Standards of Behavior

Introduction
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 just. The philosophical framework governing our standards reflects the consensus of the Board of Directors, students, faculty, administration, staff and parents. These standards are based on the expectation that members of the Laboratory Schools community will:

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

Relationship to the Lower School Community Agreement
As students mature and move from more supervision and structure in the lower grades to greater freedom in the middle and high schools, it is also recognized that greater responsibility accompanies such freedom. The Lower School Community Agreement, which follows these standards, specifies the behavioral expectations for the Lower School community and consequences for not achieving those expectations.

The Lower School Community Agreement implements the following general standards of behavior, which have been approved by the Board of the Laboratory Schools for the entire Laboratory Schools community.

Members of the Laboratory Schools’ community shall not:

1. violate the law, such as the law pertaining to illegal substances.
2. harm or degrade any individual or group by action, threat, or malicious language.
3. cheat or otherwise act dishonorably in academic work.
4. infringe upon the property of others.
5. disrupt, by word or action, an atmosphere conducive to learning in the classroom, good sportsmanship in athletics and congeniality in social situations.
6. violate the published rules and requirements for the use of school facilities.
7. infringe upon the use of shared spaces and materials by:
   - excessive noise in and around classrooms (including lounges and landings) and the library.
   - interrupting the safe and orderly flow in hallways, stairways, on playgrounds, and on sidewalks.
   - disruptive public displays.
   - defacing, destroying or otherwise damaging buildings, equipment or books.

Community Agreement for the Lower School

In the Lower School we agree to be kind, thoughtful and responsible members of the community.

Students who consistently follow established rules are happier children because they feel safe. In a school community, consistent expectations for behavior followed by students, parents, faculty and staff:

- create a sense of order and predictability
- create a climate of respect
- create an environment where children can take risks and learn from mistakes
- create an environment where children encourage the best in each other
- serve as guidelines for behavior to help children learn self-regulation
The goal of the Lower School Community Agreement is to create an atmosphere of learning in an environment that values safety, responsibility, and civility, while taking into consideration the developmental stages of our students. In addition, we hope to provide experiences for our students to learn how to be global citizens.

In the classroom, the Lower School Community Agreement is a tool for teachers to support positive behavior. By using these expectations, teachers can work with students to determine what these expectations mean, not only in their classroom, but also in the larger community. This statement provides a shared language that reflects our goals for all individuals in our community. The Lower School Community Agreement supports parents partnering with teachers to create a clear understanding of what is expected at school, so parents and teachers can work together to support children to make good choices. Kind, thoughtful and responsible members of the community recognize that there are important expectations to follow and agree to adhere to the policies outlined in this handbook.

**Consequences for Not Following the Lower School Community Agreement**
Choosing not to follow this agreement may result in certain consequences. These consequences will be reasonable, related to the misconduct, and appropriate to the developmental level of the child. There may be one or more of the following:

- repeating the process in the appropriate manner.
- spending time in a separate place until ready to be part of the group again.
- apologizing to those who were hurt or offended.
- restoring or making restitution for damaged or stolen property.
- notifying parents of the behavior.
- notifying the principal of the behavior.
- dismissing the child from school for the day.
- dismissing the child from school permanently.

**Expectations for the Use of Personal Electronic Devices**
Students may not bring cellular or electronic devices such as computer games, laser pointers, personal computers, mobile phones, or other internet-enabled devices such as iPods, Smart Watches, etc. for use at school. We will not assume responsibility for the protection of these items that are not a necessary part of the learning environment of the School. If these items are used during the school day they will be confiscated for the day and turned in to the Lower School office for parents to retrieve. This does not include technology specifically approved by the School to support special learning needs. Arrangements should be made in advance with your child’s teacher and the Lower School Learning & Counseling department. Cell phones must be turned off, kept in backpacks, and not used during the school day. Children have easy access to school phones throughout the school day and after school as well. The School will not be responsible for the loss, theft, or damage of any electronics equipment brought to school. In addition, students are expected to comply with the Computer User agreement of the Laboratory Schools found on our website ([www.ucls.uchicago.edu](http://www.ucls.uchicago.edu)) that governs all computer use by students.

**Harassment Policy**
All members of the University of Chicago Laboratory Schools share the responsibility for ensuring that harassment is not tolerated at the Laboratory Schools. Students, teachers, administrators and staff must work together to be sensitive in our actions and language and to understand that inappropriate words or actions might make others feel uncomfortable, intimidated, or physically or emotionally hurt.

Harassment is verbal or physical conduct, or conduct using technology, which 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.

BULLYING is a form of harassment that injures another person. Bullying consists of physical, verbal and/or emotional abuse, usually based on some type of imbalance of power, with those who believe they are more powerful abusing those who are perceived as less powerful. Bullying occurs when, over time, a person is
repeatedly exposed to negative treatment by another person or group of people. This includes actions involving the use of the Internet, cell phones, or other electronic technologies. *(Please see Computer-Based Harassment below.)*

It is essential that all community members report any harmful and inappropriate behaviors in a timely fashion to a trusted adult, so that the concerns can be addressed. *However, it is important to note that not all forms of social conflict constitute bullying or harassment.*

**COMPUTER-BASED HARASSMENT**

Computers and the Internet have opened new opportunities for communication, but at the same time have created possibilities for new forms of harassment. While we do not seek to regulate private speech among computer users, the terms of harassment as defined here will be applied to all forms of electronic media. Postings that refer negatively to members of the Lab community, either by name or by inference, will be treated as harassment. *This policy covers postings from school computers and those originating on computers outside of school, including personal computers and other devices.*

**UNLAWFUL HARRASSMENT**

Unlawful harassment consists of verbal and/or physical conduct toward a member of our School based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, or disability, that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with a person’s participation in school programs or activities, or that creates an intimidating, hostile, or offensive environment. The Laboratory Schools will not tolerate unlawful harassment.

**Reporting Any Form of Harassment**

If you or your child observe or become aware of harassment of any member of our community, it is essential to immediately report the incident to a teacher, counselor, School administrator or any trusted adult. It is your responsibility as members of this community to step forward and share your concerns and observations. Please do not assume that adults already know, or that someone else will share the information. Receiving more information is much better than receiving none at all.

Students who believe they are victims of any harassment or have witnessed such any activities, are encouraged to immediately report the incident to a teacher, counselor, School administrator or any trusted adult. Students may choose may be accompanied by a parent/guardian, friend, or advisor in making such a report.

The Laboratory Schools prohibit retaliation and will protect students who report incidents of harassment. Any student may be subject to consequences if found participating in any such retaliation.

**Harassment Complaint Resolution**

Each and every harassment complaint will be taken seriously and a preliminary investigation will be conducted. This process normally will include informal conversations with the individuals involved, as well as any other student or adult who may have information regarding the complaint. The goal of these conversations is to satisfactorily resolve the complaint informally. As practicable, families of all students directly involved in a report of harassment will be notified that such a complaint has been reported and of the general outcomes of the incident. Specific outcomes pertaining to students that are not their own will not be shared in order to protect the privacy of the other students involved.

**All Schools Drug Prevention Policy and Procedures**

A fundamental role of the Laboratory Schools is to provide its student body with academic and social skills necessary to become healthy, productive citizens who will contribute positively to the school and community. Substance abuse is inconsistent with the needs of healthy, growing and developing individuals. We believe it is the responsibility of the Schools to take steps to promote, enhance and maintain a drug free environment.
Parents may search for neighbors in PowerSchool. Log into PowerSchool and use the Family Directory to locate families by name, zip code, or other variable.

Cars
Due to limited parking, please follow all parking restrictions around campus. There are a few limited Visitor Parking spaces, marked in orange, located along Kimbark Avenue in front of Judd Hall. Cars that are parked here need to display the Visitor’s Parking pass that can be obtained from the Judd Hall Security Desk. Parking restrictions on campus are strictly enforced. Do not park south of the chain barrier in Kenwood Mall or in the loading dock area. Vehicles will be ticketed and/or towed at owner's expense.

CTA
The CTA provides general bus service to members of the University community living in the Hyde Park area. University High School students may ride the three dedicated campus/Hyde Park routes (170, 171 and 172) at no charge by displaying their Laboratory Schools ID card. All students are eligible for CTA Student Ventra Cards for riding other CTA transportation. Students can purchase Ventra Cards from Mrs. Carol Arrington in the High School Office, C 129.

Student Bus Service
The Laboratory Schools’ Student Bus Service is a safe, convenient, and green transportation option for families. It reduces traffic at arrival and dismissal times, and plays an increasingly important role in the Schools' awareness of green and sustainable environment. Four routes are served: Ravenswood/Lakeview, Lincoln Park/DePaul, Gold Coast/South Loop, and Logan Square/Bucktown. For questions, please contact Colleen Coyle at 773-702-2116. Information and registration for this service are available at http://ucls.uchicago.edu/bus.

Skateboards, Scooters, and Roller Blades
Students who use these items as transportation to and from school need to leave them in their lockers during the day. If a student uses any of these items during the day, it/they will be confiscated and returned to the student at the end of the school day. Flagrant or repeated incidents will be reported to the Dean of Students for disciplinary action. The use of skateboards is not permitted on campus or on adjacent streets/property.

For any questions or concerns about transportation around campus, please contact Craig Nance, Director of The Laboratory Schools Security.

THE LABORATORY SCHOOLS STANDARDS OF BEHAVIOR

The Middle School is a part of The University of Chicago Laboratory Schools and is governed by a Board of Directors. Members of the Board are concerned that an atmosphere conducive to learning exists throughout the Schools. To that end, the Board has adopted the following statement to govern the day-to-day life of our community.

As members of The Laboratory Schools’ community, we believe that the standards governing our participation and behavior within The Schools should be clearly stated, reasonable and just. The philosophical framework governing our standards reflects the consensus of the Board of Directors, students,
faculty, administration, staff, and parents. These standards are based on the expectation that members of The Laboratory Schools will:

- 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

**Relationship to Code of Conduct**

As students mature and move from more supervision and structure in the lower grades to greater freedom in the middle and high schools, it is also recognized that greater responsibility accompanies such freedom. The Code of Conduct, which follows these standards, specifies behavior that is inappropriate and details the penalties for engaging in such behavior.

The Code of Conduct implements the following general standards of behavior, which have been approved by The Board of the Laboratory Schools, for the entire Laboratory Schools community.

*Members of The Laboratory Schools community shall not:*
1. Violate the law, such as the law pertaining to illegal substances.
2. Harm or degrade any individual or group by action, threat or malicious language.
3. Cheat or otherwise act dishonorably in academic work.
4. Infringe upon the property of others.
5. Disrupt by word or action an atmosphere conducive to learning in the classroom.
6. Display poor sportsmanship in athletics and lack of congeniality in social situations.
7. Violate the published rules and requirements for use of school facilities.
8. Infringe upon the use of shared spaces and materials by:
   a. Making excessive noise in and around classrooms (including lounges and landings) and the library.
   b. Interrupting the safe and orderly flow in hallways, stairways, on playgrounds, and on sidewalks.
   c. Creating public disruptions.
   d. Defacing, destroying or otherwise damaging buildings, equipment or books.

*Members of The Laboratory Schools community agree to abide by the above rules when representing The Laboratory Schools elsewhere.*

**Consequences for Violation**

*These consequences shall include one or more of the following:*
1. Modifying behavior appropriately.
2. Discussing the violation with others involved, especially those hurt or offended by it; apologizing where appropriate.
3. Notifying the Dean, Principal and parent of the behavior and, if necessary, the Director of the Schools.
4. Restoring or making restitution for damaged or stolen property.
5. Performing a prescribed service for the School.
6. Temporary or permanent exclusion from activity(ies) or class(es).
7. Suspension from school.
8. Expulsion from school.
9. Notifying authorities and/or legal action.
Our code of conduct applies whenever students are at school or whenever they are participating in school-sponsored activities such as athletic events, contests, field trips, camps, co-curricular activities, dances, and any time when they are acting as, or when others will see them as, a representative of our school.

Our school must be a place where everyone can learn, feel safe, and be respected. We’ve written our procedures and policies to help students make appropriate choices in guiding their behavior, and to make our school conducive to all students’ health and safety.

The teachers and administrators responsible for enforcing the code of conduct will use reasoned judgment in accordance with our standards of behavior. When determining the appropriate consequences, a number of variables will be considered, including the context of the offense, the age of the student involved, as well as the student’s past behavior. Sometimes the student’s behavior is such that an appropriate medical or psychological evaluation will be required before the student is allowed back on campus.

Violations may result in suspension from school and will include all co-curricular activities. A student who is suspended also may not receive credit for any work missed. Teachers are not required to give extra instruction due to suspension.

Students are expected to act in ways that demonstrate respect for themselves, the community, and the learning process. The following is a list of student behaviors that will result in a meeting with the Dean of Students. This list is not exhaustive, and the school maintains an obligation to act on all forms of misconduct.

**Academic Dishonesty**

Cheating is a form of dishonesty and occurs whenever someone gives or receives information that creates an unfair advantage. Plagiarism is a special kind of academic dishonesty. “Plagiarism is the use of the distinctive ideas or words belonging to another person without adequate acknowledgment of that person’s contribution. To use as one’s own the ideas or words of another is dishonest…” (Acknowledgment is gratefully made to the following publications: *Plagiarism*, University of Virginia and *Pamphlet on Plagiarism*, Princeton University.)

If a student(s) are involved in academic dishonesty, the teacher will notify the parents or guardians and the Dean of Students. Consequences include but are not limited to:

- Retaking the assignment or test
- Receiving a zero on the assignment or test

*If there are further incidences of dishonesty, more severe consequences will be handed out.*

Some examples of academic dishonesty:

- Providing assignments for others to copy, copying another student’s assignment, or claiming another student’s assignment as your own
- Using software or other media to complete an assignment without permission from a teacher
- Discussing or providing test questions to another student
- Bringing unauthorized information to a test
Fighting
Violence and threats of violence are forbidden. This prohibition includes any “pretend fighting” or any behaviors that may appear to others as fighting or other acts of violence.

Gambling and Betting
Gambling is playing any game of chance for money or other stakes. Gambling is not permitted. Card playing or any game of chance without monetary wager or personal gain is allowed. Students may not use school technology resources, wifi or computers, for online gambling.

Insubordination
Insubordination occurs when a student shows disrespect to an adult responsible for them in school. Some examples of insubordination include talking back, ignoring a request, lying, walking/running away, or refusing to turn over an item that is in violation of a school rule.

Language
Abusive, foul or offensive language is not acceptable in our school community. This includes but is not limited to hallways, locker rooms, buses, on sports fields or courts, classrooms, or at any other school-sponsored activity.

Making or Giving False Reports
Giving false reports or lying to adults is not permitted. Pulling a fire alarm is forbidden and will be reported to authorities.

Malicious Publications
We consider publications that hurt others to be malicious in intent. This includes online postings. (See the Care of Computing Resources Section on page 35.)

Misusing Computers
During the school day, all activities using technology must be for educational purposes. This includes personal computers and devices, as well as school issued devices. (See the Computing Policy Sections beginning on page 35.)

Public Displays of Affection
Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, kissing, extended hugging, lying or sitting together inappropriately, and placing hands on each other in inappropriate ways. Adults in the school community will remind students, if necessary, of appropriate behavior. Flagrant or repeated incidents will be reported to the Dean of Students.

Stealing
If a student harms or takes something that doesn’t belong to them, the student will have to make restitution. Some examples include taking the pencil case found in the hallway, the textbook that is left in the dining hall, taking food from Café Lab, or taking an item out of the lost and found.
Chicago Transit Authority (CTA) & UChicago Routes
The CTA provides general bus service to members of the University community living in the Hyde Park area. You may ride the three dedicated campus/Hyde Park routes (170, 171 and 172) at no charge by displaying your Laboratory Schools ID card. You are eligible for CTA Student Ventra Cards for riding other CTA transportation. Students can purchase Ventra Cards in the High School Office.

Hired carriers
If your parents have granted you permission to take Uber or taxis, they should pick you up along 59th Street – the Blaine entrance. You may not leave school without the nurse, Dean, Assistant Principal or Principal receiving confirmation from a parent/guardian that you have permission to leave without them.

Student Bus Service
The Laboratory Schools is pleased to continue their relationship with A.M. Bus Company to provide commuter bus transportation for our students. This safe, convenient, and green transportation option for Lab families helps reduce traffic at arrival and dismissal times and plays an important role in the Schools' awareness of a green and sustainable environment. Our four routes have been designed to work as a system serving a broad range of Chicago neighborhoods. For the most up-to-date information on routes, itineraries, and to register, please visit the Student Bus Service page in the Parent portal of the Schools’ website or call 773-702-9449.

Skateboards, Scooters, Roller Blades, and Hoverboards
If you use a skateboard, roller blades, and scooter as a means of transportation to and from school, you need to leave them in your locker during the day. If you use any of these items inside school during the day, it/they will be confiscated and you may retrieve it at the end of the school day. Flagrant or repeated incidents will be reported to the Dean of Students for disciplinary action. **The use of skateboards is not permitted on campus. Hoverboards are not permitted on school grounds.**

UChicago UGo Shuttles
The University of Chicago offers daytime and nighttime shuttles throughout the campus and portions of the Hyde Park neighborhood. For information on these shuttles, including routes, please go here: [http://safety-security.uchicago.edu/services/travel_options/](http://safety-security.uchicago.edu/services/travel_options/). You will be asked to tap your valid Laboratory Schools ID card to the reader each time you board a shuttle.

*Thinking… is the intentional endeavor to discover specific connections between something which we do and the consequences which result, so that the two become continuous. ~ John Dewey*

THE LABORATORY SCHOOLS STANDARDS OF BEHAVIOR

As members of the Laboratory Schools’ community, we believe that the standards governing our participation and behavior within the schools should be clearly stated, reasonable and just. Our standards are based on the expectation that members of the Laboratory Schools community will:

- 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

Student Conduct and Discipline
The faculty and the administration of U-High School are committed to the ideal that you must develop
your own mature sense of responsibility and respect for others. We therefore give you considerable latitude in your use of unassigned time and school spaces throughout the school day. This freedom allows you to select your own classes, to participate in activities and athletics of your own choosing, and to use your unassigned time within the guidelines of the school rules.

Our school must be a place where everyone can learn, feel safe, and be respected. We’ve written our procedures and policies to make the school run more smoothly, to help you make appropriate choices in guiding your behavior, and to make U-High School conducive to your health and safety.

Relationship to Code of Conduct
As students mature and move from more supervision and structure in the lower grades to greater freedom in the middle and high schools, it is also recognized that greater responsibility accompanies such freedom. The Code of Conduct, which follows these standards, specifies behaviors that are inappropriate and the associated consequences. Recognizing 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’ developmental needs. 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 Code of Conduct implements the following general standards of behavior:

Members of the Laboratory Schools community shall not:
- violate the law, such as the law pertaining to illegal substances.
- harm, degrade or threaten the safety of any individual or group by action, threat or malicious language.
- cheat or otherwise act dishonorably in academic work.
- infringe upon or vandalize the property of others.
- disrupt by word or action an atmosphere conducive to learning in the classroom, good sportsmanship in athletics and congeniality in social situations.
- violate the published rules and requirements for use of school facilities.
- misuse of technology per school policies
- infringe upon the use of shared spaces and materials by
  - excessive noise in and around classrooms (including lounges and landings) and the library.
  - interrupting the safe and orderly flow in hallways, stairways, on playgrounds and on sidewalks.
  - disruptive public displays.
  - defacing, destroying or otherwise damaging buildings equipment or books.

Members of the Lab Schools community agree to abide by the above rules when representing the Lab Schools elsewhere. The school administration holds the right to discuss any incident with students as needed to understand the issue at hand.

Behavior at School-Sponsored Activities
Your behavior reflects on the reputation of the school, and we expect that your behavior will be a positive reflection during school-sponsored activities. First then, we consider you to be “at school” when you are on campus, at school-sponsored activities (and going to and from these activities), or at any place where your link to the school is clearly apparent to others. School-sponsored activities include, but are not limited to, getaways/retreats, lock-ins, parties, dances, athletic and club contests, class field trips, and foreign exchange programs. All school rules are in effect at these activities. In addition to any disciplinary outcomes for failing to uphold school rules, your parents will be notified and you will be sent
home at their expense.

**Behavior in the Classroom**  
You are expected to behave in a manner that promotes, rather than interferes with, learning. If you behave inappropriately while in class any of the following may happen: you may be sent from class to the Dean’s/Principal’s office, your parents may be notified, a parent conference may be requested, and/or, you may be withdrawn from class.

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**U-HIGH CODE OF CONDUCT**

**Section I: POLICIES**

**General Policies**

**Cell Phones**

Cell phones are permitted at school. However, there are restrictions on their use in the school building during the school day so that they do not become distractions to teachers and students. **Cell phones may not be used in the classroom, grade-level meetings, assemblies, or the library during the school day for phone calls, texting, social media, internet surfing, etc.** Respectful and quiet use of cell phones will be allowed in the hallways and Café Lab. You are advised to turn your phone off so that you are not tempted to check it if it buzzes while you are in class or some other school event. On some occasions, students are permitted by teachers to use their phone in class (i.e. calculator, listening to music with earbuds). This use is at the discretion of the teacher. If you are using your cellular phone without teacher permission, it will be confiscated and taken to the Dean’s office. The earliest you will be able to retrieve your phone is at the end of the school day that day after you talk with the Dean about the situation. The second time this happens there will be a conference with your parents.

**Clothing and Personal Appearance: Dress Code**

The goal of the U-High dress code is to provide an environment that is conducive to learning. If a student violates the dress code, the school will seek to educate – not shame – the student about the need for a school dress code. Ultimately, the parameters of appropriate clothing and personal appearance will be governed by what is appropriate for an educational setting, not a student’s personal tastes.

Examples of **appropriate clothing** during the school day include (list is not exhaustive):

- Jeans/cargo pants/khakis
- Button down tops
- Tops with collars
- Athletic pants/shorts
- Skirts/dresses that are beyond thigh length

**NOTE:** For health and safety reasons shoes must be worn at all times.

Examples of **inappropriate clothing** during the school day include:

- **Clothing that is too revealing.** Examples include: transparent clothing, strapless tops, over-exposed mid-section (front, back, side), low-cut tops, short shorts/skirts, bottoms that expose underwear or do not cover the belly button, etc.
- **Clothing that advertises illegal or inappropriate products/images for a school setting.** Examples include: profane, derogatory, sexually suggestive or other offensive or inappropriate language or