As members of the Laboratory Schools’ community, we believe that the standards governing our participation and behavior within the Laboratory Schools should be clearly stated, reasonable and aligned with our mission. We, the students, faculty, administration, staff and families, commit to:

- respect and show concern for one another and oneself
- respect and show concern for shared spaces and materials
- respect and show concern for the academic, social and moral life of the schools

The principles of conduct are designed to promote personal responsibility, to help students make appropriate choices regarding their behavior, and to maintain a safe and healthy environment for the whole school community. A critical criterion to a healthy and respectful environment is the absence of peer influences or behaviors that make others feel vulnerable or intimidated.

The faculty and the administration of U-High are committed to the ideal that students must develop their own mature sense of responsibility and respect for others. We, therefore, give students considerable latitude in use of unassigned time and school spaces throughout the school day. This freedom allows students to select classes, to participate in activities and athletics of their own choosing, and to use unassigned time within the guidelines of the school rules. To that end, students at the Laboratory Schools are expected to conduct themselves with regard for all members of the community. Students and families are expected to be familiar with and abide by all rules, policies, and expectations set forth in this Handbook.

Faculty and staff are responsible for addressing problematic student behavior and reporting possible violations of the policies in this Handbook to the administration. All faculty members and staff employees are obligated to immediately report allegations of discriminating and harassing behavior relating to sex, sexual orientation, gender, gender identity, and conduct of a sexual nature to the Title IX Coordinator. Faculty and staff must immediately report suspected child abuse and neglect (including abuse that does not involve sexual conduct) to the Illinois Department of Children and Family Services.

Expectations for student conduct and disciplinary policies specify behaviors that are inappropriate and the associated consequences. Meant to be educational even in its sanctions and consequences, the disciplinary process recognizes that adolescence is a time when students are learning to navigate young adult social and emotional dynamics. The school administration works with faculty, students, and parents to create an environment that supports students with respect to their ability to understand what is at stake and to assume responsibility for their decisions and actions as well as their impact.
The behavior of our students reflects on and impacts themselves, their fellow-students, and the school community. The expectation is that student behavior will reflect positively both in and out of the classroom, both in and out of the school building. All school rules and expectations govern when students are at school and at school-sponsored activities, such as athletic events, field trips, dances, retreats, trips, etc. School policies can apply to off-campus actions that do not reflect the standards of our community, particularly when they impact our school environment. If a student is required to return home from a school event or trip due to a disciplinary infraction, the cost of travel is the family’s responsibility.

**Discipline**

Our goal is to hold students accountable for their behavior in order to keep them and their fellow students safe, to maintain the integrity of our program, to abide by our mission, and to teach personal responsibility. Students are expected to abide by all community and behavioral guidelines outlined throughout this Handbook.

Below a list of conduct that is prohibited and infractions with respect to these will result in discipline. No list is comprehensive; it is possible that a student may act or behave in a manner that is not included in the policies below yet disrupts the school community. The administration retains the right to act upon such unlisted infractions. In addition to violating explicit school policies, a student may be disciplined for engaging in conduct deemed, in the sole discretion of the school, to be detrimental to the school, or its mission, or harmful to her or himself or other members of the school community. Even in situations in which there is no finding that a policy violation has occurred, the School may impose behavioral consequences and requirements as a means of educating the student to understand the impact of her or his behavior, language, or actions.

If a student violates a policy or rule, we encourage the student to voluntarily report their behavior. When a student is forthcoming about their involvement in a situation, their honesty will be taken into account when determining the consequence they receive. Conversely, if a student attempts to conceal their actions or otherwise tries to cover up their misdeeds, their dishonesty will be considered when determining the consequence. Maintaining a healthy school environment conducive to learning requires each member of the community to be involved and includes reporting concerns about other’s behavior. While we understand that reporting on fellow students’ behavior can be difficult, we need everyone’s help in ensuring that our school is a safe place. Even if a student believes that the administration is aware of an issue, that student should still report what they know. It is better to receive all the information so that the best solution can be reached. When making a report, a student may choose to bring a Lab school community member to support them, such as a parent or guardian, counselor, advisor, or classmate.

**Prohibited Conduct:**

**Academic Dishonesty**

Cheating encompasses giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. This can occur through the use of unauthorized tools such as smart phone, watches or other technological devices, bringing study aids
into a testing environment whether or not they are used, giving or receiving information about a test or quiz, or violating a teacher’s test rules or procedures.

Work submitted for credit must be the individual’s own unless the teacher has approved or assigned the work as collaborative or group work. Having others prepare work that expected to be the student’s own, copying another student’s work, submitting work that includes the words and/or the ideas of a person giving help to the student, and fabrication of information or citation also constitute cheating.

Plagiarism is the representation of the words, ideas, compositions, or images of another person or source as one’s own whether intentional or unintentional. Acknowledgement of material that is not the student’s own is required. Every direct quotation must be properly identified (by quotation marks or by appropriate indentation) and must be properly cited. Material that is summarized or paraphrased from another source must also be acknowledged through proper citation. Commonly known information does not require citation. Information or facts obtained through research must be acknowledged. Plagiarism can, in some cases, be a subtle issue. Students should consult with their teachers when unsure about the use of citations prior to submitting work.

Plagiarism includes re-submitting your own prior, graded work from another course for a grade in another course without teacher permission.

Each teacher will explain their specific course-related expectations and procedure regarding the integrity of student’s academic work. Academic penalties are imposed by the teacher and generally result in the student receiving no credit or a failing grade on any assignment or assessment on which the student violated the academic integrity policy. Disciplinary consequences are determined by the Dean of Students.

If the first incident is deemed egregious by the Dean of Students or Principal, or if there are subsequent incidents of dishonesty, the consequences will include a general suspension.

**Arson/Flammable Material**
Setting of fire or use of open flame, unless under the direction of a teacher, is prohibited as are objects or substances that can be ignited including, but not limited to include lighters, flares, fireworks, or lighter fluid.

**Bullying**
Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student’s or students’ person or property; (2) causing a substantially detrimental effect on the student’s or students’ physical or mental health; (3) substantially interfering with the student’s or students’ ability academic performance; or (4) substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the Schools. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or
retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Not all social conflict is bullying or harassment per se, although it might be inappropriate behavior that would be addressed by the school.

**Copyright Infringement**
The Laboratory Schools’ computing facilities may not be used to steal content owned or copyrighted by others. Fair use laws regarding copyright apply; in cases where the law is unclear, users should assume that anything published on the Internet is copyrighted. Students should speak with their teacher or librarian if they need have questions.

**Disrupting the Learning Environment**
Disruptive behavior in the classroom or on school property such as shouting, excessive noise, running, or any other behavior that interrupts the learning environment.

**Gambling**
Gambling, including online or through the use of school wifi or computers.

**Harming the School’s Reputation**
Spreading rumors, lying, or slander is harmful.

**Harassment**
Harassment as a form of unlawful discrimination means verbal conduct, physical conduct, or conduct using technology that is based on a protected class* and that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment (“hostile environment harassment”). Age is relevant in determining whether harassment occurred in the first instance, as well as in determining the appropriate response by the school. For example, age is relevant in determining whether a student welcomed the conduct and in determining whether the conduct was sexual in nature or severe, persistent, or pervasive. See the Sexual Harassment definition below for more information about harassment based on sex, gender, sexual orientation, or gender identity.

*A protected class (or characteristic) under the law includes a person’s race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, and other protected classes under applicable law. See the University of Chicago Policy on Harassment, Discrimination, and Sexual Misconduct for more information.

**Hazing**
Hazing is any act that is explicitly or implicitly required for the purpose of membership in any group associated with or connected to Lab if the act is not sanctioned or authorized by Lab and results in harm to any person or could reasonably be foreseen to result in such harm. The subject’s willingness to participate in an act of hazing does not justify or excuse the act.
Improper Use of Network Resources
Communications that would be improper or illegal on any other medium in a school environment are equally so in an electronic format. If school administrators determine that an Acceptable Use Policy (AUP) violation poses a material disruption to the Schools’ learning environment, they may take disciplinary action even if such violations take place off the Schools’ campuses and/or without using school or University owned technology resources.

Intimate Behavior
Amorous and intimate behavior such as prolonged kissing or embracing and other intimate contact is prohibited.

Insubordination
Insubordination is when a student shows disrespect to, or disobeys, someone who is responsible for them. Failure to abide by the request or direction of a school official is insubordination.

Language – Verbal and Nonverbal
Abusive, foul, threatening or harassing language is an inappropriate way to communicate with others and will not be tolerated. Hateful speech can include the use of song lyrics, gestures, or symbols of any kind meant to denigrate an individual or group and will not be tolerated.

Lying
A student’s word is expected to be the complete truth; therefore, lying and forgery are violations of communal expectations. Lying encompasses intentional falsification or denial of fact or intentionally creating a false impression or breaking a promise or pledge.

Malicious Publications – Electronic and Print
Publications (print, online, video, etc.) that hurt others and are malicious in intent, whether they were created while at school or not, are inappropriate. Publishing anonymously, publishing with an invented name, or posing as a real person online for malicious purposes is prohibited. Disparaging members of the Lab community in electronic or print communications, either by name or by inference, will be treated as a violation. In addition, malicious publications may also be considered harassment or bullying, depending on their content, distribution, or purpose. This policy covers postings from any electronic device – school computers or any electronic device inside or outside of school, including private networks, due to the disruption to the education environment.

Photos, Recording, and Video
Taking photos, recordings, or videos of faculty, staff, or students without their expressed permission is forbidden. Permission is not required for public events such as athletic competitions or plays. School assemblies are not public events. If a person grants permission such permission, they accept that they cannot control the use of the image or recording.

Rating or Ranking People
When a person or group of people create a list or equivalent that rates or ranks members of our community according to attractiveness, body parts, sexual history, or other factors relating to sex, gender, sexual orientation, or any legally protected class.
**Retaliation**

Retaliation means any adverse action taken against a person for raising a concern about a violation of this Handbook or because of their participation in the administration’s response to a concern. Encouraging another to engage in such conduct may also be retaliation. Retaliation will be treated as a separate handbook violation. Acts of alleged retaliation should be reported immediately to the Dean of Students or the Title IX Coordinator and will be promptly investigated. Likewise, reporting a concern that is not in good faith or providing false or misleading information to the Schools is also prohibited.

Every member of our community (including parents/guardians) should recognize that discussing or criticizing a person’s decision to exercise a right or responsibility under this Handbook—even in circumstances where it is determined that no Handbook violation occurred—may have the purpose or effect (unintended or intended) of retaliating against the person who came forward, harming the reputation of those involved, and/or discouraging others from reporting concerns.

**Setting or Giving False Alarms**

Students should not pull a fire alarm unless there is a real threat to the life and safety of the community or the building. Because of both the disruption and the potential danger, if a student pulls an alarm, calls in a bomb scare, misuse a fire extinguisher, or in any way gives alarm to others that puts them in danger or disrupts the orderly functioning of the school, there will be serious consequences.

**Sexual Harassment**

Sexual Harassment is harassment that is based on sex, sexual orientation, or gender identity and includes gender-based harassment. Sexual harassment and similar prohibited conduct may include without limitation discrimination based on sex, sexual orientation, or gender, and unwanted conduct of a sexual nature. Sexual harassment may be Hostile Environment Harassment (see Harassment above) or Quid Pro Quo Harassment. **Quid Pro Quo Sexual Harassment** is sexual advances, requests for sexual favors, or sexually-directed remarks or behavior constitute sexual harassment when submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either. Such conduct may be harassment regardless of whether a person submits or rejects the behavior.

**Sexual Misconduct**

Sexual Misconduct encompasses a range of conduct including sexual abuse, sexual assault, dating violence, domestic violence, and stalking. At all times, the Schools will seek to use the University’s policy statement on sexual misconduct as a touchstone to guide matters involving sexual misconduct, with the understanding that the University’s policy statement may need to be modified or supplemented to take into account the ages and developmental phases of Laboratory Schools’ students.

**Stalking**

Stalking means a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for their safety or the safety of a third person, or to suffer emotional distress. Stalking behavior may be in person, by written or graphic means, or by Internet or phone.
Substances
The School is committed to providing a learning environment that fosters physical and mental health so that students may become healthy, productive citizens who contribute positively to the school and the community. Use of alcohol and other drugs is illegal and is also inconsistent with healthy growth and development. We therefore have developed policies that we believe will promote, enhance and maintain a drug-free school. The school can require that students are evaluated for substances use and/or treatment as a condition of their continued enrollment. Possession, use, and/or being under the influence of the following substances is forbidden.

- **Alcohol:** It is illegal for persons under the age of 21 to purchase, possess, or drink alcohol. Possession, use, and distribution of alcohol during the school day, on campus at any time, and at school-sponsored events is prohibited. Asking another student for alcohol is also prohibited.

- **Illegal Drugs:** The possession, use, or distribution (selling or sharing) of illegal drugs or drug paraphernalia is prohibited during the school day, on campus at any time, and at school-sponsored events. Asking another student for illegal drugs is also prohibited. If a student is found to be in possession of illegal drugs or drug paraphernalia, it will be confiscated.

- **Prescription Drugs:** The distribution (selling or sharing), possession or use of prescription drugs by someone other than the person for whom the drug was prescribed is prohibited. Asking another student to use their prescription drugs, or using someone else’s prescription drugs, is also prohibited.

- **Tobacco and Vaping:** It is illegal for persons under the age of 21 to purchase or use tobacco cigarettes, electronic cigarettes, and alternative nicotine products in the city of Chicago and thus possession, distribution (selling or sharing) or use of these items is prohibited on campus or at any school-sponsored event. Even for students 18 years old these items, and other related products like rolling papers, pipes, lighters, and matches are prohibited on campus or at any school-sponsored event.

Theft
Students are not permitted to take something that does not belong to them and without permission. A student accused of theft may be subject to a search and further disciplinary consequences may ensue.

Trespassing
Trespassing at school means being on school property outside of school hours without permission and/or faculty or staff supervision. Trespassing is prohibited. In addition, students must leave the school buildings or campus when asked to do so by any school authority.

Vandalism
Vandalism is illegal. Students cannot deface or destroy private or public property in school, on school grounds, or at a school-sponsored activity.

Violence or Threat to Others
Fighting, physical violence, or any threat of physical violence is strictly prohibited as is any kind of rough-housing that demeans another member of the community or puts a community member at risk of harm or injury.
**Weapons Possession or Use**

Guns, ammunition, and weapons of any kind are not permitted on school property. These include any object that is, or may be used as a weapon. The school has the sole authority to determine whether it considers an object to be a weapon. Fake weapons are not permitted in school.

Additionally, while Summer Lab makes every effort to accommodate all children, the program will not accept children who are a danger to themselves or to others, or who are disruptive to the activities such that other participants’ enjoyment thereof is hindered. Persistent activity of this nature will be grounds for dismissal from the program. Parents and guardians are strongly urged to discuss with the Directors any special conditions or circumstances regarding their child prior to registration.