diverse pathways to success.

In order to achieve educational equity for our students:

The District shall...

- A. The District shall provide every student with equitable access to an academically rigorous, socially and emotionally responsive, and culturally sustaining education, even when this means differentiating resources to accomplish this goal.
- B. The District shall provide ongoing professional development in the areas of bias and culturally responsive teaching, which include adequate time for feedback and self-reflection.

C. The District shall negotiate, re-allocate, and re-imagine resources, opportunities, and supports when equal distribution results in inequitable outcomes that do not adequately meet the specific needs and interests of all groups of students.

D. The District shall recruit, employ, support, and retain racially and linguistically diverse and culturally competent teachers, support staff, and administrators.

E. The District shall remedy the inequitable practices that lead to the over-representation of students of color in areas such as special education and discipline and the under-representation in programs such as acceleration and Advanced Placement.

F. The District shall strengthen partnerships with and empower families, especially historically marginalized populations, which include underrepresented people of color and those with varying linguistic backgrounds, as authentic partners in the educational process, school planning, and District decision-making.

G. The District will investigate existing policies that may serve as barriers to access and full engagement for students.

## Definitions

For the purposes of this policy, the following terms shall have the following meanings:

**“Academic Barriers”** are the unequal distribution of academic resources, including but not limited to; school funding, qualified and experienced teachers, books, and technologies to socially excluded communities. These communities tend to be historically disadvantaged and oppressed.

**“Bias”** means a positive or negative inclination towards a person, group, or community; it can lead to stereotyping.

**“Culturally Responsive Teaching”** bridges the gap between teacher and student by helping the teacher understand the cultural nuances within the classroom, an approach that focuses on integrating and sustaining students; multiple cultural identities within the classroom environment and curriculum.

**“Diversity”** or **“Diverse”** means variety in, including but not limited to race, ethnicity, gender, gender identity, gender expression, sexual orientation, socioeconomic status, religion, national origin, foster status, housing circumstance, involvement with the juvenile justice system, IEP status, disability, learning difference, immigration status, or spoken languages and people with different beliefs.

**“Ethnicity”** is a social construct that divides people into smaller social groups based on characteristics such as a shared sense of group membership, values, behavioral patterns, language, political and economic interests, history, and ancestral background.

**“Equity”** refers to fairness and justice and is distinguished from equality. Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances.

**“Implicit Bias”** means biases of which people usually are unaware or which operate at the subconscious level. Implicit bias is usually expressed indirectly.

**“Institutional Racism”** means social policies, practices, procedures, and/or discourse that benefit people who are white at the exclusion of people of color, often unintentionally.

**“Opportunity Gap”** means the unequal or inequitable distribution of educational resources and opportunities on the basis of race and/or ethnicity; resources may include staffing, academic supports, social and emotional supports, high-quality curriculum, and other programs.

**“Racial and Ethnic Equity”** means the systematic fair treatment of people of all races and ethnicities that allows equitable outcomes.

**“Racism”** means the prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one’s own race is superior.

**“Systemic Barrier”** means policies, procedures, or practices that unfairly discriminate and can prevent individuals from participating fully in a situation. Organizational or systemic barriers are often put into place unintentionally.

**“Urbana School District #116”** includes all employees, students, consultants, and contractors of Urbana School District #116.

### **CHEATING/PLAGARISM**

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. Scholars are expected to perform their own work. Plagiarism and cheating are further described below:

1. Copying: Submitting the work of another as one’s own.
2. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited.
3. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the scholar’s words differ substantially from those of the source. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.
4. Artificial intelligence: Submitting work that is copied from and/or originated from an AI source (including but not limited to ChatGPT, google translate, etc.). It doesn’t matter what program or software is used in this matter.

In cases of cheating or plagiarism, each instance will be documented with a Skyward referral and the following procedures will be followed:

- **First Offense:** Parent contact will be made by the teacher. A restorative conference will be held between the scholar and teacher. Scholars will have an opportunity to redo the assignment for full credit within a time frame set by the teacher.
- **Second Offense:** Parent/guardian contact will be made by the teacher and dean. Scholars will serve time in RU to complete an academic integrity module. Teacher and dean will determine together whether scholars will receive full credit for a redone assignment.
- **Third Offense and after:** Parent/guardian conference will be held with the teacher and dean. Scholars will serve additional time in RU. Opportunity for redo will not be allowed.

### **DAMAGE OF SCHOOL PROPERTY**

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.



## **DISRUPTIVE BEHAVIOR**

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.

## **DRESS/SYMBOL**

Scholars 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. Administrators also reserve the right to instruct scholars who are dressed inappropriately to change their attire and/or remove accessories that have the potential to be used as weapons.

The UHS dress code pulls from Oregon NOW, an organization that created a Model Dress Code to help schools update and improve their scholar dress code policies and enforcement processes. Scholar dress codes and administrative enforcement should support equitable educational access and should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, cultural identity, body size/type, or body maturity. Scholars should never be shamed or reprimanded about perceived dress code violations in hallways, classrooms, or in front of others.

### **Allowable Dress & Grooming**

- Scholars must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be seen through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

If the scholar's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with restorative discipline policies for similar violations.

## **ELEVATOR**

Scholars may not use the elevator without a pass from a counselor/administrator/dean for any reason. Not following this rule can result in disciplinary action.

## **EXPECTATIONS OF COMPLIANCE**

Scholars are expected to comply with all reasonable requests from school personnel. These requests may include but are not limited to asking a scholar to report to the office, asking a student to follow directions, asking a student to leave a particular area, and asking a scholar for their name and/or identification. Scholars are expected to respond to requests made by any school personnel using respectful and positive language. Scholars are to refrain from defiance and willful disobedience, and are to follow instructions from authority figures in a timely manner.

## **FALSE REPORTS**

The act of falsely reporting incidents or making false accusations or giving false testimony to school personnel, which would affect the welfare of others. Engaging in this action can result in disciplinary action.

## **FIELD TRIPS**

Urbana High School scholars 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 administration gives final approval for students on all field trips.

The following criteria apply to the Senior Trip:

- Scholars must be in good standing
- Scholars must have senior status (on track to graduate)

## **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 overnight. Teachers have the discretion to determine the appropriateness of food/drinks in their rooms.

## **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.

## **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.

## **GAMBLING**

This is not permitted on school grounds by state law.

## **GANG RECRUITMENT/REPRESENTATION**

Any effort to represent, recruit or encourage membership in gangs or gang related activities will not be tolerated on school grounds.

## **GROSS MISCONDUCT**

Conduct that is vulgar, obscene, and indecent in nature (i.e. mooning, spitting, disrobing, etc.)

## **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 be considered to (a.) be a threat or an attempted intimidation of a staff member; or (b.) endanger the health or safety of students, staff, or school property.

### **TEEN DATING VIOLENCE PROHIBITED**

Each scholar has a right to a safe learning environment. Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **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.).

Bullying, teen dating violence, intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The Urbana School District #116 will take disciplinary action against any scholar who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation or harassment.

### **INAPPROPRIATE BUS CONDUCT**

All scholars 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 scholar 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 scholar is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the scholar 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 scholar's privilege to ride a school bus.

### **BUS RULES AND EXPECTATIONS**

A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever scholars are riding a school bus, whether on a regular route each day or on a field trip, they are responsible to follow these rules. Parent/guardian's 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. Scholars must respond promptly to instructions given.
2. Scholars 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. Scholars must observe classroom and school-wide expectations as covered by the Scholar 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. Scholars 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. Scholars 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 scholar 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 scholars. Scholars must be at the bus stop 5 minutes before the scheduled pickup time.
11. Scholars 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.

### **INAPPROPRIATE ITEMS**

Items that should not be brought to school: large and/or long wallet chains, orbeez guns, 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 principal's office (or designee) and may be reclaimed after regular school hours at the administration's discretion.

### **LUNCH CONDUCT:**

- a. **Cafeteria:** Scholars are expected to enter and exit the Commons 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 themselves; 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. Scholars are expected to eat all lunches purchased in the cafeteria inside the cafeteria unless you are under the direct supervision of a staff member.
- b. **Off-Campus:** Scholars 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. Scholars, who behave inappropriately, litter, loiter on or near the neighbors' properties, or smoke on Iowa Street or at the corner of Iowa and Race Street during their lunch time may lose the privilege of leaving the school campus for lunch for a period time that will be determined by the administrative team.
- c. Scholars are expected to have a hall pass in order to be on the 2<sup>nd</sup> or 3<sup>rd</sup> floors during their lunch hour (no exceptions).
- d. Scholars are expected to be in the cafeteria or leave the building during their lunch hour if they have open lunch. Scholars are expected not to wander in and out of the Commons/building during their lunch hour. Failure to comply may result in loss of open lunch privileges.
- e. Scholars are prohibited from ordering lunch out to be delivered to campus.

## **PREJUDICE**

Prejudice is defined as a public display of racial bigotry or intolerance on the basis of race, gender, religion, creed, or sexual orientation.

## **PROFANITY/VERBAL ABUSE**

Use of vulgar, profane, or obscene language in general or directed at someone is not allowed. The dean will determine the consequence for this based on a variety of factors/severity of the incident.

## **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. Sexting - Sending/receiving sexually explicit messages or photos electronically.

## **SKATEBOARDING/INLINE SKATING/SCOOTERS (Manual /Motorized)**

Scholars may not skateboard, inline skate, or ride scooters (manual or motorized) on school property at any time. Skateboards should be stored in a locker during the school day.

## **SMOKING/USE OF TOBACCO PRODUCTS/NICOTINE VAPES:**

Smoking or use of any tobacco product, including nicotine vapes, is not allowed at any time including during any school sponsored activity on the campus. Scholars 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. Scholars should not have lighters or matches on school grounds. Violators will be subject to disciplinary action including suspension.

## **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.

## **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 they make 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:

- e. **UNDER THE INFLUENCE:** Any scholar 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 scholar 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.
- f. **POSSESSION:** Any scholar 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 scholar's immediate presence to be in his/her possession or control.
- g. **DELIVERY:** Any scholar 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.
- h. **LOOK-A-LIKES:** A "look-alike substance" is a substance, which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.
- i. **DRUG PARAPHERNALIA:** "Drug paraphernalia" means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

**NOTE:** If a scholar enters the building smelling as if they have been smoking and or drinking an illegal substance, they will be sent to administration for follow up. Depending upon the findings; the scholar's

parent/guardian will be notified to come pick the scholar up and/or the scholar may be suspended with police involvement.

14. **THEFT/POSSESSION OF STOLEN PROPERTY:** Scholars 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 pocket knives, mace, tasers, any type of personal protective device or other items deemed inappropriate by school officials, should not be brought to school.

\*\*Scholars 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 scholar feels endangered, they should report this concern immediately to any staff member. A scholar may also anonymously contact the emergency community service hotline by calling 1-800-477-0024.

## **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.

The parent/guardian will be informed of the discipline consequence if it involves an assignment to Restorative U, Saturday School, or a suspension. Parents will not necessarily be contacted if a student is assigned a detention. Scholars who are involved in extracurricular activities or athletics may face other consequences in addition to school disciplinary action if their conduct violates the extra-curricular code of conduct.

### **SENATE BILL 100**

Per Senate Bill 100, the administrator/dean consider the following factors:

1. Scholar's age
2. Seriousness of the offense
3. Frequency of inappropriate behavior
4. Circumstances and intent
5. Potential effect of the misconduct on the school environment
6. Relationship of the behavior to any disabling condition

### **COUNSELING**

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

### **DENIAL OF PRIVILEGES**

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

### **DETENTION**

All certified personnel or designee may assign detentions. A scholar 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.

### **RESTORATIVE U ASSIGNMENT**

Scholars may be assigned to the Restorative U (RU) for reasons relating to discipline or attendance. For disciplinary offenses, an administrator in coordination with student support services will determine the time period that the student will spend in RU. Students may be assigned RU if they are not successful with other behavioral interventions. Misbehavior or failure to complete RU assignments could result in an external suspension. In the RU room, the following rules will apply:

- Scholars will arrive on time to avoid consequences for tardiness.
- Scholars will stow or turn in their cell phone to limit distractions.
- Scholars 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 scholar's class schedule. This work will count for full credit, but the scholar will still be responsible for any work missed if they were not able to work on the original class assignment. Support services staff may also meet with a scholar during this time.
- Scholars must work on schoolwork while in the RU room, and will not be allowed to sleep, talk to other students, or engage in disruptive behavior. If a scholar's behavior is unsatisfactory, or if he or she fails to attend, the administrator may assign out of school suspension or another form of disciplinary action.
- Scholar's assigned to the (RU) will eat lunch during one of the designated lunch hours and will be escorted by the RU supervisor, to and from the commons/cafeteria.
- Scholar's will participate in restorative chats, lessons and activities while in RU.
- Scholar's will participate in a service activity while in RU.

### **EXPULSION FROM SCHOOL**

In very serious discipline cases, the principal or administrative team may recommend expulsion of a scholar 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 scholar for up to two years.

### **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.

### **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 scholar and student body.

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

### **SATURDAY SCHOOL**



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

### **SUSPENSION OF THE SCHOLAR**

Suspension of the scholar to their home is intended to indicate to the scholar and the scholar's parent/guardian the seriousness of the disciplinary problems and to secure their cooperation in solving them. Scholar's should make up all work missed due to suspensions and will receive academic credit for that work. A scholar cannot return to school without a parent/guardian for a re-entry conference with the dean or administrator. 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 their dean.

In the event the problem cannot be resolved within the stipulated period stated, the dean or administrator may re-suspend the pupil. Continuation of the acts leading to the suspension of the scholar may result in referral for action by the Board of Education.

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

When a scholar 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 dean will refer the scholar to an Urbana High School administrator. The administrator will make a determination as to whether or not the scholar 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.

### **SERVICE LEARNING**

As an alternative to, or a reduction in, suspension days, the scholar 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.

### **INTERVENTIONS AND SUPPORTS**

As part of the Urbana High School MTSS system; disciplinary action may trigger behavioral supports or interventions for scholars to support them in the reduction of disruptive behavior(s). There are both formal and informal supports used for this purpose. Assigning support or interventions to scholars will include notification to the parent/guardian's.

### **FULL EXTRA-CURRICULAR CONDUCT CODE**

Below is a live link to the full Extra-Curricular Conduct Code. Questions regarding any of the policies or procedures should be directed to the Athletic Director.

[Extra-Curricular Conduct Code](#)

