

## **UNIVERSITY OF ILLINOIS LABORATORY HIGH SCHOOL MISSION STATEMENT- DRAFT**

As a catalyst for educational innovation, University Laboratory High School (Uni) seeks to spark the creative fervor and high aspirations of talented young people; to inspire them to excellence; to challenge them through traditional and experimental strategies; to ignite their potential for active, responsible involvement in the adult world; and to influence positively the larger educational community.

### **LAB MISSION**

As a public laboratory high school, Uni serves as a center for research and development for the improvement of public secondary education. The lab mission is an essential part of the school's mission to serve "as a catalyst for educational innovation." Uni is involved in projects designed to improve curriculum, instruction, and learning practices. Such projects may include:

- Develop curriculum – the design, crafting and experimental use of curricula and supporting materials; and disseminate these curriculum materials
- Advance innovative pedagogical practice to academically talented students; and disseminate these instructional innovations
- Engage in professional service off and on the university campus
- Sponsor conferences; offer workshops; direct in-service programs; give papers and presentations; write and publish; cooperate with faculty colleagues in course and project development; serve as resource teachers or consultants; provide leadership to elementary and secondary schools and teacher education through professional associations; participate in university affairs; serving on committees, councils, and other university bodies; and participating in professional organizations
- Work in partnership with UI on research opportunities
- Work in outreach with other schools and community entities

### **ACCREDITATIONS**

The University of Illinois Laboratory High School is an independent administrative unit of the University of Illinois and reports directly to the Provost's Office. The Associate Provost for Faculty Development serves as the Provost's liaison with the school and advises the Director. The Provost oversees the operation of University Laboratory High School.

Uni is certified as a public school by the Illinois State Board of Education. Uni is a member of The College Board.

### **CONTACT INFORMATION**

<b>Address:</b>	<b>University of Illinois Laboratory High School 1212 West Springfield Avenue Urbana, Illinois 61801</b>
<b>Main Office:</b>	<b>(217) 333-2870</b>
<b>Main Office Fax:</b>	<b>(217) 333-4064</b>
<b>Admissions Office:</b>	<b>(217) 244-4791</b>
<b>Student Services Office:</b>	<b>(217) 333-2873</b>
<b>Athletic Office:</b>	<b>(217) 300-0524</b>
<b>Advancement Office:</b>	<b>(217) 244-8586</b>
<b>Library:</b>	<b>(217) 333-1589</b>
<b>Website:</b>	<b><a href="https://www.uni.illinois.edu/">https://www.uni.illinois.edu/</a></b>

## BYLAWS

Faculty of University Laboratory High School  
at the University of Illinois at Urbana-Champaign

Adopted May 7, 1997  
Amended May 2, 2003  
Amended April, 2004  
Amended May 8, 2009  
Amended April 5, 2013  
Amended December 2, 2015

### A. NAME

The name of this assembly shall be “The Faculty of the University Laboratory High School of the University of Illinois at Urbana-Champaign.”

### II. DEFINITIONS

Within these Bylaws, the “University” refers to the University of Illinois. The “School” refers to the University Laboratory High School of the University of Illinois at Urbana-Champaign. The “Director” refers to the chief executive officer of the School. If the School has no Director, the functions specified in these Bylaws for the Director are the responsibility of the person designated by the Provost and Vice Chancellor for Academic Affairs as the chief executive officer of the School.

### III. PURPOSE

The purpose of this assembly shall be to assume those responsibilities and to discharge those duties delegated to it by the Provost and Vice Chancellor for Academic Affairs, subject to the laws of the State of Illinois, the *University Statutes* and to other established policies and procedures of the University of Illinois. The authority granted to this body was delegated from the State of Illinois through the University Board of Trustees, the President of the University, the Chancellor of the Urbana-Champaign campus, and the Provost and Vice Chancellor for Academic Affairs. All decisions made by this body are subject to review by this chain of command.

These Bylaws are intended to establish a general framework for the development of policies, procedures, and governance responsibilities among the Faculty, but do not supersede any rights and responsibilities delegated to the School administrators and Faculty members by the University administration, its applicable policies and procedures, or any state and federal laws or labor agreements. Specific policies and procedures developed under these Bylaws will become part of the School’s Faculty Handbook, but are not considered part of the Bylaws themselves.

### IV. MEETINGS

#### A. Officers

1. The Presiding Officer at meetings of this Faculty shall be the Director of the School or the designee of the Director.
2. The Presiding Officer shall appoint a Secretary to record minutes of the meetings of this Faculty. Such appointment may be made annually or for a single meeting.

#### B. Procedures for the Conduct of Meetings

1. Meetings of this Faculty shall be conducted in accordance with the most recent version of *Robert’s Rules of Order* when not in conflict with these Bylaws or with the *University Statutes*.
2. A quorum for the transaction of business at meetings of this Faculty shall be sixty percent of those defined in Article V as being members of the Voting Faculty.
3. Action items should normally be placed on the agenda distributed to the Faculty prior to the meeting. However, an action item may be placed on the agenda at the meeting by a two-thirds vote of the Voting

Faculty present. Discussion items may be freely added to the agenda subsequent to action items at the discretion of the Presiding Officer.

C. Frequency

During the academic year, there shall be at least three meetings of the Faculty per semester. Additional meetings will be called by the Presiding Officer: (1) on his or her own initiative, (2) at the request of the Executive Committee, or (3) in response to a written petition to the Presiding Officer signed by at least five members of the Voting Faculty.

D. Call of meetings

Notice of all meetings of the Faculty shall be issued by the Presiding Officer so as to be reasonably received by the voting and non-voting members of the Faculty at least three working days prior to the date of the meeting. Each such notice will include the agenda for the meeting.

E. Agenda

The agenda for meetings of this Faculty shall be prepared by the Presiding Officer individually or in conference with the Executive Committee. All items proposed by any voting Faculty member at least five working days prior to a Faculty meeting shall be placed on the agenda.

## V. MEMBERSHIP

A. The Voting Faculty of the School consists of those persons who:

1. Hold a full-time (100%) academic appointment in the School with the title of Teaching Associate, Executive Teacher, Counselor, Athletic Director, Director of Advancement, Director, Associate Director, and Assistant Director for Student Life (often referred to as "Assistant Director"). These appointment titles may include the modifiers "Visiting" or "Interim". In addition, the School Librarian shall be a voting member of the Faculty; or
2. Hold a 50% or more academic appointment in the School with any of the titles in (1) and have held such a position for at least one year; or
3. Have been granted voting privileges by a majority vote of the faculty.

B. Non-voting members of the Faculty shall include those persons with an academic appointment in the School with any of the titles listed in A.1 who are not members of the Voting Faculty and persons with the appointments in the School with the title of Coach.

C. Any member of the Voting Faculty may propose additional persons for voting or non-voting membership in the Faculty. This extension of membership must be approved by a majority vote of the Faculty and may be offered only to persons holding an appointment in the School. Such additional memberships will expire at the start of the first meeting in the Fall unless reaffirmed at that meeting, or when the person holding the membership is no longer appointed by the School. Voting members added pursuant to this section are not eligible to seek election to the Executive Committee.

## VI. COMMITTEES

A. Standing Committees.

The Standing Committees of the Faculty shall include the Executive Committee, the Admissions Committee, the Curriculum Committee, the Scholarship/Awards committee and any other standing committees identified by the Faculty.

1. Executive Committee

- a. Composition. The Executive Committee shall consist of five elected members of the Voting Faculty. No more than two members may be Executive Teachers. The Associate Director and the Director of Advancement are *ex officio*, non-voting members.
- b. Officers. The Associate Director of the School serves as Chair of the Executive Committee. The Executive Committee may elect from its voting members a Vice-Chair, who shall serve as Chair in the absence of the Associate Director and when the Executive Committee is conducting a review of the Director. The Executive Committee may elect other officers required to conduct its business.

- c. Elections. Elections for members of the Executive Committee will be held no later than May 1 each year. Special elections to fill vacancies may be scheduled by the Executive Committee at any time during the school year. All elections are by secret ballot. The sitting Executive Committee is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
  - d. Terms. The terms of office for elected Executive Committee members shall be staggered two-year periods starting at the beginning of the Fall term. An Executive Committee member elected to fill a vacancy in a special election shall serve from the conclusion of the election until the end of the term that was vacated. No person shall serve more than two consecutive terms.
  - e. Meetings. There shall be at least three meetings of the Executive Committee during each academic year. Meetings shall be called by the Chair on his or her own initiative or at the request of two or more members of the Committee. Attendance at meetings is open to any member of the voting faculty, unless the committee votes itself into a closed session. Minutes of decisions made shall be made available to the Faculty.
  - f. Should an agenda item present a possible conflict of interest for any member of the Executive Committee, the Committee may vote to exclude that member from the meeting during the discussion of the item.
2. Admissions Committee
- a. Composition. The Admissions Committee consists of five elected members of the Faculty. No more than two of the members may be from the same division of the School. The Director and the Associate Director are *ex-officio*, non-voting members.
  - b. Officers. The Associate Director serves as Chair. In the absence of the Associate Director, the members of the Committee shall elect from its members an interim Chair.
  - c. Selection of the Committee. The members of the Admissions Committee shall be elected by the faculty in a secret ballot. The Executive Committee is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
  - d. Terms. Each member of the Admissions Committee shall serve a two-year term. Terms shall be staggered.
  - e. Meetings shall be called by the Chair as required on his or her own initiative or at the request of two or more members of the Committee. Attendance at meetings is restricted to members of the Admissions Committee and invited guests.
3. Curriculum committee
- a. Composition. The Curriculum Committee consists of one representative from each division of the School. If a division has an executive teacher, he or she will serve as the divisional representative. When a division has no executive teacher, the Director will designate a Faculty member from that division to serve as the divisional representative on the Curriculum Committee. The Director and the Associate Director are *ex officio*, non-voting members. Other members may be added by vote of the Committee.
  - b. Officers. The Associate Director is the Chair of the Curriculum Committee. In the absence of the Chair, the Committee shall elect from its members an interim Chair. The Committee may elect other officers as needed to conduct its business.
  - c. Meetings. Meetings shall be called by the Chair as required on his or her own initiative or at the request of two or more members of the Committee. A representative of a division who is unable to attend a meeting may authorize another Faculty member of that division to attend meetings of the Curriculum Committee and vote on issues before the Committee. Discussion at meetings is restricted to members of the Curriculum Committee or their designated representatives and invited guests. Attendance at meetings is open to any member of the voting faculty, unless the committee votes itself into a closed session. Minutes of decisions made shall be made available to the Faculty.

#### 4. Scholarship/Awards committee

- a. Composition. The Scholarship/Awards Committee shall consist of five elected members of the Voting Faculty. The counselors serve as ex-officio, non-voting members.
- b. Officers. The members of the Committee shall elect from its members a Chair.
- c. Elections. The members of the Scholarship/Awards Committee shall be elected by the faculty in a secret ballot. The Executive Committee is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
- d. Terms. Each member of the Scholarship/Awards Committee shall serve a two-year term. Terms shall be staggered.
- e. Meetings. Meetings shall be called by the Chair as needed.

B. *Ad hoc* Committees may be established by the Faculty as needed. Membership, officers, and voting privileges in such *ad hoc* committees shall be determined by the Faculty when each is formed.

C. Removal of Standing or *ad hoc* Committee members. The Faculty, by a two-thirds vote of those present and voting, may vote at any time to remove from office any member of its committees who was elected or appointed by the Faculty, provided that the proposed action is noted on an agenda distributed with the Call for a meeting in accordance with Article IV, Section D.

### VII. DUTIES AND RESPONSIBILITIES

#### A. The Director

The duties and responsibilities of the Director of the School are defined by the Provost and Vice Chancellor for Academic Affairs.

#### B. The Faculty

The Faculty of the School is responsible for formulating academic policies and practices of the School. This includes curriculum planning; graduation requirements; course content and credit; faculty evaluation procedures; curriculum and course evaluation procedures; admissions policies; grading policies, procedures for research project initiation and evaluation; student attendance policies and disciplinary procedures; internal procedures for conflict resolution; and divisional organization of the School. The Faculty may delegate any of these responsibilities to the Executive Committee or other committee of the Faculty, the Administration, or the Executive Teachers.

#### C. The Executive Committee

The duties and responsibilities of the Executive Committee are:

1. To advise the Associate Director on the formulation and execution of School policies related to the mission of the School and its strategic plans; on general compensation policy (but not compensation of individual faculty or staff members); on policies regarding appointments, reappointments, nonreappointments, and promotions (but not specific actions related to individuals); on budgets; and on the School calendar.
2. To represent the faculty to the administration with regards to administrative procedures under the committee's purview.
3. With the Associate Director, to establish administrative procedures for non-curricular activities within the school. Oversee the publication of student and faculty handbooks for effective dissemination of policies.
4. To advise the Faculty on such topics as faculty evaluation procedures; admissions policies; student attendance policies and disciplinary procedures; internal conflict resolution procedures; and divisional organization of the School;
5. To participate in a periodic review of the Director as requested by the Provost and Vice Chancellor for Academic Affairs and report the results of the review to him or her; and
6. To transact such business as shall be delegated to it by the Faculty.

7. If the Associate Director is not able to chair the committee due to special circumstances, the Director and/or the Assistant Director for Student Life will chair until the Associate Director is able to resume his or her duties or until a new Associate Director is named.

D. The Admissions Committee

The Admissions Committee is responsible for implementing the admissions policies approved by the Faculty and for recommending all candidates for admission to the Director. The Admissions Committee will report to the Faculty on the current admissions cycle whenever requested by the Faculty, and will do so at least once each year.

E. The Curriculum Committee

The duties and responsibilities of the Curriculum Committee are:

1. To represent divisions in administrative procedures.
2. To perform administrative duties as delegated by Administration.
3. To produce the Curriculum Guide annually, to include approving proposals for new courses or course/curriculum changes.
4. With the Administration, to establish administrative procedures for curricular activities within the school. Coordinate with the Executive Committee and the Associate Director to have policies included in the student and faculty handbooks.
5. To implement faculty evaluation procedures.
6. To advise the Faculty on such topics as curriculum planning, graduation requirements, course content and credit, and curriculum and course evaluation procedures; and
7. To transact such business as shall be delegated to it by the Faculty.

F. The Scholarship/Awards Committee

The Scholarship/Awards Committee will select students as nominees or winners of available nominative scholarships and awards.

## VIII. DIVISIONS

The faculty may elect to organize itself into divisions within the School. Faculty in such a divisional structure retain full rights and privileges as members of the School Faculty. When such a division is formed, the Director, after consulting with the faculty in the division and observing search procedures required by the University, shall appoint an Executive Teacher to lead the division. In cooperation with the Curriculum Committee, academic divisions will be responsible for developing curricula within their designated discipline areas, proposing changes in the courses offered, and delivering instruction within those disciplines.

## IX. AMENDMENT OF BYLAWS

- A. Amendment of these Bylaws may be made at any meeting of the Faculty by two-thirds vote of those members present and voting, provided that a quorum is present and the meeting notice requirements of Article IV have been met. All amendments are subject to approval by the Provost and Vice Chancellor for Academic Affairs.
- B. Proposals for amendments to these Bylaws may be made by any member of the Voting Faculty. Proposals must be placed on the agenda of a meeting and the text of the proposed amendment must be circulated to the Voting Faculty with the agenda for the meeting.

## **UNI PERSONNEL**

### **ADMINISTRATION**

Interim Director	Elizabeth Majerus
Assistant Director	Karl Radnitzer

### **Executive Teachers**

Computer Science	Joel Beesley
English	Kathy Rodems
Fine Arts	Rick Murphy
Foreign Language	Lynda Lopez
Mathematics	Ioana Boca
Physical Education	Tim Bicknell
Science	David Bergandine (Exec. Teacher rotates among science teachers)
Social Studies	Melissa Schoeplein

### **Admissions**

Coordinator of Admissions	Carol Lombardi
Admissions Support	Susan Layton

### **Athletics**

Director	Tim Bicknell
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### **Student Services Office**

Director of SSO & College Counseling	Lisa Micele
Students A – K	Kristi Bandy
Students L – Z	Amy Han
School Registrar and Office Support	Courtney Von Holten

### **Advancement Office and Alumni Relations Staff**

Director of Advancement	Janet Kroencke
Assistant Director of Advancement	
Secretary to Director of Advancement	Christine Pierson

### **Library Staff**

Librarian	DoMonique Arnold
Senior Library Specialist	Paul Kotheimer

### **Technology Support**

IT Specialist	Zachary Schnepf
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### **School Support Personnel**

Business Manager	Don Marrow
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## **ADMINISTRATIVE RESPONSIBILITIES**

The following are general descriptions of areas of responsibility, not complete job descriptions. This listing should help to identify an appropriate avenue for assistance with most routine items of business.

### **Director (12 Month Appointment)**

- Oversees all operations, overall program, and activities of the school
- Concentrates on external affairs: communications, fundraising, finance, alumni, and governmental relations
- Establishes connections to University and community initiatives
- Focuses on strategic planning
- Represents the school on PFO, MPAG, university committees
- Determines instructional and additional professional assignments
- Supervises and evaluates executive teachers and faculty
- Coordinates Awards Day
- Promotes workplace expectations
- Provides overall direction to the management of student discipline
- Communicates with the Associate Provost of Faculty Development, and other University of Illinois administrators
- Develops budgets based upon school needs, estimated enrollment, personnel and other fiscal needs; implements programs within budget limits, maintains fiscal control, accurately reports fiscal information
- Chairs Curriculum Committee
- Oversees admissions and enrollment outreach to UI and community families
- Publishes plan for approving new courses
- Supervises production of Curriculum Guide and Faculty Handbook with Assistant Director
- Assistance in recruitment and selection of employees
- Assists the Assistant Director of Student Life with oversight of the Student Services Office and assures compliance with appropriate regulations
- Sits on Technology Committee—not sure?
- Coordinates student leaves and sabbaticals with Curriculum Committee
- Shares in supervision of student activities and school events
- Approves field trips
- Approves external substitute teachers
- Advises in student discipline decision-making
- Assists with discipline appeals as needed
- Oversees compliance with the Health and Life Safety Code
- Oversees Directors in evaluation and development of procedures related to risk management
- With other university personnel, develops and communicates the Emergency Response Plan; plans safety drills
- Assists the Assistant Directors with compliance issues related to University, state, and federal policies
- Oversees all master scheduling and student scheduling
- With the Assistant Director develops professional development
- Represents the school to the University and community
- Serves as the liaison between Uni staff and Uni advisor board as needed

### **Assistant Director (12 Month Appointment)**

- Serves as administrative liaison with senior class
- Oversight and development of Summer Camp and SSAT Prep Program
- Performs daily supervision and discipline of students, including managing attendance and tardiness
- Handles student discipline issues
- Implements disciplinary and academic probation plans
- Oversight of Clery Act reporting
- Administers and oversees the school's co-curricular program and other student activities

- Oversight of SSO and assures compliance with appropriate regulations
- Works with the SSO and oversees the development and implementation of student individualized education plans (IEP's) and 504 plans
- Oversees concurrent enrollment
- Works with Student Council and SFAC
- Addresses student issues about schedules
- Provides information to students, parents, and staff through emails and website updates
- Approves documented absence requests
- Opens and closes the building for special events with the help of other administrators and faculty
- Confirms chaperones for special events such as dances and plays
- Approves and shares in supervision of student activities and school events
- Sits on MPAG Committee
- With the director and SFAC, seeks feedback of the Student-Parent handbook before summer revisions
- Promotes workplace expectations
- With other personnel, coordinates graduation ceremonies
- Assists with senior end-of-year activities as necessary.
- Addresses instances of plagiarism and other academic misconduct.
- In general, acts as a kind of ombudsman to mediate between student and faculty concerns
- Works with assigned staff to assure effective functioning of Agora Days
- Works with assigned staff to assure effective functioning of Uni Period
- Enforces school policies related to bullying, sexual harassment, harassment, or discrimination of any type
- Shares in supervision and disposition of ill or injured students
- Supervises study hall teachers/supervisors
- Manages all display areas
- Supervises traffic and hallways, including 7:30-8:00 and end of day until 4:30 ☺
- Represents the school to the University and community
- Supervises student activities, i.e. dances, talent shows, etc.
- Serves as liaison to and collaborates with ROE
- Assists the Director in overseeing curriculum, instruction, and teacher evaluation
- Chairs Executive Committee
- Sits on Admissions Committee
- Publishes Grade Reporting Schedule; supervises student grade reporting
- Supervises production of Faculty Handbook with executive committee and Director
- Assures SSO and office implementation of procedures related to the maintenance and security of student records
- With other university personnel, develops and communicates the Emergency Response Plan; plans safety drills
- Assists the Director with compliance issues related to University, state, and federal policies
- Oversees master scheduling with the director as needed
- Oversees student scheduling
- With the Director develops and oversees professional development
- Represents the school to the University and community

### **Athletic Director (12 Month Appointment)**

- Provides administration of all aspects of the athletic program, including scheduling, contracts, officials, transportation, equipment, supplies, and facilities
- Supervises and evaluates all coaches
- Maintains athletic eligibility records regarding scholastic standing, semester attendance, and age requirements
- Manages the student activity eligibility reporting system
- Develop season schedules for each athletic team (communication, contracts confirmation).
- Arrange transportation for each team for all away contests, including lodging if necessary.
- Contact and hire necessary officials for every home contest.
- Complete appropriate paperwork and oversee payment procedure. Advertise coaching vacancies, interview candidates, hire personnel.

- Ensure proper certification of coaches, completion of official paperwork, transportation training, AED/BBP training, facilitate payment process
- Educate/advise coaches regarding current athletic, school, conference & IHSA/IESA policies.
- Supervise and evaluate all coaching staff.
- Work with office staff to prepare athletic registration materials.
- Work with student athletes on all matters including: medical examinations, insurance forms, parent consent forms, participation fees, concussion education, mandatory athlete meeting, weekly eligibility checks, behavioral issues, and student concerns.
- Attend Booster Club meetings, and provide guidance and advice on projects.
- Serve as contact person for parents, host beginning of the season meetings for parents and coaches, communicate information, and hear concerns.
- Communicate with faculty regarding early dismissals, athlete eligibility issues.
- Attend conference & IHSA/IESA meetings. Submit necessary registrations/information/fees.
- Update and assist coaches with required IHSA and IESA conference activities.
- Prepare and maintain the athletic program budget.
- Monitor and maintain the equipment inventory, including all medical supplies. Order new equipment and supplies as necessary.
- Regulate distribution and collection of uniforms. Purchase new sets of uniforms based on established cycle and need.
- Attends administrative team meetings.
- Prepare and monitor athletic department policies and procedure in consultation with other administrators. Provide Athletic Department policy and procedure updates for inclusion in the Student Handbook.
- Determine and enforce appropriate consequences for athletic code violations.
- Approve all team rules and regulations developed by coaches prior to the beginning of the season.
- Oversee and provide supervision at all home contests. Prepare for the competition including: preparing the game programs, securing scorekeeper, clock operators, ticket takers and concession sellers. Open and close facility including: doors, lights, and locker rooms. Greet and direct officials, opponents, and fans. Process gate & concession receipts according to current business procedures.
- In conjunction with coaches, maintain up-to-date contest and practice calendars, including rosters and travel information for away contests. Update school website with contest results.
- Collect and maintain seasonal records for each team including individual and team results, final rosters, school records and awards.
- Plan and host end of season and end of year athletic awards ceremonies.
- Oversee departmental selection of special award recipients: Tom Jolly, Male & Female Senior Athlete of the Year, IHSA All-State Academic.
- Coordinate facility usage with the University and other area entities.
- Coordinate school use of Uni and Kenney Gyms.
- Report building concerns to U of I Facilities and Services Department.
- Consider potential supplemental activities/programming to the physical education curriculum.
- Serve as executive teacher (department chair) and participate in the Curriculum Committee.
- Communicate relevant information from the Curriculum Committee to departmental colleagues.
- Develop and maintain departmental policies in consultation with physical education/health teachers.
- Provide updates for the Student Handbook and Curriculum Guide.
- Continually review curriculum for best practices, including use of technology, in both physical education and health courses.
- Supervise and evaluate department personnel as specified in the Faculty Handbook. Advise/assist department personnel in identifying appropriate professional development opportunities.
- Teach physical education courses.
- Prepare and maintain the department budget.
- Monitor and maintain the departmental equipment inventory. Order new equipment as necessary.
- In conjunction with the directors of local community events, coordinate the participation of Uni students, faculty/staff and families.
- Make and maintain records of locker assignments in Kenney Gym, making reassignments as necessary.

### **Director of Advancement (12 Month Appointment)**

- Develops strategies and implements programs to insure successful philanthropic donor support
- Works with college senior administrators and faculty to identify and define priority needs
- Prepares proposals for donor prospects
- Facilitates effective donor stewardship through reporting, ongoing contact, and public recognition of major and annual gifts
- Responsible for working with the campus Annual Giving Director to conduct marketing initiatives
- Conducts a parent giving initiative, including a reception
- Works with the School Director to develop a strategic plan
- Serves on the Executive Committee and the Parent Teacher Organization Ex-Officio
- Participates in a range of athletic, fine arts, and cultural activities to interface with faculty, parents, alumni, and students
- Provides guidance on the utilization of Lazarus, Boren, and other similar gift funds
- Facilitates process of identification and stewardship of Beberman Award and Rising Star Award winners
- Manages alumni affairs activities
- Chairs Advancement Committee
- Interfaces with Vice Chancellor of Institutional Advancement Office

### **Assistant Director of Advancement (12 Month Appointment)**

- Creates and manages campaigns for philanthropic support to solicit gifts from alumni, parents, and friends of Uni
- Serves as the primary annual giving liaison between the Uni Advancement Office, school departments, and the Vice Chancellor for Institutional Advancement's Annual Fund Office
- Formulates annual fundraising strategies including planning, implementing, evaluating, and enhancing the annual fund campaign in partnership with the Office of Vice Chancellor of Institutional Advancement's Annual Fund Office
- Analyzes constituent data, weekly U. of I. Foundation reports, and results of prior annual fund campaigns; identifies giving trends both nationally and for the campus to determine messaging, solicitation methods, and stewardship strategies for specific constituent groups of the School
- Uses statistical analysis, determines cost of donor acquisition and retention campaigns to determine budget for annual giving initiatives to achieve the best return on financial investment
- Communicates annual fund progress and performance to Director of Advancement and the Director of the School
- Provides stewardship and event coordination, including the Senior Supper, Handprints activity; assists with Commencement
- Recruits and engages alumni class agents for each graduating class and parent class agents for each student class
- Manages details of Advancement Events; assists with coordination of Alumni Agora Day events

### **Director of College Counseling (10 month appointment)**

- Provides guidance and support to students and families throughout the college application process
- Coordinates Uni school visits from representatives from colleges across the U.S.
- Coordinates Uni school visits from Uni alumni to share their recent college and career experiences
- Provides information sessions for all Uni high school students regarding different aspects of the college planning process and standardized testing
- Chairs the Scholarships and Awards faculty committee
- Represents Uni nationally at conferences, college and university admissions offices

### **Counselors (10 month appointment)**

- Provide academic, vocational and social counseling for students
- Assist with student course selection
- Facilitate orientation of all new students
- Cooperate with the Associate and Assistant Directors on referrals for Special Services
- Assist Assistant Director with 504 plans and IEPs
- Coordinate all academic testing

## **Executive Teachers (9 month appointment)**

Executive Teachers are classroom teachers at University Laboratory High School with release time to fulfill leadership responsibilities within the departments, the school, and the educational community at large. They provide curricular and instructional leadership, serve supervisory and management needs, and contribute to the outreach responsibilities of the school. The title *Executive Teacher* is used as an internal University Laboratory High School title, which indicates the position is an instructional leadership appointment within the school. Executive Teachers are hired under the title *Teaching Associate* through the hiring process for academic appointments at the University of Illinois at Urbana-Champaign.

**An Executive Teacher at University Laboratory High School will provide curricular and instructional leadership by:**

- Articulating a vision for the department.
- Ensuring an updated curriculum in collaboration with department members.
- Ensuring updated pedagogy in collaboration with department members.
- Chairing departmental staff meetings.
- Helping the department define its overall philosophy, policies, and goals.
- Serving on the school's Curriculum Committee.
- Working with teachers in the department on the development and revision of courses and the proposals for new courses.
- Facilitating the development of new curricular materials and lab mission projects in the department.
- Broadening and deepening professional competence through such activities as reporting synopses of findings from research, from other projects, or conferences; developing in-service activities; encouraging collaborative approaches to instruction; encouraging the utilization of a variety of teaching methods; and supporting participation in professional organizations.
- Communicating information to members of the department regarding such matters as curriculum policy proposals, grant opportunities, deadlines, and special projects.
- Keeping the department course listings updated in the school's Curriculum Guide.
- Overseeing text selection of courses within his/her respective department.
- Represents department when parents or students have questions about curriculum and/or grading
- Works with administration and coordinates the Shedd Review Process
- After the parent has discussed a concern with the teacher, serves as the family contact to discuss concerns related to classroom instruction or curriculum.

**An Executive Teacher at University Laboratory High School will serve supervisory and management needs of the school by:**

- Leading or facilitating technology in the department to enhance learning.
- Mentoring new teachers and informing them of school policies, procedures, and culture.
- Serving as chair for search committees within the department.
- Reviewing staff assignments annually and recommending teaching assignments to the Director.
- Staying informed on school policy.
- Managing the department budget and overseeing expenditures.
- Pursuing resources to support department members, such as books, multimedia resources, hardware, software, and professional development funding.
- Assisting the administration in student placement in courses and in special curriculum situations (transfers, leaves of absence, etc.)
- Monitoring department-wide student learning and academic progress by reviewing grade reports, mid-quarter reports, etc., and by consulting with parents, teachers, counselors, and students.
- Assuring arrangements for substitute teachers in the department.
- Organizing and overseeing department curricular materials and equipment.

**An Executive Teacher at University Laboratory High School will contribute to the lab responsibilities of the school by:**

- Facilitating departmental and interdepartmental collaboration with appropriate institutions and organizations (i.e., other U of I departments, other high schools, the community, professional organizations).
- Coordinating the placement of student teachers and observers.

- Encouraging department member outreach activities, including publication in professional journals and presentations at professional conferences.
- Serving as the contact for information about the department's activities.

### **Teaching Associate (9 month appointment)**

**A teacher at University Laboratory High School is expected to contribute to the laboratory mission of the school. The definition of lab mission and some possibilities, as approved by the administration, are:**

- Develop curriculum—the design, crafting, and experimental use of curricula and supporting materials—and disseminate these curriculum materials.
- Advance innovative pedagogical practice to academically talented students—and disseminate the instructional innovations.
- Engage in professional service off and on the university campus.
- Sponsor conferences; offer workshops; direct in-service programs; give papers and presentations; write and publish; cooperate with faculty colleagues in course and project development; serve as resource teachers or consultants; provide leadership to elementary and secondary schools and teacher education through professional associations; participate in university affairs; serve on committees, councils and other university bodies; and participate in professional organizations..
- Work in partnership with UI of research opportunities.
- Work in outreach with other schools and community entities.

**A teacher at University Laboratory High School will promote student learning and achievement by**

- setting clear and high expectations and standards, and communicating these to the students and parents.
- being responsive to the needs of academically talented students while recognizing their individual differences based on ability, culture, and values.
- selecting instructional methods and learning activities that are compatible with content, learning styles, and student abilities.
- coordinating lesson activities and curriculum development with the goals/scope and sequence of department or other grade-level colleagues.
- preparing for class in such a way as to motivate and challenge students.
- providing a positive classroom climate that is conducive to learning.
- initiating and providing appropriate feedback to students and parents regarding academic progress and classroom conduct.
- displaying an understanding of and willingness to use a variety of assessment processes.
- designing assessments that are directly linked to instructional practice.
- communicating assessment goals and outcomes to both students and parents.
- being accessible outside of regular class time so that students may receive additional instruction, if needed.
- updating grades frequently and regularly on PowerSchool.
- keeping up to date in the use of technology.

**A teacher at University Laboratory High School will serve the needs of the school and its students outside the classroom by:**

- attending faculty meetings.
- sponsoring or chaperoning student activities.
- attending a variety of school-wide functions.
- cooperating with requests necessary for the day-to-day operation of the school such as administrative directives and SSO requests.
- monitoring and supervising student behavior.
- cooperating with students and other staff members in maintaining the appearance of the physical plant, including individual classrooms.
- serving on committees for the school.
- Being available to students outside of the classroom for additional instructional help.

**A teacher at University Laboratory High School will conduct himself/herself in a professional manner by**

- treating students, faculty, and staff with dignity and respect. See Uni Workplace Expectations.
- having appropriate contacts with students.
- solving problems in a professional manner.
- using effective communication skills with students, colleagues, and parents.
- working positively and cooperatively with students, colleagues and parents.
- being on time for classes and meetings with other professional colleagues, students, and parents.
- completing routine record-keeping tasks such as daily attendance, progress reports, and grade reports.

**A teacher at University Laboratory High School will continue his or her own professional growth and development by:**

- participating in the University Laboratory High School professional development program.
- keeping up with current trends in his/her discipline; teachers are also encouraged to develop an area of specialization within the discipline.
- being involved with professional organizations.
- attending conferences related to the discipline and interdisciplinary efforts.
- Keeping current by updating technology skills.

### **UNI WORKPLACE EXPECTATIONS**

As employees of the University of Illinois, Uni High employees must follow the University's Code of Conduct, found at [https://www.ethics.uillinois.edu/compliance/university\\_code\\_of\\_conduct](https://www.ethics.uillinois.edu/compliance/university_code_of_conduct)

#### **The Code**

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for University property and resources;
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the University Ethics and Compliance Office on the Toll-free Ethics Help Line at: 866-758-2146 or via e-mail at: [ethicsofficer@uillinois.edu](mailto:ethicsofficer@uillinois.edu).

#### **Uni High Core Values**

In addition, Uni core values as noted in the *Student Handbook* include respect, honesty, and accountability. More specifically, the *Student Handbook* contains the following pledge. As role models for our students, we must commit to the promise of these words as well:

*“As a member of the Uni High Community, I pledge to treat others with mutual respect, to take responsibility for my words and actions, and to adhere to our shared values of honesty and academic integrity put forth by the honor code. I understand there will be consequences for being unethical or for violating the principles shared by the community.”*

## **University Laboratory High School Library Services**

University Laboratory High School Library is a departmental library of the University of Illinois Library system. Uni faculty and students have access to all departmental libraries in the local system, and to the statewide university library borrowing system, I-Share. Information regarding library services to faculty can be found at <http://www.library.illinois.edu/uni/faculty.html>. Library policies and procedures can be found at <http://www.library.illinois.edu/uni/policies/index.html>.

### **COMMITTEES**

#### **Uni High Faculty Committee Membership - 2018-2019**

##### **Admissions Committee**

Membership is confidential

##### **Advancement Committee**

Brian Lauthen – Year 2 of 2

Kathy Rodems – Year 1 of 2

##### **Bullying Committee**

DoMonique Arnold – Year 1 of 2

Dave Bergandine – Year 1 of 2

Mari Innami Porter – Year 1 of 2

##### **Executive Committee**

Kathy Rodems – Year 2 of 2

Phillip Ernstmeyer – Year 2 of 2

Kristi Bandy – Year 2 of 2

Rick Murphy – Year 1 of 2

Dave Stone – Year 1 of 2

##### **Scholarship/Awards Committee**

Melissa Schoeplein – Year 1 of 2

Lisa Evans – Year 2 of 2

Joel Beesley – Year 2 of 2

Andy Wilson – Year 1 of 2

Doug Mynatt – Year 1 of 2

##### **Student Faculty Advisory Committee (SFAC)**

Matt Mitchell – Year 1 of 1

Lisa Micele – Year 1 of 1

Andy Wilson – Year 1 of 1

Chris Butler – Year 1 of 1

##### **Parent Faculty Organization (PFO)**

Ben Leff – Year 1 of 1

Steve Rayburn – Year 1 of 1

Cyndi Smyser – Year 1 of 1

Ioana Boca – Year 1 of 1

#### **Student-Faculty Advisory Committee (SFAC)**

SFAC consists of the Assistant Director as an ex-officio member, four faculty members elected at large, a representative from Student Council and a representative elected from each class. The students elect their representatives when the officer elections are held. SFAC meets regularly with the Assistant Director to make recommendations to the Director in matters concerning administrative policies and the direction of the school.

#### **Parent-Faculty Organization (PFO)**

The purposes of the PFO are to preserve and support University Laboratory High School; to facilitate communication among school administration, teachers, parents, students, the University, and local communities; to encourage parent involvement; to foster and maintain the school's tradition of academic excellence; and to promote the welfare of students.

The faculty shall elect from among themselves four members to the PFO Board to serve for one year. Faculty representative responsibilities include: reporting of faculty needs as necessary or at least once a semester, and any curricular or co-curricular changes and staff development opportunities.

**Multi-cultural Parent Advisory Group (MPAG)**

The Multicultural Parent Advisory Group actively challenges the history of inequity in the education of gifted and talented students. To that end, they are committed to supporting University Laboratory High School administrative, faculty and student efforts to create and maintain an open and inclusive community that values diverse viewpoints and which cultivates a desire to understand and expand social awareness. They want the school environment to demonstrate a critical understanding of and respect for racial and ethnic diversity, national origin, religion, sexual orientation, political views, and socioeconomic differences. They honor their commitment by advising, facilitating, and supporting Uni in its efforts to broaden admission policies, hiring practices, professional development, curriculum and an inclusive school culture that demands equity as an essential component of a quality education.

Goals:

- Support the development of institutionalized outreach initiatives to attract and maintain a diverse school population, with a particular focus on populations underrepresented in the student body, faculty, and administration.
- Support the development of additional retention services, especially those that enhance faculty and administrative efforts to retain students of underrepresented groups.
- Support and ensure the development of a curriculum that threads the issues of racial and ethnic diversity and social awareness throughout required and elective curriculum in all academic departments.
- Support the outstanding talents and creativity present in students from all cultural groups and across all economic strata by broadening admission practices and ensuring the development of appropriate curricula.

**Ad Hoc Committees**

The Director recommends ad hoc committees as needed.

**CLUBS, ORGANIZATIONS, AND ATHLETICS**

**Responsibilities of Class and Club Sponsors**

Uni High classes are typically sponsored by two faculty members.

**Club Formation**

Uni High clubs are typically formed by students who seek approval from Student Council to form a club. (For the purposes of this document, “clubs” includes a variety of student organizations.) As part of the club approval process, the Student Council requires the club to obtain a sponsor’s signature, and this agreement codifies the role and expectations of the club sponsor. Academic teams may be formed by faculty, and may or may not have student leadership.

**Class Sponsors for 2018-19**

SUBBIES	FRESHMEN	SOPHOMORE	JUNIOR	SENIOR	STUDENT COUNCIL
<b>Co-Sponsors</b>	<b>Co-Sponsors</b>	<b>Co-Sponsors</b>	<b>Co-Sponsors</b>	<b>Sponsor</b>	<b>Sponsor</b>
<b>Melissa Schoeplein DoMonique Arnold</b>	<b>Dave Stone John Garvey</b>	<b>Brian Lauthen Cynthia Smyser</b>	<b>Kathy Rodems Joel Beesley</b>	<b>Chris Butler</b>	<b>Rick Murphy</b>

Class and club sponsors work with the administration to coordinate dances, community service projects, and other class- or club-sponsored events.

Faculty class or club sponsor responsibilities are to

1. Supervise election of class or club officers.
2. Guide and train club officers in organization, leadership, and citizenship, as needed (clubs formed for different purposes may have different needs).
3. Develop and instruct student leaders on responsible actions and decisions. Advise officers in scheduling and planning all aspects of the club-sponsored activities, including building/room reservations, publicity, chaperoning, and clean-up afterwards.

Insure that classroom or other school space used for club meetings or activities is cleaned up at the end of the meeting/activity. In particular,

- make certain that food items and garbage are removed and tables/desks wiped down, if necessary, before students leave.
  - Lock the classroom unless another teacher is present.
  - Insure any advertising posters are removed after the event or activity.
4. Complete all official paperwork (event requests, fundraising requests, field trip permissions slips, etc.), on behalf of the class or club, in a timely manner. Get approval from the Director before any fundraising activity.
  5. Attend **all** official class or club activities.
    - The sponsor (not students) must arrange for substitutes if unable to attend class or club functions.
    - Club sponsors are to be present at all club activities from the time a student first arrives to the time the last student is picked up.
    - In extreme cases, when parents are very late, sponsors may elect to take the student to the UI police station to wait there.
  6. Act as official liaisons between the class or club and the Student Council and the administration. Note that only the adult class sponsors communicate with the business manager about their financial status and needs.
  7. Oversee the request and expenditure of class or club funds according to school policies, available from the Business Office. The sponsors must sign off on any requests for Student Council funds, and should see that accurate/detailed records of the financial transactions are kept. Sponsors are responsible for all funds.
  8. See that school disciplinary rules as listed in the Student-Parent Handbook are upheld during class or club activities.
  9. Report immediately to the administration any problems related to class or club activities.

### **Agora Sponsors**

The established policy for faculty participation in Agora is that each member teaches/sponsors as many hours as s/he regularly teaches. Faculty members with overloads are not paid additional stipends for overloads for Agora Days. The committee tries very hard to schedule faculty at the same time they usually teach, to match a student's course with a sponsor's known interests, and to do whatever else faculty members individually request.

There are always faculty members who sponsor more classes than they teach, and this is generous and appreciated. The committee will not over schedule a teacher without permission. Students will frequently ask teachers to sponsor a class; this is an honor, but be careful not to over-commit. Teachers are not paid stipends for overloads of Agora classes.

Faculty members are not paid for substituting during Agora Days. Any questions should be discussed with the Director.

Sponsor's duties: In so far as you feel comfortable, contact the student teachers of the course, show an interest, and offer them help if they want it. Often students "use up" their materials too soon or need help with teaching techniques

once they are into the course. If student teachers do NOT adhere to the policy of providing 30-40 minutes of discussion/teaching on movie courses (one hour for an academic movie course) spread over the week, talk to them about it or contact the Agora Days coordinator.

Course proposal outlines are the same for faculty as for students, only faculty don't have to explain why they` are qualified to teach! Outline forms can be picked up from and returned to the Agora Coordinator.

Please see the Agora Days Handbook for more information. [https://uillinoisedu-my.sharepoint.com/personal/guyotte\\_illinois\\_edu/Documents/Agora%20Days%20Files/Agora%20Days%20Files/Agora%20Days%20Handbook.pdf](https://uillinoisedu-my.sharepoint.com/personal/guyotte_illinois_edu/Documents/Agora%20Days%20Files/Agora%20Days%20Files/Agora%20Days%20Handbook.pdf)

### **School Policy on Co-Curricular Activities During Adverse Weather**

See the Student-Parent Handbook. In addition, please review the following with your club, activity or team:

- If school is dismissed early because of bad weather, there shall be no practice for any club, activity, or team.
- If school has been dismissed or cancelled on days of scheduled athletic contests, the other school will be contacted and a request to reschedule the game will be made.
- If a team is scheduled to compete at any state-sponsored tournament during inclement weather, we are expected to participate unless the tournament manager postpones the game or meet.

### **Field Trips**

In any activity which involves taking students away from the premises of Uni High, the teacher in charge is responsible for following prescribed procedures for seeking administrative and parental approval of the trip or event. The teacher is also responsible for exercising caution with respect to the health and safety of students. Basic to the safe operation of all types of school activities is the responsible judgment exercised by students in governing their own behavior and the responsibilities of careful planning and supervision accepted by members of the faculty.

All field trips must be requested using the *Field Trip Request Form* available online or from the forms drawer in the Main Office. The Uni Online Test/Project Calendar and the Uni Online Event Calendar must be checked to confirm that a conflicting activity is not already scheduled. All sections of the form must be completed a month in advance. The completed form must be approved by the Executive Teacher and forwarded to the Associate Director. After the Associate Director approves the trip, she informs the trip sponsors, who then send an email to all staff to communicate the activity details in a timely way. The sponsors should also make sure the field trip is listed on the test calendar and event calendar.

If a sponsor needs to arrange a trip on shorter notice, the Associate Director should be consulted directly at the time of submitting the sponsored activity request form. In such cases, the sponsor has the direct responsibility of notifying teachers of when the students involved will be absent from class and must indicate on the form that this process has been completed.

The administration will be guided by the following criteria in granting approval for field trips and appearances by Uni performing groups:

- The field trip supports the mission of the school.
- The field trip should involve a learning activity which the students cannot be expected to provide for themselves on out-of-school time. If an entertainment or dramatic performance is involved, the performance should be the kind students cannot be expected to attend on their own time.
- The field trip should be a definite part of the work in the course or activity. The teacher is responsible for preparatory and follow-up work in connection with the field trip.
- The field trip is well-planned and affordable.
- An appropriate number of chaperones must be recruited and committed to accompany the group, typically 1:10. Teachers should check with the administration on a case-by-case basis.

When students will miss other classes, an alphabetized list of students, by grade, going on the trip should be published at least three school days in advance of the trip. The Associate Director should approve and initial this list before it is reproduced or published via e-mail. On field trips leaving before school or during first period, teachers should return a corrected list of students on the trip to the office for attendance purposes. If a field trip is taken within a class period, notify the Associate Director. Walking field trips within a class period must be approved by the Associate Director.

Parents/guardians will be informed by their students concerning field trips. They shall be given the opportunity to consent to all field trips conducted within the regular school day by completing a field trip approval form during the registration process for that school year. They shall be required to complete a separate parental consent form that provides specific information about the itinerary for field trips extending beyond the regular school day. Students and parents are responsible for all entrance fees, food, lodging, or other costs, even though the school may arrange for the payment of such costs.

If transportation is needed, please contact the Business Office staff in the Main Office and give them the details via an email. Transportation in limited instances may be available from the University. The University does not have turtle vans or buses available. If you need to charter a bus, please see the Business Manager for prices and to help you make the necessary arrangements.

The teachers should provide all non-participating students from the class/group an alternative experience. This information should be left with the Associate Director and the Assistant Director for Student Life. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

Students on field trips are expected to follow the same code of conduct that has been established for regular school attendance.

**Whenever possible, field trips must be scheduled before the last month of school. Discuss your need for a possible exception well in advance.**

### **Club Field Trips**

All club field trip expenses will be charged to, and paid by, the club involved. These trips should be scheduled only on non-student-attendance days. Students should not miss an academic day for club activities.

### **Supervision**

Each teacher, and any other school personnel when students are under his/her charge, is responsible for supervising the students under his/her charge at all times. When returning from an athletic event or field trip or after a practice or performance, teachers should remain with students until everyone has been picked up. If the teacher must leave, take the student to the U of IL Public Safety Office (the northeast corner of Goodwin and Springfield Avenues) to wait for their ride.

If students are working in the building, the faculty sponsor should be with the students at all times. If not, the sponsor must be aware of where students are located and their activities.

### **Student and Sponsor Expenses for Field Trips and Special Events**

Three weeks before any field trip or special event, the sponsor must check with the Business Manager about arrangements for fees, cash handling, a tracking list, check or credit card use, reimbursement procedures, etc.

In computing the cost for students, it is necessary to allow for such contingencies as a reduction in receipts because one or more pupils will be unable to make the trip. The school pays necessary transportation and other expenses for teachers from monies collected from students for the trip. The sponsor of the field trip must discuss with the Business Manager how any cost overage or shortfall will be handled (i.e. from department funds, from students funds, etc.). If cash or a check is needed on the day of the event, see the Business Manager at least three weeks in advance to make appropriate arrangements.

## **Domestic and International Travel with Students as of September 2016**

Domestic and international travel has long been an optional part of the Uni High learning experience. The purpose of this document is to provide assistance and guidance to faculty members planning to organize a student trip. Please note that these guidelines do not apply to day field trips.

Any contracts or agreements regarding student travel must be approved with the University Contract Services Office.

### **General Guidelines**

1. The organizing teacher should complete the Student Trip Request Form (see Appendix A) and submit the form to the administration at least six months prior to the trip.
2. The organizing teacher should consider the impact of his or her trip on other planned trips and limit the frequency of trips so that the financial burden for trips on students/parents is not excessive.
3. The organizing teacher is responsible for all pre-trip meetings and communication with students and parents.
4. The student/adult ratio should be no more than 10:1. Any deviation from this ratio must be approved by the Director/Principal. It is highly recommended that there be two adult chaperones on all domestic and international trips so that, in case of an emergency, there is at least one adult available to supervise students.
5. Men and women supervisors are recommended if both male and female students are trip participants.
6. Trips organized through Uni High are designed for participation by Uni High students. Participation by students who are not students at Uni High must be approved by the administration.
7. Domestic and international student trips are intended to be self-supporting, including transportation costs to the airport of departure and arrival.
8. International travel participants are required to purchase University of Illinois travel insurance. Uni High covers the cost of the insurance for Uni High staff members only.
9. It is highly recommended that the cost of trip cancellation insurance be included in the overall cost of the trip.

### **Teacher Leader Responsibilities**

The teacher leader has primary responsibility for the safety and welfare of all students in the group and for maintaining positive dynamics within the group. The teacher leader shall:

- Complete the Student Trip Request Form, including a clear description of the travel logistics.
- Follow the suggested timeline (see Appendix B) to plan for the trip.
- Make sure students and parents are aware of the expectations expressed in the Code of Conduct, including the right of the teacher leader to send a student home (at the student's expense) if the student violates the Code of Conduct.
- Enforce the Uni High policy stating that there shall be no consumption of alcohol at any time on the trip. This policy applies to both students and adult chaperones.
- Clearly communicate the trip itinerary to students and parents.
- Establish communication strategies to be used on the trip, including the availability of cell phones, e-mail, etc. Cell phones for all leaders and students are required.
- Oversee the completion of all necessary legal forms by students and supervisors.
- Develop emergency procedures to be used in the case of travel or housing complications, loss of money, or health/injury situations.
- Complete the trip checklist (see Appendix C) and submit to the Director / Principal at least one month prior to the trip.
- For true emergencies, teacher leaders should have T-cards with them at all times.
- In any crisis, leaders need to call and/or e-mail Andrew Collum, the University's safety and security contact: 217-333-1216 or 217-300-2401, [ancollum@illinois.edu](mailto:ancollum@illinois.edu). Contact Dr. Walkington at 312-480-0521, [jwalking@illinois.edu](mailto:jwalking@illinois.edu).
- Before their next trip, all Uni sponsors must attend an orientation conducted by UI International Safety and Security: <https://safetyabroad.illinois.edu/training-resources/program-leaders/>.

The University will communicate with the sponsor and Director about what agreements we are able to sign and not sign. UI will communicate with us about what our role is in ensuring best practices in our program's selection of families for homestays.

### **Student Responsibilities**

Students must accept responsibility for their own actions while traveling as a part of a Uni High group. Students shall:

- Read the Code of Conduct (see Appendix D) and sign the form indicating their willingness to comply with the specified rules.
- Never go sight-seeing or shop alone.
- Never leave their room after bed check.
- Never be in a hotel or dorm room alone with a student of the opposite sex.
- Provide the chaperone with an extra copy of their birth certificate, photo of passport, and extra passport photos (international travel only).

### **Parent Responsibilities**

Parents must recognize the tremendous responsibility teacher leaders assume when traveling with students. Parents shall:

- Disclose all information relevant to a student's health (physical and emotional) to the teacher leader prior to the trip.
- Discuss financial issues with their son or daughter prior to the trip, including such topics as budgeting, use of credit cards, use of traveler's checks, etc.
- Co-sign the Code of Conduct their son or daughter thus confirming support for the behavior guidelines.
- Disclose personal trip plans so that contact is possible at all times.
- Discuss phone issues with students including the use of phone cards, frequency of calls, etc.
- Attend all trip meetings and meet the payment schedule.

### **Expenses**

Students are expected to cover all expenses associated with their travel. Approved fund-raisers might defray some of the costs. Possible funding sources to help students defray the costs associated with domestic and international travel are the Boren Endowment and the McNevin Fund. Sponsors should check with the Associate Director, who oversees these funds along with the administration in total and the Executive Committee.



**UNIVERSITY LABORATORY HIGH SCHOOL  
Student Trip Suggested Timeline**

The following timeline is appropriate for summer trips. For trips planned at other times during the year, the timeline will need to be modified.

**SEPTEMBER**

Complete the Student Trip Request Form to the Director / Principal. Seek approval from the department's Executive Teacher if appropriate.

Once approval is granted by the Director / Principal, try to determine the interest of parents and students (e-mails, meetings, etc.).

**OCTOBER**

Clarify money collection and deposit processes with Business Manager.

**JANUARY**

Submit trip plans to the Director and Executive Teacher (if appropriate). Send copies to Associate Director, and Assistant Director.

**APRIL**

Submit final itinerary and instructions to students/parents, the Director and Executive Teacher (if appropriate). Send copies to Associate Director, and Assistant Director.

**MAY**

Submit completed checklist to the Director.

Complete legal forms and place in travel file with insurance information.

**UNIVERSITY LABORATORY HIGH SCHOOL  
Student Trip Checklist**

Teacher leaders need to make sure the following checklist of items is shared with the administration prior to the trip.

- \_\_\_\_\_ Travel information/itineraries
- \_\_\_\_\_ Lodging information/addresses and phone numbers/dates
- \_\_\_\_\_ Activity itinerary/schedule
- \_\_\_\_\_ Chaperone contact information
- \_\_\_\_\_ Student list with contact info.
- \_\_\_\_\_ Parent list with contact info.
- \_\_\_\_\_ Total Cost
- \_\_\_\_\_ Timeline for \$ payments
- \_\_\_\_\_ Timeline for legal/insurance forms
- \_\_\_\_\_ Cell phone information
- \_\_\_\_\_ Phone tree information
- \_\_\_\_\_ Travel Company contact information
- \_\_\_\_\_ Use of T-Card information
- \_\_\_\_\_ Timeline for legal/insurance forms
- \_\_\_\_\_ Contact with UI International Safety and Security, including orientation
- \_\_\_\_\_ Contact with the University Contract Services Office

**UNIVERSITY LABORATORY HIGH SCHOOL  
Domestic and International Travel  
Student Code of Conduct**

Students must understand that they are representing Uni High, as well as themselves, when they participate in Uni High travel. As ambassadors of the school, students are expected to adhere to the following Code of Conduct.

1. I will cooperate with my leaders and honor rules they set for me (i.e. curfews, punctuality, behavior in hotels, etc.).
2. I will dress and act appropriately at all times and be sensitive to the impression I am conveying in an area/culture other than my own.
3. I will refrain from acquiring any tattoo or body piercing.
4. I will refrain from the use or be in the possession of alcohol, tobacco, or illegal drugs nor I will not accept or transport any of these.
5. I will refrain from romantic / sexual involvement of any kind.
6. I agree not to operate any motorized vehicle or be a passenger on any motorcycle.
7. I agree not to participate in any activity deemed by my leaders as being dangerous such as “bungee” jumping.
8. I will not purchase or carry knives or any other article that may be considered a weapon.

We understand and support the Code of Conduct and understand that violation of the Code of Conduct may result in the student being sent home at his/her or parents expense.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## UNIVERSITY LABORATORY HIGH SCHOOL

### Risk Management Guidelines Revised Fall 2017

The faculty and staff at Uni High are committed to the safety and welfare of all students. As a part of the educational process, it is likely that students will come into contact with adults not employed by Uni High. The following guidelines are intended to provide protection for individual students and also limit the liability risk for the school.

<b>Student-Adult Interaction</b>	<b>Examples</b>	<b>Requirements</b>
Group setting with no expectation of future one-on-one contact	<ul style="list-style-type: none"> <li>• Lunch presentations by college representatives, alumni, etc.</li> <li>• Classroom presenter</li> <li>• Agora Days instructor</li> <li>• U of I student classroom observer</li> <li>• U of I maintenance worker</li> <li>• U of I student visiting library</li> <li>• Visiting Uni alumni</li> <li>• Parent chaperoning field trips, lunch time activities, etc.</li> <li>• Parent driver not arranged by Uni</li> </ul>	No waiver or criminal background check required
One-on-one contact with students at school	<ul style="list-style-type: none"> <li>• Adult tutor, arranged by the school, providing assistance at the school</li> <li>• Adult driver, arranged by the school, providing transportation to a school-sponsored event</li> <li>• Volunteer helping on a class project</li> <li>• Choreographer for the musical</li> </ul>	Waiver signed by parent(s) Criminal background check
Extended contact with students, not one-on-one and with the supervision of a Uni teacher	<ul style="list-style-type: none"> <li>• Student teacher</li> <li>• Volunteer/paid coach</li> </ul>	Waiver signed by parent(s) Criminal background check
One-on-one contact with students not at school	<ul style="list-style-type: none"> <li>• Adult tutor, arranged by the school, providing assistance at a location away from the school</li> <li>• Senior Project/UI lab mentor volunteer arranged by the school for job shadowing</li> <li>• Interview or internship with a professor on campus arranged by the school</li> <li>• Person with whom student will have the most contact in a volunteer experience at a community agency.</li> </ul>	Waiver signed by parent(s) Criminal background check

## Uni and non-Uni Events

### 1. What is a Uni event?

--Clubs and classes are part of the work of the school and have faculty sponsors; therefore, any approved activity of a club or class is a Uni event. In this document, "class" means a whole grade level.

(All field trips, such as those taken by a specific course, must be approved by contacting the Associate Director a month in advance before the event. The Associate Director seeks input from the Executive Teacher. All school field trips and activities of a course or group of courses are Uni events.)

### 2. Rules for Uni events.

--The faculty sponsor must be at all meetings and activities. (The sponsor may arrange for a faculty substitute to attend a club or class function as necessary.)

--The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is recommended that both male and female chaperones attend an event.

--Faculty sponsors are to be present at all club or class activities from the time a student first arrives to the time the last student is picked up. At least two adults, including one Uni teacher, must be with the students as they arrive and depart.

--Faculty sponsors should enforce all behavioral rules as listed in the *Student-Parent Handbook*.

--Only official Uni events may take place at school.

--For **any club or class activity** other than a regular meeting, a faculty sponsor must complete the **Uni Club and Class Special Event Form** one month before the event and turn it in to the Assistant Director for Student Life. The Assistant Director for Student Life will determine if the event is a Uni event or non-Uni event.

--It is the responsibility of the club or class sponsor to get the approved Uni event on the calendar through the webmaster, Mr. Beesley.

--For all fundraising, the sponsor must contact Dr. Walkington for approval and then contact the Business Manager one month in advance for a discussion of proper procedures for all matters of collecting money to deposit with the University. All financial dealings with the Business Manager must involve the faculty sponsor, not students. All funds collected must be run through the Business Office.

--Groups must have a compelling reason and a significant event for fundraising to be approved.

### 3. What is a non-Uni event?

--Dances, swim parties, senior trips, etc., not connected to the school, organized completely by parents and students, are not Uni events.

--The activities of clubs organized by parents and without Uni faculty sponsors (Rube Goldberg competition, Control-Z organization, etc.) are non-Uni events, even though they might have many participants associated with the school. Unofficial clubs may not use the name Uni High.

### 4. Rules for non-Uni events.

--No Uni staff are to serve as chaperones for non-Uni events or become involved in the activity.

--Non-Uni events must follow the rules for communication below.

## **5. Posters and e-mail communication.**

--As is mentioned in the *Student-Parent Handbook*, all posters and flyers for non-Uni events must be approved by the Assistant Director for Student Life before being posted or distributed. The posters must be clearly marked **“This is not a Uni-sponsored event.”**

--Students may use Uni listservs for e-mail notices of non-Uni events; however, those messages must be appropriate and clearly marked **“This is not a Uni-sponsored event.”** The moderator of the e-mail lists will refer any questionable messages about non-Uni events to the Assistant Director of Student Life for approval. The moderator will return group e-mails to the sender as necessary.

--No information about non-Uni dances or parties may be advertised on school listservs or posters placed in the school.

### **Uni Club and Class Special Events Form**

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

## **Uni Special Events Form SECTION A**

**To be submitted to the Asst. Dir. of Student Life one month prior to the event.**

Event:

Date submitted:

Date of Event:

Name of Club or Class:

Faculty Sponsor:

Has the faculty sponsor checked the online calendar for conflicts?

Type of event:

Time of event:

Location of event: (See Mr. Murphy for the North Attic, Mr. Bicknell for the gyms, Mr. Beesley for most rooms in the main building, etc.)

Special services needed (stereo, chairs, tables, etc.):

Will there be fundraising? For what purpose? Any fundraisers must include a discussion between the faculty sponsor and the Business Manager about proper procedures a month in advance.

### **Approval Signatures (one month prior to the event)**

\_\_\_\_\_  
**Faculty sponsor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dr. Walkington (approval for fundraising)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dr. Radnitzer**

\_\_\_\_\_  
**Date**

## Uni Special Events Form SECTION B

To be submitted to the Asst. Dir. of Student Life two weeks prior to the event.

Event:

Date submitted:

Date of Event:

**The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is recommended that both male and female chaperones attend an event.**

Chaperones:

1.

2.

3.

4.

5.

6.

Other chaperones:

## **IESA/IHSA and Eastern Central Illinois Conference Activities**

Uni is a member of both the Illinois Elementary School Association and the Illinois High School Association.

Uni High is a member of the Eastern Central Illinois Conference for girls volleyball, boys and girls basketball, and boys and girls soccer. The eight schools in this conference are: Arthur Okaw Christian, Bloomington Cornerstone Christian, Buckley Christ Lutheran, Decatur Christian, Deland-Weldon, Judah Christian, Normal Calvary Baptist, and University High School. Being a member of the conference provides Uni High athletes the opportunity to be recognized as All-Conference Athletes and All-Conference Scholar-Athletes. Boys and girls cross country, boys and girls track, and girls swimming are independent teams.

### **Sports Teams**

Uni High sponsors the following high school teams:

- **Fall Sports — Mid-August through late October/early November**  
Boys Cross Country                      Girls Cross Country  
Boys Soccer                                Girls Swimming                      **Girls Volleyball**
- **Winter Sports — Early November through late February**  
Boys Basketball                      Girls Basketball
- **Mid-Winter/Spring Sports — January through May**  
Girls Track                                Boys Track
- **Spring Sports — March through May**  
Girls Soccer                      **Boys Tennis**

The following sports are offered for subfreshmen:

- Cross Country — Girls and Boys (late August through late October)
- Basketball — Girls (October through early December)
- Basketball — Boys (November through January)
- Track — Girls and Boys (January through May)

### **Academics and Sports**

The Athletic Department understands that academics come first in Uni student-athletes' lives. If Uni student athletes need to be excused from practice or games due to academic needs, their parent(s)/guardian(s) and the student athlete should discuss the reason with the coach before or on the day of the practice or contest. Students may also bring homework to games to complete.

### **No Cut Policy**

Athletic teams are open to all Uni High students. No try-outs are held for the teams. Participating in athletics is demanding both mentally and physically. Students are responsible for keeping up with their school work and maintaining the appropriate grades required for eligibility.

### **Athletic Facilities—Where Uni Students Compete at “Home”**

- Cross Country — U of I Arboretum, 2001 S. Lincoln, Urbana
- Soccer — Campus Recreation Complex Field 6, Florida and Lincoln Complex
- Swimming — U of I ARC **Pool**, Gregory and First Streets, Champaign
- Volleyball — Kenney Gym
- Basketball — Kenney Gym (JV and Varsity), Uni Gym (subfreshmen)
- **Track — Armory and Kenney Gym (indoor), no outdoor track**

## ACTIVITY ELIGIBILITY GUIDELINES AND PROCEDURES

### Reporting Requirements

- The PowerSchool eligibility report is run by the athletic director on Thursdays at 3:30 p.m.
- All faculty members' PowerSchool grades should be updated and accurate by this time.
- On Fridays, the athletic director will contact individual teachers to verify the grades of ineligible students.

### Requirements for Eligibility

A student that earns two "D's" or one "F" on a weekly report will be ineligible to participate in athletic events the following week.

### Period of Ineligibility

A student whose performance falls below the minimum standard begins a period of ineligibility on the Monday following the Thursday report. This ineligibility lasts Monday through Sunday following a reporting period in which the minimum standard is not met. It is the responsibility of the coaches to enforce ineligibility procedures for their own sports/activities.

### State-Mandated Reporting

Annually, we must report to the Illinois State Board of Education in the End-of-Year Report the number and duration of all periods of ineligibility.

## STUDENT LIFE

Listed below are some of the major student activities that are common at Uni:

### Uni Traditions

- **Senior Handprints** - Since the early 1970s, hundreds of students have used brightly colored paint to leave their handprints on the walls of the student lounge and other parts of the school. In fact, this rite of passage is now an official part of graduation week festivities.
- **New Student Orientation** — Upper class students known as Subbie Buddies and Transfer Buddies work with faculty, counselors, and the administration to assist with the transition of new students into Uni High. During the orientation, new students receive survival kits, move into their lockers, learn their daily class routine, and hear advice about joining the Uni community.
- **Orientation Picnic** — The Parent-Faculty Organization (PFO) kicks off the school year with an all-school potluck. Everyone is welcome.
- **Subbie Retreat & Advisory Program** — Subbies celebrate the end of their first week at Uni by going on a retreat planned for them by their Subbie Buddies and advisers. Subbies continue to meet weekly during 1st quarter in advisory groups that help with adjustment to Uni's academic expectations and social life.
- **Student Lounge** — The lounge promises an inviting atmosphere in which to sleep, talk, study, or listen to music in a place where students are welcome. Use of the lounge is a privilege and plays an integral role in the daily lives of a large percentage of the student body. The lounge is open to all students.
- **Winter Party** — Just before winter break, the PFO and school host the winter party. Sufficient information will be provided to parents to make the event successful.

- **Spirit Week** — Student Council designates a week each year to build school spirit. In the past, activities have included theme dress days, music in the hallways, and an assembly.
- **Agora Days** — During a week in the spring the regular Uni High curriculum is replaced with courses generated and taught by students, teachers, parent(s)/guardian(s), and community professionals. These courses, submitted in outline form between September and November and approved by the Agora Committee, are categorized as Academic, Cooking, Games, Sports, Fine Arts, Movies, Cultural Awareness, or Miscellaneous. Classes begin on the hour and last fifty minutes. Students must take at least two academic classes out of the six required (300 minutes per day). The Agora tradition introduces new topics and experiences, socialization across grade levels, and the opportunity to exercise and appreciate good teaching skills.
- **X-Week and Big Show** — X-Week activities raise money for a designated charitable cause. Each class contributes to the fund-raising effort. In the past, X-Week activities have included raffles, bake sales, contests, auctions, and Big Show. Big Show is Uni High’s student-run comedy/talent show, which in the past has consisted of everything from rock bands to comedy skits. Co-chairpersons are chosen by Student Council. Big Show is the major fundraising activity for X-Week.
- **Student Awards Program** — The Annual Student Academic Awards Program is held near the end of the school year. The program features the recognition of notable student achievements, and the presentation of prizes and academic awards.
- **Senior Supper** — Before graduation, the seniors’ rite of passage to “alumnihood” begins with an evening dinner. Seniors exchange their Last Words in a souvenir publication.
- **Disorientation Picnic** — The Disorientation Picnic is sponsored by Student Council and is the last social event of the year. It is attended by Uni students, faculty and staff. It is a great way to remember the year.
- **Graduation** — Uni’s commencement ceremony is planned by and for the seniors in conjunction with their class sponsor and the school administration. The unique choice of music and the format provide a memorable event for all. All students, families, faculty, and staff are invited to attend this event.
- **Dances and Social Events** — All Uni High dances (excluding Prom) are open to all students of the school. A nominal fee may be charged for admission to many dances. This fee is used to offset the cost of the dance. Below are some of the main dances held each year at Uni High, the sponsoring group, and the times:
  - **Howdy Hop:** The Howdy Hop is the first official dance of the year. It provides an opportunity for students to get better acquainted. (Student Council, 8-11 p.m.)
  - **Winter Formal/Spring Fling:** These can be major social events at Uni High. Sometimes it is a formal dance, other times it is semi-formal or informal. (8:30-11:30 p.m.) Guests must have prior approval from the Assistant Director of Student Life. Forms are available in the main office or online.
  - **Prom:** Prom, held at the end of the year, is sponsored by the junior class in honor of the departing senior class. It is a formal/semi-formal affair and is open to juniors and seniors and their guests only. Guests must have prior approval from the Assistant Director of Student Life. Forms are available in the main office or online.

## UNI HIGH SCHOOL CLASS SCHEDULES

### Opening Day Schedule

The Opening Day Assembly occurs from 8-8:40 a.m. The rest of the day is adjusted with no Uni Period.

Throughout the day, teachers are encouraged to:

- Check student attendance with student schedules to ensure that students are where they should be.
- Please notify the Assistant Director if there are discrepancies in students' computer schedules.
- **Enjoy being back with the students and begin setting the stage for learning in your room!!**

Please take attendance in PowerSchool by the end of each class period. You cannot take attendance in PowerSchool for a previous day.

### Uni M-W-F Class Schedule

1 <sup>st</sup> Period	8:00 – 8:45
2 <sup>nd</sup> Period	8:50 – 9:35
3 <sup>rd</sup> Period	9:40 – 10:25
4 <sup>th</sup> Period	10:30 – 11:15
Lunch	11:15 – 11:45
5 <sup>th</sup> Period	11:50 – 12:35
6 <sup>th</sup> Period	12:40 – 1:25
Uni Period	1:30 – 2:10
7 <sup>th</sup> Period	2:15 – 3:00
8 <sup>th</sup> Period	3:05 – 3:50

### Uni T-Th Class Sschedule

1 <sup>st</sup> Period	8:00 – 8:45
2 <sup>nd</sup> Period	8:50 – 9:35
3 <sup>rd</sup> Period	9:40 – 10:25
4 <sup>th</sup> Period	10:30 – 11:15
Lunch	11:15 – 11:45
5 <sup>th</sup> Period	11:50 – 12:35
6 <sup>th</sup> Period	12:40 – 1:25
7 <sup>th</sup> Period	1:30 – 2:10
8 <sup>th</sup> Period	2:15 – 3:05

## **Possible Alternative Schedules**

### **Weather Related Late Start**

- 1st Period 10:00 - 10:35
- 2nd Period 10:40 - 11:15
- 3rd Period 11:20 - 11:55
- Lunch 11:55 - 12:30
- 4th Period 12:35 - 1:10
- 5th Period 1:15 - 1:50
- 6th Period 1:55 - 2:30
- 7th Period 2:35 - 3:10
- 8th Period 3:15 - 3:50

### **Weather Related 1 PM Dismissal**

- 1<sup>st</sup> Period 8:00 - 8:30
- 2nd Period 9:35 - 9:05
- 3rd Period 9:10 - 9:40
- 4th Period 9:45 - 10:15
- 5th Period 10:20 - 10:50
- 6th Period 10:55 - 11:25
- 7th Period 11:30 - 12:00
- 8th Period 12:05 - 12:35
- Lunch 12:35 - 1:00 Dismissal

### **Early Dismissal Due to Excessive Heat- 11:55**

- 1st Period 8:00 - 8:25
- 2nd Period 8:30 - 8:55
- 3rd Period 9:00 - 9:25
- 4th Period 9:30 - 9:55
- 5th Period 10:00 - 10:25
- 6th Period 10:30 - 10:55
- 7th Period 11:00 - 11:25
- 8th Period 11:30 - 11:55

### **Late Start Schedule Day After Open House**

- 1st Period 9:00 - 9:38
- 2nd Period 9:43 - 10:21
- 3rd Period 10:26 - 11:04
- 4th Period 11:09 - 11:47
- Lunch 11:47 - 12:13
- 5th Period 12:18 - 12:56
- 6th Period 1:01 - 1:39
- 7th Period 1:44 - 2:22
- 8th Period 2:27 - 3:05

## **ACADEMIC REQUIREMENTS, GRADING, AND SCHEDULING**

Additional information is available in the Student-Parent Handbook - <https://www.uni.illinois.edu/resources/2018-19%20Student-Parent%20Handbook.pdf>. Teachers are responsible for knowing the information.

### **Student Class Rank**

Due to our selective admission practices, University Laboratory High School does NOT rank students numerically.

### **Subfreshman Year Requirements**

Subfreshmen are required to take the following courses: Subfreshman English, Foreign Language, Introduction to Social Studies, Science (the Earth Studies semester and the Nature of Science semester), Math I, Computer Literacy I, Physical Education, and Interrelated Arts. Students may elect to enroll in any of the following classes: Mixed Chorus, Orchestra, and Jazz Band.

It should be noted that most courses taken in the Subfreshman year, while required, do not earn any units toward the graduation requirement. Only foreign language units from the Subfreshman year count toward the required departmental units.

### **Special Academic Needs**

In general, the home school district is responsible for a student's special education needs, and Uni is limited in what services it can offer. Uni recognizes that students require special accommodations and services to meet their learning needs. Uni shall therefore work with the student's home school to provide a free appropriate public education and necessary related services to all children with disabilities.

Any student suspected of needing supportive services because of concerns in academic, social/emotional, and or behavioral areas should be referred to the appropriate counselor in the Student Services Office. The person making the referral should have specific information related to the students work or behavior. The counselor will meet with the Assistant Director regarding the next steps.

### **Policy for New Course Approval or Major Course Modification**

The following procedure should be followed to gain approval of a new course or to approve major modifications of an existing course. Modifications which have a direct impact on other courses or a direct impact on student scheduling should be approved using this procedure. Examples of modifications that would require approval would be a request to extend a course from one semester to two semesters or a request to have a given class scheduled for a double period. Other modifications may also require this procedure for approval. If it is unclear whether or not this procedure is necessary, the Associate Director should be consulted.

- The Associate Director should issue a call for new course proposals or course modifications. This announcement should include an outline of the information needed to be included in the proposals.
- A copy of the proposals should be discussed by department members.
- Executive teachers should submit proposals to the Associate Director as requested.
- The Curriculum Committee will meet in the fall to discuss the proposals and ask questions to determine the impact of the new courses or course modifications on the curriculum.
- The Associate Director makes recommendations to the Director.

Some new course proposals or course modifications may be contingent on outside funding. Changes such as these should also be approved in a manner similar to the procedure outlined above. However, the timeline may be different due to parameters established by the outside funding agencies.

### **Textbooks**

Uni students buy their own textbooks. Teachers should consult with their Executive Teacher any time a change in a course's textbook is needed or a new course is being offered. Each department approves textbooks for use for the following year in early spring. The Executive Teacher submits this list to the designated Textbook Coordinator. Once all lists are received, these lists are submitted to the Illini Union Bookstore. A master list of required textbooks by departments is distributed to students in May. Students may sell back textbooks through the Book Bar sponsored by the Parent/Faculty Organization. The Book Bar takes place in May at the end of the semester exam period and/or August before school begins.

## **STUDENT ATTENDANCE**

Teachers are required by law to take attendance in every class. Teachers are responsible for knowing Uni's attendance policies (see the Student Handbook) and enforcing these policies.

### **Religious Holidays**

Regarding religious observances, the school tries to balance practical concerns with cultural sensitivity.

A list of the following religious holidays, those observed by large numbers of our students, is provided:

- Rosh Hashanah
- Yom Kippur
- Christmas
- Good Friday
- Easter
- Ramadan
- Eid al-Fitr

We list these holidays so that teachers and staff can be aware in their scheduling of curricular and extracurricular activities of the desire for some students to observe the evening before the Jewish holidays and the day of holidays of the other religions.

For a one-time extracurricular event that is mandatory or would be difficult for a student to make up (for instance, a college counseling speaker), it is preferable to avoid scheduling those times.

It is NOT the school's policy to forbid teachers or staff from scheduling any activities during the times listed above. When scheduling an event on one of the times above, it is courteous to make sure the activity is communicated well in advance and even to explain why a conflict with a religious holiday was unavoidable. Student absences are excused, of course, for religious observances. As with all excused absences, students should complete a *Documented Absence Form*.

## **STUDENT CONDUCT AND DISCIPLINE**

All faculty members are responsible for discipline in their classrooms. Teachers are also responsible for student discipline out of the classroom. As part of their assigned duties, teachers should monitor student behavior as they walk through the halls, during assemblies, during field trips, during free periods, at extra-curricular activities, and on school grounds and take immediate disciplinary action against inappropriate behavior. Teachers must see the appropriate sections of the Student-Parent Handbook for complete conduct and discipline information.

### **Confidentiality**

All information about students and personnel should be considered confidential. Care should be taken to not discuss any information about students or personnel outside of the appropriate context. Please be aware that the Main Office Reception Area, hallways, and offices with open doors may compromise confidentiality.

All staff members should be knowledgeable of the Family Educational Rights and Privacy Act commonly known as FERPA, <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> with FERPA questions, please see one of the directors.

### **Building Hours**

Following are the times during which the building is open to students:

Beginning of the day prior to 1st period  
Monday-Friday—7:15 a.m. students have building access

End of the school day  
Third Floor closes at 4:15 p.m. Monday through Friday.

Monday – Thursday- building closes at 4:30 p.m.  
A bell will signal when it is 4:25 p.m. and 4:30 p.m. on Mondays - Thursdays.

Friday- Entire building closes at 4:15 p.m. On Friday, a bell will sound at 4:10 p.m. and 4:15 p.m.

On days when faculty meetings are scheduled  
The building closes at 3:15 to students. Student must leave the building.

Library Hours  
The Library closes at 4:15 p.m. Monday-Friday.

All students who are not participating in a school-sponsored activity with a faculty member present must be out of the building by 4:30 p.m. If you do supervise students after school hours for an activity, be sure they have left before you leave and that your area of the building is secured. Be sure to close all windows and lock classroom doors when you leave at the end of the school day.

Teachers should lock their classroom doors at the end of the school day. Night custodian(s) will leave some doors unlocked if activities are scheduled. At all other times except for designated university holidays, the building is open 8 a.m. to noon and 1 to 4 p.m.

During the day, students are only allowed in classrooms under the direct supervision of a teacher. All classrooms should be locked and secured (windows closed, all technology equipment shut off and secured, and lights off) when not in use. Teachers should secure their room before leaving it unless another teacher has arrived.

Doors to the school should NEVER be propped open. After hours, it is the staff member's responsibility to make sure the building is completely secured before leaving. All lights must be shut off, all classrooms locked, all panic doors locked and closed, and all outside entrances secured. Access to the building during non-school hours can be arranged by contacting the Main Office.

### **Lunch Duty**

Teachers are assigned to regular lunch duty responsibilities at the beginning of the year. The lunch duty assignments are distributed at the in-service day before school begins. Lunch duty assignments are also listed online calendar. Teachers are responsible for finding a substitute on days when they have conflicting responsibilities, are sick, or are out of the building for the day.

Lunch duty includes monitoring student behavior on the assigned floor (including computer labs, kitchen, and lounges according to the floor assignment). **In addition, teachers should make sure all trash is picked up and placed in the appropriate containers.**

### **Required Notices**

A school staff member must *immediately* notify the office of the Director, or in his absence, other administrators, in the event that the staff member, a) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, b) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or c) observes a battery committed against any staff member. "School grounds" includes modes of transportation to school activities and any public way within sight of the school grounds, as well as school property itself. The "school grounds" or "school property" is defined above.

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

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers and staff may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

### **Study Hall Supervision**

General Responsibilities:

- The study hall teacher should take and record attendance. Please contact the Assistant Director of Student Life and the attendance secretary if your attendance differs from students attending study hall.
- The teacher should maintain order to provide a quiet study environment
- Food is not permitted in 106N or the computer lab.
- Please contact the Assistant Director of Student Life if your attendance sheet differs from students attending study hall.

Special Responsibilities for Athletes in Study Hall:

- The Athletic Director is responsible for enrolling athletes into study halls.
- Please contact the Assistant Director of Student Life if your attendance sheet differs from students attending study hall.

### **Homework Policy**

Teachers are responsible for knowing homework policies as discussed in the Student-Parent Handbook.

## **EMERGENCY PROCEDURES**

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

### **University Laboratory High School Emergency Drill Schedule**

In cooperation with the Urbana Fire Rescue Services and the University Office of Campus Emergency Planning drills have been scheduled. Please review emergency procedures and evacuation plans with students prior to each drill. A schedule of drills is provided at the beginning of the school year.

### **Emergency Procedures**

See School Building Emergency Action Plan

### **Emergency Shelter Location**

Digital Computer Laboratory (DCL) across Matthews Street. See School Building Emergency Action Plan

### **Evacuation**

If partial or complete evacuation is indicated, the Director or his/her designee will make the announcement.

- The fire evacuation plan will be used to evacuate the building.
- All staff will direct any students under their supervision.
- Once out of the building all students and staff should relocate to the staging area between Uni and Uni Gym.
- Staff and students will then proceed to Digital Computer Laboratory (DCL).
- Staff and students will enter DCL through the north entrance and proceed to the lower level.
- Upon entering DCL, staff will direct students to the lower level, basement.
- Emergency Personnel are in charge during emergency situations. Emergency Personnel will direct all activities related to dismissing students and reunification procedures.
- Students will remain in that location until released by Emergency Personnel or Illini Alert.
- Parents will sign out their student at the Information Center at the area designated by law enforcement officials.
- An administrator or designee will assist or supervise the sign-out procedure.
- The administrator or designee will assist in uniting an individual student with his/her parent(s).

### **Fire Alarm (shrill, loud, continuous siren)**

In the event that smoke or fire is detected within the school, proceed according to the following plan:

1. Activate the nearest fire alarm. The fire alarm is signaled by the continuous sounding of the alarm and activation of the visible white strobe lights.
2. All teachers with classes must evacuate the building in an orderly manner according to the fire exit plans posted in each classroom.
3. All windows should be closed and all classroom doors locked when you leave.

4. All classes must move to a location at least 75 feet away from the building.
5. Teachers must take grade books and check attendance outside after the evacuation. Students should remain in the area under the direct supervision of their classroom teacher.
6. No students may return to the building until the ringing of the fire alarm stops and a signal is given by an administrator or an Urbana fire department official.
7. Teachers with no students assigned must check their immediate area of the building, particularly fire alarm boxes, restrooms, and supposedly vacant rooms. Report any significant information to the office, by phone or in person. We must identify the source of the alarm as quickly as possible.
8. If there is specific information about the alarm to be reported, the Director is the primary contact person in the office.
9. In the event of a fire, pull the nearest fire alarm. Confine the fire by closing the door to the area involved. Do this only if it can be done safely.
10. In case of injury, render first aid as necessary. Contact an administrator.

### **Tornado Alarm**

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

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

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

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

#### **Actual Tornado sighting in area:**

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

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

### **Bomb Threat**

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

Fire departments and other authorities will be notified.

The telephone company will be asked to trace the call.

The administration will notify the appropriate University personnel and will refer all media representatives to them.

If a decision is made to evacuate the school, teachers are to complete a visual check of their room and/or immediate area. If any suspicious objects or people are discovered, report this information to the high school office immediately.

Teachers must remain with classes and keep them emotionally controlled. All faculty not responsible for individual classes are to report to the high school if safe to do.

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

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

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

All staff members should check classrooms, offices and work areas throughout the school year for suspicious objects or persons and report anything suspicious to the office immediately.

### **Active Threat**

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

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

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

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

Teachers should:

- Lock classroom doors and windows.
- Turn off the lights and cover the windows with the black flap.
- If you are in an area that cannot be secured, take your students to the nearest available secure area. Be sure that you have your classroom door key.
- Maintain a calm, quiet atmosphere. All cell phones should be on silent.
- To the extent possible, move students to locations within the classroom where they cannot be seen from the hallway.
- Be sure you have an accurate account of attendance.
- Wait in place for further instructions or information, mostly via Illini Alert.

Take charge of any students not with a teacher and keep them with you until other arrangements can be made.

Teachers, or other staff members not responsible for any students, should report to the main office **only if it is safe to do so**. If in doubt, stay in a secure location.

If possible call 911 with any specific information that seems to be related to the immediate situation:

Please do not make other calls as phone lines will be needed for emergency use.

As soon as possible, all staff members should record and report in writing any of the following:

- Apparent leaders of disorder
- Student or non-student participants by name and/or description
- Identification of individuals who fail to follow instructions
- Evidence of vandalism or tampering with property
- Other information relative to misconduct or safety of students and property

Additional information will be provided to staff and students in the most safe and expedient manner possible. The school telephone system will be used to inform staff members during non-school hours.

Parents/guardians are to be directed to the Illini Union until it is determined that Uni is secure and that their presence does not constitute a safety risk to themselves or others.

All media representatives are to be directed to a staging area as directed by police personnel. All information is to be released only by the Director or designee, or the Provost Office. Refer all media representatives to these sources without elaboration.

To the extent possible, injured individuals will be treated in place and then moved to the following areas in order of availability:

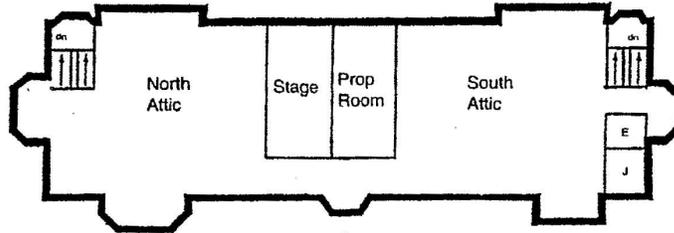
- Main Office
- Teacher Mail Room
- Kitchen

To the extent possible, physical evidence must remain untouched and intact for law enforcement investigation.

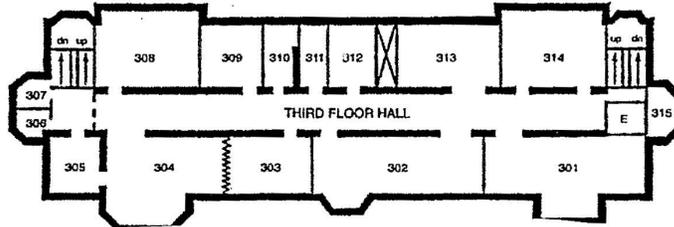
The Director or designee will make arrangements for additional counseling, social worker, and psychologist assistance as needed.

A meeting of the faculty will be convened at the earliest opportunity.

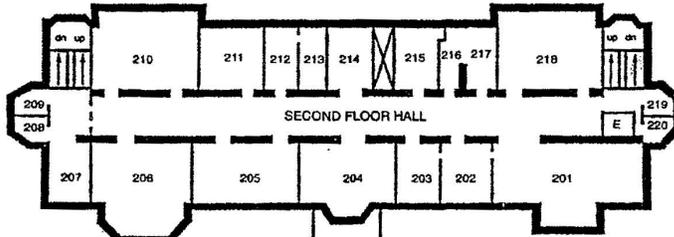
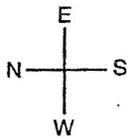
# University High School Floor Plan



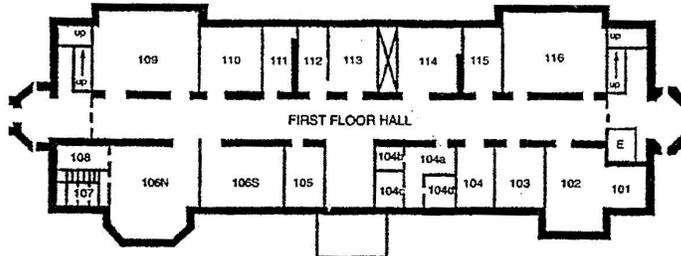
E Elevator      J Janitorial Storage



- |                       |                          |
|-----------------------|--------------------------|
| 301 Biology Classroom | 309 Spanish Classroom    |
| 302 Physics Classroom | 310 Cites Tech Room      |
| 303 Classroom         | 311 Boy's Restroom       |
| 304 Chemistry Lab     | 312 Latin Classroom      |
| 305 Chemistry Storage | 313 Art Classroom        |
| 306 Office            | 314 Windows computer Lab |
| 307 Office            | 315 Science Workroom     |
| 308 Classroom         | E Elevator               |



- |                 |                                 |
|-----------------|---------------------------------|
| 201-204 Library | 213 Library Storage/Kiln        |
| 205 Classroom   | 214 Assistant Director's Office |
| 206 Classroom   | 215 Social Studies Office       |
| 207 CRC         | 216 Girl's Restroom             |
| 208 Office      | 218 Classroom                   |
| 209 Office      | 219 Tech Storage                |
| 210 Classroom   | 220 Office                      |
| 211 Classroom   | E Elevator                      |
| 212 Storage     |                                 |



- |                       |                               |
|-----------------------|-------------------------------|
| 101-102 Main Office   | 109 Classroom                 |
| 103 Director's Office | 110 Teacher's Lounge/Workroom |
| 104 Student Services  | 112 Mac Lab                   |
| 105 Office            | 115 Girl's Restroom           |
| 106S Classroom        | 116 Kitchen                   |
| 106N Classroom        | E Elevator                    |
| 107-108 Storage       |                               |

## **GENERAL INFORMATION**

### **The Uni Advisory Board**

Established in 2016-17, the Uni Advisory Board includes a small number of University employees, parents, and alumni. They advise the Director and Associate Provost for Academic Affairs (both ex officio) on overarching issues of concern to the school.

### **Freedom of Information Act (FOIA) Requests**

Any Freedom of Information Act (FOIA) requests shall be made to the Director in a face to face meeting.

### **Media Contacts**

Please notify the Director of Advancement if you are contacted by the media regarding the school. Please provide the nature of the contact and the name and number or email of the contact.

### **Press Releases**

If you would like a press release delivered, the Director of Advancement has a list of regional television, radio and print media. If you provide the information (who, what, when where and why), she can send the press release.

### **Guidelines for Hallway Display of Posters, Signs and Notices**

- All materials must be initialed by the Assistant Director of Student Life prior to posting or reproduction. Items not approved may be removed by any staff member.
- Limit the total number of signs for any single event or activity to a maximum of thirty copies. These should be dispersed throughout the building.
- Ensure that all materials are removed the first school day after the event or activity.
- Avoid posting materials on water fountains, the elevator door or classroom doorways.
- In general, non-school activities and retail businesses will not be advertised through hallway displays. See the Assistant Director of Student Life with questions.

### **School Communications**

Uni High School communicates with parent(s)/guardian(s) of students in person, via email, the school's web page, PowerSchool, and various special mailings.

Parent(s)/guardian(s) will be contacted any time a student is experiencing academic, disciplinary, or social problems. Parent(s)/guardian(s) will be contacted any time a student's medical condition warrants.

Parents may contact teachers at any time if they have a concern, question, etc.

### **Parent-Teacher Conferences**

Students and parent(s)/guardian(s) may schedule conferences with any faculty member or administrator any time. Two parent-teacher conference days are scheduled each year. Classroom concerns should first be voiced to the teacher. If concerns persist, students and parent(s)/guardian(s) are requested to consult with the department's Executive Teacher before taking the problem to an administrator.

### **Calendars and Updates**

Information about upcoming Uni events can be obtained from the following regularly published sources:

- Master Calendar: found on-line at our web page.
- A telephone service is used to notify parents, students, and staff of emergency communications.
- Voice Mail — Uni's voice mail system allows parents to report absences (333-2870). Sports information is

available on the Uni High website.

### **Weather-Related School Closing and Late Start**

**School Closing:** Uni rarely closes as a result of inclement weather. On the rare occasions when the school is closed, the following stations will carry the announcement:

- Television — WCIA Channel 3
- Radio — WDWS 97.5 FM & 1400 AM
- Uni High website and associated media websites
- As soon as a decision is made by the Director, a message will be sent to each family via emergency contact system.

Note: An all-inclusive announcement for Champaign-Urbana schools being closed DOES NOT MEAN University Laboratory High School is closed. Please listen and look for the name “University Laboratory High School/Urbana” to be listed separately in regard to closing information.

**Late Start Policy:** Inclement weather may cause a LATE START when the storm is expected to pass the area providing for the roads to clear. Please check the television/radio stations and the Uni High website and emergency contact system for closing or late arrival which will mean that the University High School *will be open for students at 9:30 am and the classes will begin at 10 am* with a shortened period schedule and a 3:50 pm dismissal.

Occasionally, Uni may open at the regular time, but may close early in anticipation of a storm. This will be noted in a call to the home via the emergency contact system.

Even if University Laboratory High School does not officially close, any student being excused from school by a parent/guardian (who contacts the Main Office) due to inclement weather will receive an excused absence, and all work missed by this absence can be made up.

## **VISITOR'S POLICY**

Visitors must use the west, north or south entrance to gain access via a buzzer system. You will need to push the intercom buzzer, look into the camera, and state your name and your purpose for coming to the school. Upon entry, you are to report immediately to the office. Students and staff are asked not to open doors for anyone, including other faculty and students.

Visitors must specify the purpose of their visit and their destination in order to receive approval to continue.

Approved visitors must sign in and wear a name badge at all times while inside the school.

Visitors will not be allowed to interrupt classes.

Visitors attending school functions that are open to the public (plays, parent-teacher conferences, etc.) are **not** required to sign in.

University employees, while acting on official university business, should report to the office but are not required to sign in.

Students, who are not enrolled at the school are not allowed on campus without prior approval of the Administration.

Any unauthorized or disruptive person on school property will be asked to leave.

## **ACCIDENT REPORTS**

Following is the required process to be followed when an accident occurs to you or a student in your class or at any time when students are under your supervision:

- Accident Report Forms for the student and the supervisor are available in the main office.
- Forms must be completed within 24 hours if at all possible.
- Turn in the original and one copy to the Assistant Director for Student Life and keep one copy for your file.

## **POLICIES REGARDING THE PROTECTION OF MINORS**

### **Department of Children and Family Services Investigations**

The University of Illinois Laboratory High School will not allow a student to be interviewed by DCFS in school or on school grounds concerning a case of purported or suspected abuse reported to DCFS unless the report is made by a Uni staff member.

### **Enforcement of Orders of Protection and Divorce Decrees**

The University of Illinois Laboratory High School will not become involved in attempting to enforce an order of protection against a parent or guardian. School staff or faculty members may be aware that there is an order of protection that states that a parent or guardian may not come onto school grounds where the student attends. Should that occur, the administration is to call the local police and/or sheriff's department and report that the individual is on school grounds in apparent violation of the order of protection. Any enforcement will be done by the law enforcement authorities.

### **Enforcement of Visitation and Custody Rights**

The University of Illinois Laboratory High School will not become involved in the enforcement of visitation rights, i.e., in determining or enforcing which parent is to have daily and/or weekly custody or visitation. This is a matter between the parents and the court.

## **Mandated Reporter Status**

The University of Illinois requires that each faculty member complete the online mandated reporters' training. This training is to be completed at the beginning of each academic year. Following is the link to the training site: <https://www.dcfstraining.org/manrep/index.jsp>. After completion of the training, the faculty member should email a copy of the certificate of completion to the Associate Director.

When making a request to the DCFS, the following information is required, if known:

- The name and address of the child and his or her parents or guardian.
- The child's age, sex and race.
- The nature and extent of the abuse or neglect.
- Any evidence of previous injuries.
- The names of persons apparently responsible for the abuse or neglect.
- The family's composition, including the names, ages, sexes, and races of other children.
- The reporter's name, occupation, and a place where he or she may be reached.
- The actions taken by the reporter.
- Any other information the reporter believes may be helpful.

Regardless of whether or not the DCFS decides to do an investigation, faculty members are to document the phone call. Document the name of the person with whom you spoke, the time and date of the call, and the content of the call. Keep this information for your records.

## **TEACHER EVALUATION PLAN**

Teachers are evaluated by the Director and the Associate Director collaboratively; each serves as the primary evaluator for half of the faculty up for evaluation.

Teachers new to Uni are evaluated every year of their first three years at the school. Experienced teachers are observed every other year. There are three classroom visits in all.

The evaluation instrument consists of the Pre-observation form, the Classroom Observation form, and the Classroom Observer's Summary for each visit.

The Teacher Evaluation Summary, written by the Director and Associate Director together, goes beyond the classroom observation to examine all of a teacher's responsibilities.

Instruments for the evaluations are on the following pages.



**Classroom Observation Form**

Today's Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Observer's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Period: \_\_\_\_\_ Observation Date: \_\_\_\_\_

Room: \_\_\_\_\_

**Use this sheet to record notes as you observe. Use the attached sheet for response and summary.**

pre-bell

post bell

introduction of lesson

execution of lesson

activities

summary of lesson

administration of homework

classroom arrangement

communication

special occurrences

**Classroom Observer's Summary**

**Teacher's Name:** \_\_\_\_\_ **Observer's Name:** \_\_\_\_\_

**Date and time of Observation:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Summarize the observation for strengths and suggest areas for improvement.  
Consider the items from the menu below in focusing your comments.**

<u>Teacher-Student Interaction</u>	<u>Lesson Design</u>	<u>Lesson Execution</u>
clear communication	variety of activities	questioning /responding
student rapport	creative engagement	assessment strategies
enthusiasm	appropriate level	participation
classroom management	use of materials	knowledge-based
pace of lesson	goals/purpose of lesson	feedback to students

**Strengths:**

**Areas for Improvement with Suggestions:**

**Teacher's Comments:**

**I have reviewed this observation summary and am aware of its contents.**

**Teacher:** \_\_\_\_\_ **Observer:** \_\_\_\_\_

## Teacher Evaluation Summary

Teacher's Name: \_\_\_\_\_ Department: \_\_\_\_\_ % Time Employment \_\_\_\_\_

School Year: \_\_\_\_\_ # Years at Uni \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

Please indicate below the dates of observations and meetings with teacher under evaluation pertinent to this summary assessment:

A) OBSERVATIONS

B) MEETINGS

1.

1.

2.

2.

3.

3.

Please summarize the performance of the teacher under evaluation, supporting remarks with specific examples. Categorize your comments in the following areas: instructional competence, contribution to the whole life of the school, and lab mission. (For more specific prompts, see next page.)

- I. INSTRUCTIONAL COMPETENCE (including planning and preparation, employment of effective teaching methods, classroom atmosphere, command of academic discipline, and use of evaluation and testing)
- II. CONTRIBUTION TO THE WHOLE LIFE OF THE SCHOOL (including student life; professional responsibilities; and relations with students, parents, and colleagues)
- III. LAB MISSION
- IV. GOALS FOR THE NEXT EVALUATION.

I have reviewed this evaluation summary and am aware of its content.

Teacher \_\_\_\_\_

Evaluator: \_\_\_\_\_

## Teacher Evaluation Summary Category Prompts

### I. INSTRUCTIONAL COMPETENCE

#### A. PLANNING AND PREPARATION

Setting course objectives recognizable by department members, administrators, students and parents.  
Planning of lessons to fit into presented course objectives.  
Teaching to accommodate different student needs, interests and abilities when possible.

#### B. ATTENTION TO STUDENTS' SOCIAL AND EMOTIONAL NEEDS

Genuinely interested in each student as an individual.  
Demonstrates commitment to students with particular academic problems.  
Demonstrates commitment to students with particular social problems.  
Demonstrates commitment to students with particular emotional problems.  
Encourages development of productive learning habits for students.

#### C. TEACHER PRESENTATION STYLE

Alert and enthusiastic in the classroom.  
Presents material to students in an interesting manner.  
Presents classroom activities that reinforce lectures/discussion and motivate additional student interest.  
Demonstrates flexibility to adjust curriculum to fit the situation.

#### D. CLASSROOM ATMOSPHERE

Teacher-pupil relationships are typically respectful and friendly.  
Pupil-pupil relationships are typically respectful and friendly.  
Maintains an orderly and effective learning atmosphere.  
Shows concern for the appearance of the classroom.  
Disciplines effectively and impartially.  
Cheating (during exams and copying of work) is dealt with responsibly.

#### E. COMMAND OF ACADEMIC DISCIPLINE

Knowledge of subject matter shows breadth and depth.  
Have kept informed of current materials and methods in teaching discipline.  
Have consistently developed knowledge of the subject.  
Present subject matter so that students can readily understand.

#### F. EMPLOYMENT OF EFFECTIVE TEACHING METHODS

Methods are appropriate to the discipline and purpose of instruction.  
Use varied teaching and learning procedures (discussion, group reporting, individual studying, lecturing, etc).  
Shows an understanding of and utilize a variety of questioning techniques to promote discussion and learning.  
Uses media and computer technology to good advantage when appropriate.  
Shows respect and commitment toward students of different abilities and interest.  
Makes smooth transitions between activities.  
Provides all students an opportunity for active involvement.

#### G. KNOWLEDGE OF THE LEARNING PROCESS

Ensures students are engaged in learning that fosters development of a variety of levels of cognitive awareness and intellectual tools.  
Assignments demand and teach critical thinking as well as competence in details.  
Designs lessons that appeal to multiple learning styles.

#### H. EVALUATION/TESTING

- Provides frequent and adequate opportunities for students to demonstrate mastery of newly acquired concepts.
- Gives meaningful feedback on process and product.
- Tests cover material of subject matter adequately and fairly.
- Tests show careful thought and preparation.
- Uses varied approaches to assessing student performance that are consistent with the range of indicators for their discipline.

### II. CONTRIBUTIONS TO THE WHOLE LIFE OF THE SCHOOL

#### A. FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

- Complies with school and faculty policies.
- Carries out ancillary duties willingly, effectively, reliably and punctually.
- Attends and constructively contributes to department and faculty meetings.
- Offers time freely for non-classroom events.
- Is available and willingly provides reasonable amounts of help to students who have academic or personal problems.
- Completes documentation in a timely matter.

#### B. RELATIONS WITH STUDENTS, PARENTS AND COLLEAGUES

- Gains respect of pupils through fair and impartial actions.
- Cooperates with colleagues.
- Keeps parents and appropriate colleagues advised of student progress.
- Works with students and parents to resolve pertinent problems.
- Is involved with students outside the classroom.

### III. LAB MISSION

Develop curriculum—the design, crafting, and experimental use of curricula and supporting materials. Disseminate curriculum materials.

Advance pedagogical practice to academically talented students. Disseminate these instructional innovations.

Engage in professional service off and on the university campus (offering workshops, serving on committees, participating in professional organizations, etc.)

Work in partnership with UI on research opportunities.

Work in partnership with other schools and community entities.

## RECORDING FACULTY ATTENDANCE AND SUBSTITUTING PROCEDURES as of 12-4-18

### **When you are going to be absent for a class, even for school-related reasons:**

Obtain the form “Absent Teacher Report” from the drawer in the Main Office or under Resources on the Uni website.

***Complete all parts in advance and give it to the Associate Director no later than a week in advance—except in cases of unexpected illness.***

Have the Associate Director sign and keep the form so the substitute can be paid and so the school will have backup documentation for AVSL. (The Associate Director will make a copy of this form for the Business Manager. The Associate Director checks AVSL against this form, and the Business Manager checks sub payments against this form.)

**If you have been absent a half day (at least four hours) or full day (at least 8 hours),** enter your absence in AVSL (in advance or within three days of the absence if you have been ill unexpectedly). <https://my.swanlundhr.illinois.edu/>.

Completing AVSL:

Log in.

Click on Report or Request Days Off.

Choose appropriate day(s) from the calendar.

Choose half day (at least 4 hours) or full day (at least 8 hours).

Choose Sick Leave, Floating Holiday, or Other.

If you choose Other, use the pull down menu to select Jury Duty, Funeral Leave, Parental Leave, Conference Travel, FMLA, or Short Absence. (Conference Travel is the choice for any professional development off the Uni campus, and Short Absence is the choice for school-related reasons, such as a search committee, admissions committee, Agora Days committee, etc.)

In the Notes section, please give more detail. For instance, “Active Learning Conference in Minnesota,” “Math search committee work.”

Click on Submit for Approval. (Faculty AVSL then goes electronically to the Associate Director to reconcile against the absence form. The Director works with the Associate Director once a month to verify absences against professional development approvals.)

**When you will sub for someone:** Use the form “Substitute Teacher Report.” The forms are available in the forms file drawer in the Main Office or under Resources on the Uni website. Please fill out this form *in advance* of substituting.

***Complete all parts in advance.***

Have the Associate Director sign and keep the form. (The Associate Director will make a copy of this form for the Business Manager within three days. The Business Manager reconciles the Substitute Teacher Report with the Absent Teacher Report. The Director checks once per month that the reconciliation is being accomplished. The Business Manager submits to Swanlund HR for processing a summary of all substituting on the first day of the following month. During monthly financial reconciliation, the Business Manager validates substitute payments against approved Substitute Teacher Reports.)

### **Summary Definitions of Common Kinds of Absences/Leaves**

More detailed information on all kinds of absences/leaves is at <https://www.hr.uillinois.edu/leave/>.

### **Conference Travel and Short Absence**

Conference Travel is the choice for any professional development off the Uni campus. Conference Travel includes professional development such as attending or presenting at workshops and conferences. Short Absence is the choice for other *school-related reasons*, such as a search committee, admissions committee, Agora Days committee, etc.)

### **Sick Leave**

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, civil union partner, same-sex domestic partner, children, parents, siblings, grandchildren, grandparents, and members of the employee's household. "Children" include biological, adopted, foster, stepchildren, legal wards, children for which an employee is standing *In loco parentis*, and children who are members of the employee's household. "Parent" is defined as a biological parent, stepparent, parent-in-law, or an individual who stood *in loco parentis* to the employee.

Sick leave may also be used for pregnancy or following the birth or adoption of a child to care for that child, not to exceed 12 weeks.

### **Funeral Leave**

Employees are granted **three days** of paid leave for immediate family members, which includes:

- Father, Mother, Sister, Brother, Spouse, Domestic Partner, Civil Union Partner, Child, including child of a same-sex domestic partner or civil union partner (if unborn, gestational age must be 20 or more weeks). Also see <https://www.hr.uillinois.edu/leave/funeral>.
- Grandparent, Grandchild, including grandchild of a same-sex domestic partner or civil union partner
- Individual in a biological, adopted, foster, legal ward, step or *in loco parentis* relationship
- In-law (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law), including a relative of a same-sex domestic partner or civil union partner (grandmother, grandfather, mother, father, brother, sister, son, and daughter)
- Member of the employee's household

More information about funeral leave: <https://www.hr.uillinois.edu/leave/funeral>

### **Parental Leave**

Employees are granted up to two weeks of leave with pay for parental leave. Parental leave is limited to one leave per twelve-month academic appointment year. For eligible employees, parental leave taken will count toward the 12-week FMLA entitlement.

Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home. Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.

Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

## **Workday Expectations of Faculty Uni High**

The following provides guidance relative to the workday expectations of the Uni High Teachers:

1. Uni teachers are required to be on site to meet all classes.
2. Uni teachers are required to be on site for consultation with students by prior arrangement.
3. Uni teachers should be working on the following duties on a daily basis:
  - a. Lab mission
  - b. Class Preparation
  - c. Grading
  - d. Completion of administrative requirements of the school and University (for instance, Ethics Training, reporting grades in PowerSchool).
2. While it is expected that Uni teachers will be on site for the majority of the workday, we also recognize that they are salaried professionals and their physical presence at the Uni High building is not an integral requirement for all duties associated with their work, nor necessary for the teacher to fulfill 100% of their appointment expectations. We acknowledge the grading, lab mission, class prep, campus/community service and more may be performed outside of the Uni High building from time to time.
3. In the event that an alternative Uni responsibility (e.g. attendance at an approved conference or serving on a committee) conflicts with a class, please see the Faculty Absences and Substitutes Procedures for guidance on how to secure a substitute.
4. When a Uni teacher will be off site for at least four hours of the day for personal reasons, regardless of the number of classes missed, he or she must record a half-day absence using the Absent Teacher Report and the VSL system. When a Uni teacher will be off site for at least eight hours of the day for personal reasons, regardless of the number of classes missed, he or she must record a full-day absence using the Absent Teacher Report and the VSL system.

**Recording Faculty Absences and Substituting Procedures  
as of 1/28/2019**

**When you are going to be absent for a class, even for school-related reasons:**

Obtain the form “Absent Teacher Report” from the drawer in the Main Office or under Resources on the Uni website.

***Complete all parts in advance and give it to the Associate Director no later than a week in advance—except in cases of unexpected illness.***

Have the Associate Director sign and keep the form so the substitute can be paid and so the school will have backup documentation for AVSL. (The Associate Director will make a copy of this form for the Business Manager. The Associate Director checks AVSL against this form, and the Business Manager checks sub payments against this form.)

**If you have been absent a half day (at least four hours) or full day (at least 8 hours) for personal reasons**, enter your absence in AVSL (in advance or within three days of the absence if you have been ill unexpectedly). <https://my.swanlundhr.illinois.edu/>. Completing AVSL:

Log in.

Click on Report or Request Days Off.

Choose appropriate day(s) from the calendar.

Choose half day (at least 4 hours) or full day (at least 8 hours).

Choose Sick Leave, Floating Holiday, or Other.

If you choose Other, use the pull down menu to select Jury Duty, Funeral Leave, Parental Leave, FMLA,

Click on Submit for Approval. (Faculty AVSL then goes electronically to the Associate Director to reconcile against the absence form. The Director works with the Associate Director once a month to verify absences against professional development approvals.)

**When you will sub for someone:** Use the form “Substitute Teacher Report.” The forms are available in the forms file drawer in the Main Office or under Resources on the Uni website. Please fill out this form *in advance* of substituting.

***Complete all parts in advance.***

Have the Associate Director sign and keep the form. (The Associate Director will make a copy of this form for the Business Manager within three days. The Business Manager reconciles the Substitute Teacher Report with the Absent Teacher Report. The Director checks once per month that the reconciliation is being accomplished. The Business Manager submits to Swanlund HR for processing a summary of all substituting on the first day of the following month. During monthly financial reconciliation, the Business Manager validates substitute payments against approved Substitute Teacher Reports.)

## Summary Definitions of Common Kinds of Absences/Leaves

More detailed information on all kinds of absences/leaves is at <https://www.hr.uillinois.edu/leave/>.

### Approved Conference Travel and Short Absence

Conference Travel is the choice for any professional development off the Uni campus. Conference Travel includes professional development such as attending or presenting at workshops and conferences. Short Absence is the choice for other *school-related reasons*, such as a search committee, admissions committee, Agora Days committee, etc.)

### Sick Leave

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, civil union partner, same-sex domestic partner, children, parents, siblings, grandchildren, grandparents, and members of the employee's household. "Children" include biological, adopted, foster, stepchildren, legal wards, children for which an employee is standing *In loco parentis*, and children who are members of the employee's household. "Parent" is defined as a biological parent, stepparent, parent-in-law, or an individual who stood *in loco parentis* to the employee. <https://www.hr.uillinois.edu/leave/sick>

Sick leave may also be used for pregnancy or following the birth or adoption of a child to care for that child, not to exceed 12 weeks.

### Funeral Leave

Employees are granted **three days** of paid leave for immediate family members, which includes:

- Father Mother Sister Brother Spouse Domestic Partner Civil Union Partner
- Child, including child of a same-sex domestic partner or civil union partner (if unborn, gestational age must be 20 or more weeks). Also see <https://www.hr.uillinois.edu/leave/funeral>
- Grandparent
- Grandchild, including grandchild of a same-sex domestic partner or civil union partner
- Individual in a biological, adopted, foster, legal ward, step or *in loco parentis* relationship
- In-law (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law), including a relative of a same-sex domestic partner or civil union partner (grandmother, grandfather, mother, father, brother, sister, son, and daughter)
- Member of the employee's household

More information about funeral leave: <https://www.hr.uillinois.edu/leave/funeral>

### Parental Leave

Employees are granted up to two weeks of leave with pay for parental leave. Parental leave is limited to one leave per twelve-month academic appointment year. For eligible employees, parental leave taken will count toward the 12-week FMLA entitlement.

Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home.

Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.

Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

# ABSENT TEACHER REQUEST REPORT

*Complete in advance with the exception of unexpected illness.*

## Absent Teacher Information:

Name: \_\_\_\_\_ Date of Absence: \_\_\_\_\_  
Please print

## Length of Absence:

- Half Day (at least 4 hours): Date(s) \_\_\_\_\_  
 Full Day (at least 8 hours): Date(s) \_\_\_\_\_  
 Less than 4 hours (no reporting of AVSL): Date(s) \_\_\_\_\_

## Do you need a substitute?

- Yes— if yes, the Substitute Teacher Report must be completed by the substitute

Date(s): \_\_\_\_\_ Class Periods: \_\_\_\_\_  
Name of substitute(s): \_\_\_\_\_

- No

## Please verify the dates/class periods of absence and reason:

- |   |  |
|---|--|
| <input type="checkbox"/> Sick Leave     | <input type="checkbox"/> Floating Holiday  |
| <input type="checkbox"/> Jury Duty      | <input type="checkbox"/> Funeral Leave   |
| <input type="checkbox"/> Parental Leave | <input type="checkbox"/> Conference Travel (professional devt. off Uni campus)   |
| <input type="checkbox"/> FMLA           | <input type="checkbox"/> Short Absence (any other <i>school-related</i> absence) |

Date(s): \_\_\_\_\_ Class Periods: \_\_\_\_\_

Notes (please give more detail, except for FMLA): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Approval,  
Associate Director:: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

*If the Associate Director is absent, please have the Director sign.*

## Absent teacher: Please record full and half days in AVSL as appropriate.

Office use only: \_\_\_\_\_

The Business Manager will initial their copy: \_\_\_\_\_

# SUBSTITUTE TEACHER REPORT

*Complete in advance of substituting*

## Substitute Teacher Information:

Name of Substitute: \_\_\_\_\_  
Please print

Teacher I will sub for: \_\_\_\_\_  
Please print

Date: \_\_\_\_\_ Periods I will sub: \_\_\_\_\_

Substitute Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Absent Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval,  
Associate Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*If the Associate Director is absent, please have the Assistant Director  
or Director sign.*

*Academic Professionals are not paid for substituting.*

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Office use only:

The Business Manager will initial his/her copy: \_\_\_\_\_