

ACADEMIC SUCCESS FOR ALL

OUR MISSION:

It is our purpose to create and sustain a safe and positive educational environment that will help each student grow to his or her potential intellectually, socially, emotionally, and physically, to become a lifelong learner who is responsible, contributing member of our community.

OUR VISION:

It is our vision to establish a school culture where attitudes and skills empower the Elgin High Community to strive for excellence through relevant curricula which will increase academic achievement and personal growth for all.

OUR VALUES:

OUR ELGIN HIGH SCHOOL COMMUNITY VALUES

- Academic achievement, support for success, and respect for the educational process through individual integrity, responsibility, work ethic, and pride.
- Personal, positive relationships through mutual respect, clear and consistent communication, and the celebration of our diversity and talents.
- Collaborative teamwork as well as the development of role models and leaders at all levels.

HISTORY OF ELGIN HIGH SCHOOL

Elgin is one of the oldest continuously existing public high schools in Illinois. Beginning with the first commencement in 1872, some 25,000 alumni have entered all walks of life. The school was an original member of the North Central Association of Colleges and Secondary Schools and has been accredited since 1904.

EHS alumni include a Nobel prize winner in chemistry; five admirals of the U.S. Navy; presidents of General Motors, Republic Steel, and the Encyclopedia Britannica; the donor of Chicago's Adler Planetarium; the designer of America's first streamlined train; a television 'Emmy' recipient; and a world record holder in the shot put.

In its earlier years the school helped to Americanize children of German and Scandinavian immigrants, and it is currently fulfilling its motto of 'Education for All' by welcoming Spanish speaking students and refugees from southeast Asia. This is a comprehensive high school attempting to reach students of varied abilities and backgrounds who seek both vocational training and college entrance.

Elgin's first interscholastic football game was played with the local Academy in 1891. The rivalry with East Aurora, one of the oldest in the state, goes back to 1893. Elgin High has won more than a thousand basketball games since the first contest in 1900, and it was the first school to win two successive state championships.

WELCOME TO ELGIN HIGH SCHOOL

We hope that you will always be conscious of its traditions and requirements. Let us always have the spirit to do the things which will make our school outstanding. Remember, your success at Elgin High School will be directly proportional to your effort.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress, in the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to live successfully in the world

of tomorrow. Participation in the varied activities within school prepares you to live a better life in this complex society.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. This information has been carefully prepared and presented so that it will help each student adjust to school and become an integral part. We ask parents to help.

Elgin Faculty and Administration

ELGIN HIGH SCHOOL LOYALTY

We're loyal to you, Elgin High
We're maroon and cream, Elgin High
We'll back you to stand
Against the best in the land
For we know you are grand, Elgin High.
(Your! Your! Rah! Rah! Team! Team!)
So smash that blockade, Elgin High,
Go crashing ahead, Elgin High.
Our team is our fame protector,
On team, for we expect
A victory from you, Elgin High.
E.H.S. Rah! Rah!
E.H.S. Rah! Rah!
Razz Boom, Razz Boom
Elgin High School Sis Boom Boom
Hokey Pokey Razzle Dazzle
Sis Boom Bah!
Elgin High School, Rah! Rah! Rah!



TEAM NAME: MAROONS

**SCHOOL COLORS:
MAROON AND CREAM**

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SCHOOL CALENDAR 2008-09

FIRST SEMESTER

- Aug. 25 District Programs–moming
Building Programs–afternoon
- Aug. 26 Institute Day–Building Programs
- Aug. 27 Classes Begin
- Sept. 1 Labor Day–No Classes/Offices Closed
- Oct. 13 Columbus Day Observance
No Classes/Offices Closed
- Oct. 24 End of First 9-week Period
- Nov. 11 Veteran’s Day Observed
No Classes/Offices Closed
- Nov. 24 School Improvement Plan (SIP) Day
No Classes
- Nov. 25 Parent/Teacher Conferences
No Classes
- Nov. 26 Non-Attendance Day/Thanksgiving
Recess Begins
- Dec. 1 Classes Resume
- Dec. 19 Holiday Recess Begins at
Close of School Day
- 2009**
- Jan. 5 Classes Resume
- Jan. 16 End of First Semester

SECOND SEMESTER

- Jan. 19 King’s Birthday Observance
No Classes/Offices Closed
- Jan. 20 Second Semester Begins
- Feb. 6 Institute Day (Parent/Teacher Conferences
or Building Programs) –No Classes
- Feb. 16 Presidents Day Observance
No Classes/Offices Closed
- Feb. 27 Institute Day–District & DuPage
County Programs –No Classes
- Mar. 20 End of Third 9-week Period
- Mar. 20 Spring Recess Begins
at Close of School Day
- Mar. 30 Classes Resume
- Apr. 10 Spring Holiday–No Classes/
Offices Closed
- May 1 School Improvement Plan (SIP) Day
No Classes
- May 23 High School Graduations
- May 25 Memorial Day Observance
No Classes/Offices Closed
- June 12 Last Day of School if all 5
Emergency Days are Necessary

DAILY TIME SCHEDULE

Warning Bell 7:30 a.m.

1st Period	7:40 – 8:30	50 minutes
2nd Period	8:35 – 9:25	50 minutes
3rd Period	9:30 –10:20	50 minutes
4th Period	10:25 –11:15	50 minutes
5th Period	11:20 –12:10	50 minutes
6th Period	12:15 – 1:05	50 minutes
7th Period	1:10 – 2:00	50 minutes
8th Period	2:05 – 2:55	50 minutes

SCHEDULES

EARLY DISMISSAL SCHEDULE

Warning Bell	7:30 a.m.		
1	7:40	8:10	30 minutes
2	8:15	8:45	30 minutes
3	8:50	9:20	30 minutes
4	9:25	10:00	35 minutes
5	10:05	10:40	35 minutes
6	10:45	11:20	35 minutes
7	11:25	12:00	35 minutes
8	12:05	12:40	35 minutes

THE ASSEMBLY SCHEDULES

Morning Assembly School Day

Warning Bell	7:30 a.m.		
1	7:40	8:20	40 minutes
2	8:25	9:05	40 minutes
Assembly	9:10	10:05	55 minutes
3	10:10	10:55	40 minutes
4	11:00	11:45	45 minutes
5	11:50	12:35	45 minutes
6	12:40	1:25	45 minutes
7	1:30	2:15	45 minutes
8	2:20	2:55	35 minutes

The "Afternoon Assembly" School Day

Warning Bell	7:30 a.m.		
1	7:40	8:25	45 minutes
2	8:30	9:10	40 minutes
3	9:15	9:55	40 minutes
4	10:00	10:40	40 minutes
5	10:45	11:25	45 minutes
6	11:30	12:10	40 minutes
7	12:15	12:55	40 minutes
8	1:00	1:45	45 minutes
Assembly	2:00	2:55	55 minutes

DIRECTORY

BOARD OF EDUCATION

Ken Kaczynski, President
Donna Smith, Vice President
Amy Kerber, Secretary Pro-Tem
Maria Bidelman
Karen Carney
Joyce Fountain
Dale Spencer

The school board meets on the first and third Monday of every month with a few exceptions. The meetings are held at the U-46 Educational Services Center, 355 E. Chicago Street, Elgin in Room 140. Please call 847-888-5000 ext. 5040 for any further information.

The Board of Education Policy Book can be reviewed in the Principal's Office and your local public library.

U-46 ADMINISTRATORS

Dr. Jose Torres, Superintendent
Dr. Barbara Bonner, Chief Academic Officer
Dr. Tom Donausky, Executive Director for Secondary Education
Mrs. Tina Radomsky, Executive Director for Elementary Education

EDUCATIONAL SERVICES CENTER AND HIGH SCHOOLS

U-46 Educational Services Center
355 E. Chicago; Elgin, IL 60120
Phone 847-888-5000

Bartlett High School
701 Schick Road; Bartlett, IL 60103
Phone 630-372-4700 FAX 630-372-4682

Elgin High School
1200 Maroon Drive; Elgin, IL 60120
Phone 847-888-5100 FAX 847-888-6997

Larkin High School
1475 Larkin Avenue; Elgin, IL 60123
Phone 847-888-5200 FAX 847-888-6996

South Elgin High School
760 E. Main Street; South Elgin, IL 60177
Phone 847-289-3760 FAX 847-888-7014

Streamwood High School
701 W. Schaumburg Road; Streamwood, IL 60107
Phone 630-213-5500 FAX 630-213-9946

DIRECTORY

ELGIN HIGH SCHOOL ADMINISTRATION

MAIN PHONE NUMBER 847-888-5100

Mr. David Smiley, Principal	ext. 5105
Mr. Alan Flota, Associate Principal	ext. 5104
Ms. Debra Sumner, Assistant Principal	ext. 5107
Mrs. Susan Matei, Dean of Students	ext. 5336
TBA, Dean of Students Special Education	ext. 4843
Mr. Aldo Calderin, Dean of Students	ext. 5109
Mr. Jesse Jones, Dean of Students	ext. 5108

DIVISIONAL CHAIRPERSONS

Ms. Michelle Albano, World Language/Language Arts/Reading/Library	ext. 5133
Mr. Alan Flota, Social Studies	ext. 5104
Mrs. Gwen Poore, Career & Tech. Ed	ext. 8121
Ms. Renee Reynolds, Mathematics/Science/ Health/ Gifted Academy	ext. 4852
Mr. Art Rohlman, Athletic Director/Drivers Education/Physical Education	ext. 5346, 4812
TBA, Special Education	ext. 4843
Ms Debra Sumner, Art/Music	ext. 5107
Mr. Mitchell Berenson, Director of Guidance/ Fresh Start	ext. 5117
Mr. Douglas Johnson, Bilingual Education	ext. 4857

ATTENDANCE OFFICE • 24 HOUR PHONE NUMBER 847-888-5100

English & Spanish	ext. 5110, 5111
Guidance Office	ext. 5113, 5114
Nurse's Office	ext. 5337
Bilingual Translator, TBA	ext. 4842
Home School Liaison, Irma Jetel	ext. 5123

WHO TO CALL

Often students and parents do not know who to see in school for specific information. Here is a handy check list.

Academic Problems	Teacher/Counselor
Athletic Information	Athletic Office
Attendance Problems	Attendance Office/Dean
Club Information	Main Office
Driver EducationP.E. Office
Free Lunch Program	Treasurer's Office
Homework Requests	Guidance Office
Lock/Locker Problems	Main Office
Lost and Found	Attendance Office
Medical Problems	Nurse's Office
Night School/Summer School	Guidance Office
Pay for lost books	Treasurer
Physicals/Medicals	Nurse's Office
Problems with School Fees	Main Office/Treasurer
Replacement of ID Card	Deans' Office
Theft	Deans' Office
Transcripts	Guidance/Registrar
Vehicle Registration	Deans' Office
Visitor's Pass	Main Office
Work Permit	Guidance Office

Parents with questions about the school, individual students, or school policies should call the school first.

DISTRICT CONTACTS:

- **District Transportation Office 847-888-5097** on school attendance areas, bus policies
- **District Special Education Office 847-888-5000 ext. 5056** on physically, mentally, and socially disabled students
- **District Food Services 847-888-5000 ext. 5034 or 847-888-5000 ext. 5035** on free and reduced lunch program
- **District Vocational Education 847-888-5000 ext. 5309** on career programs
- **Human Resources 847-888-5000 ext. 5024** on employment opportunities
- **District Community Relations 847-888-5000 ext. 5040** on district publications, general information

DAILY STUDENT LIFE

DAILY BULLETIN

A student bulletin is printed daily, read at the beginning of first period over the intercom, and posted in various parts of the building.

All student announcements must be signed by a faculty member and approved by the assistant principal. Emergency or special announcements will be made over the public address system with the principal's approval.

DRIVER EDUCATION PROGRAM

Driver Education is offered to students who are classified as sophomores. Students are assigned by age, based upon spaces available. Students need a minimum of eight (8) credits before enrolling in Driver's Education.

The Driver Education Program consists of two (2) phases: Classroom, and Behind-the-Wheel. In order to complete the program, students must meet the minimum requirements established by the State of Illinois:

1. 30 hours Classroom
2. Six (6) hours Behind-the-Wheel

Students who fail to complete the course during their first attempt can make up the course only during Summer School (or after school, if offered). Passing of the Classroom phase is a prerequisite for passing the Behind-the-Wheel/Range phases.

A student must pass a vision exam and the Rules-of-the-Road written test in order to qualify for a Learner's Permit at the beginning of the course. After having successfully completed the two (2) phases, the student must have a Social Security Number in order to apply for his/her license. **There are no refunds for the Drivers Education class.**

EMERGENCY CARDS

It is necessary that an emergency information sheet with the required information be filled out by a parent or guardian of each student and any changes immediately reported to the Registrar's Office, ext. 4833.

FEE CARDS

Student fee cards are used in classes where special class supplies are purchased during a semester, i.e., art, industrial arts, photography. The cost of the card is \$5.00 and purchased as needed at the Treasurer's Office. Amounts remaining on a fee card will

be reimbursed at the conclusion of the course with teacher approval at the Treasurer's Office. An amount less than \$1.00 will be paid in cash; amounts \$1.00 or over will be refunded in a check to the student.

FEE WAIVERS

School fees shall be waived for students from families who qualify for the free lunch, (not reduced lunch) under the Community School Lunch Program guidelines. Fees should be paid at registration and will be refunded when approved for free lunch. Course fees are waived. However, project costs will continue to be charged.

Application forms for the free lunch program are available in the Dean's Office.

FOOD POLICY

Fund-raising candies may be eaten, at the discretion of individual teachers, in their classrooms. Please refer to each teacher's classroom expectations.

Eating in the hallways is discouraged. Food should not be taken into the academic areas. All litter should be deposited in the proper containers.

FOOD SERVICE

Food service is available for breakfast 7:00–7:30 a.m. and 4th through 7th periods for lunch to Elgin High School students and staff.

Breakfast food selections available in the cafeteria are:

1. Type A choice – cold cereal, milk, juice and breakfast bar or hot entry.
2. A la carte items available – fruit, bagels, and muffins.

Lunch food selections available in the cafeteria are:

1. Type 'A' lunch consists of 4 selections, including packaged salads.
2. A la carte items available - French Fries & Special of the day.
3. Snack Bar
4. Vending Machines

Free or reduced lunches are provided to students whose families show financial need and qualify by completing the application made available at the time of registration, or at the dean's office after school has begun. The completed form, signed by parent/guardian,

DAILY STUDENT LIFE CONT'D

is to be returned to the Deans' Office. The student and parent/guardian will be notified within ten (10) days if the form has been approved or denied.

Students may bring a sack lunch. Students may not order food from businesses outside the building during the school day. No refunds are issued for money lost in vending machines.

Your child may open an account to purchase food in our high school cafeterias. Send your check to school. Include your student's ID number. Cafeteria cashiers will scan your child's student ID (like a credit card) for purchases made against their account.

FUND RAISING ACTIVITIES

All fund raising activities must be approved by the school administration. No sales of any product or service can be made in school, during school hours, without prior approval from the assistant principal. All money obtained from the sale of approved products must be deposited with the school treasurer by the end of each school day. All organizations participating in fund raising activities will be required to summarize all financial transactions following the project.

THE EHS W. L. GOBLE LIBRARY

Our Library is located on the main floor of the school across the hall from the main office. The library is open before school for students that have a yellow pass from a teacher. After school, the library is used for a variety of activities. Speak with the librarians if you need materials after school. Additional information and resources are available on the W. L. Goble Library website.

EHS requires all students to wear their ID at all times. Your I.D. is your Library card. You must use your picture I.D. to check out books, temporary I.D.s will not work. You are responsible for all materials checked out in your name. Please, do not check books out for other students.

You may come to the Library instead of going to Study Hall or Lunch. Be in the Library before the last bell rings and your I.D. will be scanned for attendance. You will remain in the Library for the entire period. We do not write passes out of the room. If you wish to come and go, you must begin the period in Lunch or Study Hall and have that teacher take attendance. Any teacher can write you a yellow pass which you must have to get in the Library.

Books are checked out for 3 weeks. Reference books can be checked out overnight. You can always renew the books. If books are kept longer than the borrowing period, a fine of \$.10 per school day is charged. You may not check any books out until your overdue books have been returned and fines have been reduced to zero.

I.D. CARDS

Each student will be provided with a laminate photo I.D. card and 30" break-away lanyard. The lanyard should be secured around the student's neck. The photo, bar code for library checkout and student I.D. number should always be visible.

Students are to visibly display their I.D. card around their neck with the 30" EHS issued breakaway lanyard at all times. Metal clips and any other chains or lanyards other than the official EHS issued lanyard are not permitted. Decorating and/or defacing I.D. cards in any way is also forbidden. I.D. cards will be confiscated and the students are subject to disciplinary action for such behavior. Replacement lanyards may be purchased from the I.D. Office. New I.D. cards may be purchased from the I.D. office.

If a student is not wearing the school I.D. while at Elgin High School for any reason, the student must report to the I.D. Office before the first class period that the student attends. A temporary I.D. will be issued to that student. There will be no charge for a temporary I.D. issued prior to 7:30 a.m. After 7:30 a.m., the temporary I.D. will cost \$1. The temporary I.D. will be valid for that school day only. The temporary I.D. should be worn on the upper chest.

Failure to visibly have the student I.D. around the neck with the official EHS lanyard during the school day will result in disciplinary action.

If any student loses his photo I.D. that student must get a replacement I.D. from the I.D. Office immediately. The student must also arrange for a temporary I.D. for the period of time that it takes to replace the photo I.D. The cost of a replacement I.D. is \$5. The temporary I.D. should be worn on the upper chest.

All students will be required to wear the photo identification badges while they are in the building during school hours. Failure to properly display one's I.D. may result in referral to the Dean's Office. Continued referrals for this offense may be considered insubordination and will be treated as such. The I.D. must be worn at all times while attending school functions and it must be displayed to ride the school bus. It must be surrendered to any faculty member upon request. In

DAILY STUDENT LIFE CONT'D

addition to identifying a student during school hours, it may be required to gain school admission to all home and away school events. Staff members are also required to wear I.D. badges while they are in the building.

This card becomes void: (a) if erased or altered, (b) on expiration date, (c) during time of suspension from school, (d) upon withdrawal or transfer from the assigned school, at which time it must be surrendered to the school office.

LOST AND STOLEN ITEMS

Personal property brought on school grounds remains the responsibility of the student. The school will not reimburse students for any lost, stolen or damaged personal items brought on to school property. If an item is lost, the school may maintain a "Lost and Found" as a courtesy to the students. Items will be retained for a length of time to be determined at the school's discretion, and then will be disposed of, if not claimed.

The Lost and Found is located in the Attendance Office. All found articles should be turned in there. Articles may be claimed before and after school and during the lunch hours by properly describing or identifying them. Items will be held for two weeks before they are donated to local services agencies.

MOTOR VEHICLE REGULATIONS

1. Driving a motor vehicle to school and parking on campus is a privilege accorded to Juniors and Seniors only. All vehicles driven by students and parked on campus are subject to all school rules and regulations. Freshmen and Sophomores may not drive a motor vehicle to school.
2. Parking tags – Any motor vehicle parked on campus must display an Elgin High School parking tag. The tag must be hung from the rearview mirror. Parking tags can be obtained at the time of student registration or from the Attendance Office during the school year. The title or registration certificate and proof of insurance of each family vehicle that will be driven to and parked on campus must be presented to obtain a parking tag. These tags must be purchased annually and are not transferable.
3. If a new car is obtained it must be registered as soon as possible.

4. Parking – All registered motor vehicles must be legally parked between parking stripes and within designated student parking areas. Violators will be subject to towing at their own expense. Under normal circumstances, violators will be warned of an infraction of school rules by either a warning ticket, the daily bulletin or the public address system. **Violators may be towed without warning if it is a flagrant parking violation, i.e., obstructing traffic, utilizing more than one parking space, no parking tag or parking in an unauthorized parking area.**
5. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
6. Students are not allowed to enter the parking lot except at the beginning or end of their school day. **You must leave your car immediately after you arrive at school.**
7. Students are not allowed to sit in or operate their motor vehicle during the school day.
8. Students who receive a parking violation notice must report to the Deans' Office immediately.
9. Failure to comply with the above regulations may lead to revocation of all motor vehicle privileges and disciplinary action.
10. Visitors should park in the designated area in the east parking lot.
11. Students are not allowed in the teachers' parking lot, either to park or to drive through as a shortcut.

NURSE'S OFFICE

If a student becomes ill in class, or has been injured at school, the student should notify his/her teacher and go directly to the Nurse's Office with a student pass. The nurse or health secretary will assist with first aid and, if necessary, notify a parent or guardian. The Nurse's Office is open 7:15 a.m.-2:15 p.m. ext. 5337.

Students are encouraged to take medication at home if at all possible. If it is necessary to take any medication at school, it must be brought to the nurse's office in the pharmacy/original bottle with form #10.30.028.01 signed by the parent and physician. Direct orders from the physician, either written or faxed (Fax 847-888-6997), will suffice for the form. However, **NO MEDICATION WILL BE ADMINISTERED WITHOUT A DOCTOR'S ORDER**

At the discretion of the school nurse and with permission of the parent, students who demonstrate sufficient

DAILY STUDENT LIFE CONT'D

responsibility and competency may self-administer medication during school. In order for students to have in their possession any medication, it must be brought to the nurse's office, properly labeled and in the original container. Form 10.30.000.1.038 must be signed by the parent/guardian. The nurse will apply a sticker showing that permission has been granted to carry the medication.

Illinois State Law requires a physical examination and up-to-date immunizations prior to entrance into Ninth Grade. New students entering from in-state schools should have medical and immunization records upon entrance. New students from out-of-state or country will need to present a physical on the Illinois State form or one comparable, along with required immunizations.

A written record of physical examination, on a state approved form signed by a physician and exact dates of immunization are required. All students must provide evidence, (specific dates).

Ninth Grade students will not be allowed to register until all health requirements are met.

Five-minute passes will be issued by the nurse's office for medical concerns. Passes beyond three (3) days must have a physician's order.

PHYSICAL EDUCATION COURSE FAILURES

Semester failures in freshman (09) or sophomore (10) physical education courses should be made up in summer school. Juniors and seniors who fail a semester or more of physical education may enroll in no more than two additional semesters of physical education during their junior or senior year's in school.

PHYSICAL EDUCATION LOCKS AND LOCKERS

Each student must have a school-issued combination lock and small locker. For class, use the long locker adjacent to your assigned small locker. Lock up your purse, wallet, books, clothing, and other valuables in the long locker during class. Do not leave your belongings out on the bench or on top of the lockers. If your lock is missing, see your teacher immediately. If the lock cannot be found, you will be charged \$10.00 for another lock. Do not keep large sums of money or other valuables in your locker. **The P.E. Department and Elgin High School are not responsible for lost or stolen articles.**

PHYSICAL EDUCATION MEDICAL EXCUSE POLICY

1. Any student who reports to physical education class and cannot participate because of a medical excuse will not dress in uniform and will stay with class.
2. A medical excuse will be allowed for a maximum of three (3) consecutive days and must be excused in writing by a parent or guardian.
3. If a student has a medical excuse for an extended period of time from a physician, the written excuse should be taken to the Nurse's Office. When limited physical activity is prescribed, the student may be enrolled in available Adaptive Physical Education class. If limited physical activity is not advisable and the excuse is for longer than six (6) weeks of school, the student will be assigned to a study hall and physical education will be waived.
4. Physical education is a graduation requirement. Anyone failing a physical education course may make it up during summer school or take more than one P.E. class during their Junior or Senior year in school.

PHYSICAL EDUCATION UNIFORMS

Each student participant in the Physical Education Program will wear the District U-46 approved physical education uniform. The uniform is designed to be used by both sexes. Your last name should be placed on the back of the tennis shoes and on your uniform to be worn for class.

For swimming, students may provide an acceptable one-piece swimsuit. Extractors are in both dressing areas to dry suits after each swim class.

A student may also wear a sweatshirt and sweatpants in case of foul weather. Your last name should be placed permanently on each piece.

School clothes are not permitted in place of foul weather gear. **Students refusing to dress for class are subject to disciplinary and academic penalties.**

SCHOOL BUS REGULATIONS

Transportation provided by School District U-46 is a convenience and privilege. Students are expected to behave respectfully and in a manner that will ensure their safety.

DAILY STUDENT LIFE CONT'D

All school rules and regulations apply to transportation services. **All students must display their ID in order to ride the bus.**

A student who becomes a discipline problem on the bus will be deprived of the privilege of riding on the bus and may be suspended from school and/or the bus.

If a student is suspended from the bus, his parent(s) will be required to furnish his transportation to and from school during the entire period of suspension.

Questions in bus transportation should be taken to the Main Office. Any change in residence address must be reported to the Main Office.

SCHOOL PROPERTY

A student involved in vandalizing school property must pay for the cost of repair or replacement of the damages and/or may be subject to disciplinary action.

SCHOOL VISITATION

Parents are always welcome to visit Elgin High School. Arrangements should be made with the Principal's Office in advance so that notification can be given to the staff. All others must obtain prior approval from the administration of the building in accordance with established policies. **No school-age visitors are permitted during the school day unless accompanied by parent/guardian.**

Visitors are reminded that State Law requires that they report to the I.D. Office upon entering the building. Visitors **MUST** enter at the Auditorium Entrance (Entrance 3). All visitors must park their motor vehicles in the designated area of the southeast parking lot.

SNACK BAR

Students may purchase items from the snack bar during the last 30-minutes of periods 1-3 and the lunch periods 4-7.

Food is not to be taken from the snack bar into classroom/academic parts of the building. Food is only to be eaten in the cafeteria. Your student I.D. card must be shown in order to make a purchase at the snack line.

SOCIAL WORK SERVICES

The objective of social work in the school is to help pupils solve social, emotional, and/or academic problems which interfere with their progress in school or in their personal development. The social worker may be involved with students and their families by educating them on human relations and the knowledge of resources within the community. School social work is a support service for all students, parents, and teachers. Students can access social work services by signing up in the guidance office. Teachers may refer a student, or parents can request social work services as well.

STUDENT HALL PASSES

Students will be discouraged from being in the hall during the class periods, but if an emergency arises and he/she must be out of class, students must carry a hall pass signed by a teacher. Any movement within the building during the class periods, study hall or Commons must be with a pass. **Persons visiting the school must obtain a visitor's pass from the Main Office before going to any class.**

STUDENT LOCKERS

All students must use the lockers assigned to them. If for any reason the locker cannot be used, it should be reported to the Attendance Office in writing:

1. Name of student
2. Locker number
3. Problem involved

Keep your locker locked at all times and do not share your combination with others. **The school cannot assume responsibility for lost or stolen articles.**

Lockers are school property and may be searched by school officials, with or without the student's permission, when those officials have reason to believe illegal or dangerous materials may be hidden. Combination locks will be provided by the district at an annual fee. These locks remain the property of U-46. **Only Elgin High School locks may be used. Students who "move in" to an unassigned locker or allow other unassigned students to move into their locker will face a possible disciplinary action.**

DAILY STUDENT LIFE CONT'D

STUDENT MEDIATION SERVICES – DEAN/PEER MEDIATION

Elgin High School offers conflict resolution assistance in a secure and confidential setting where students can work together to resolve conflicts that may be detrimental to their welfare and to the educational process. Students are encouraged to go to their counselor, dean, or a teacher to request a mediation. The involved students will be issued a call slip to give them the opportunity to work out an agreement, in a confidential setting, that all parties feel is a win-win solution. The goal of Dean/Peer Mediations is to help students learn to resolve conflict that is consistent with Elgin High School's mission of creating and sustaining a safe and positive education environment.

STUDENT WITHDRAWAL/ RE-ENTRY PROCESS

Students withdrawing from Elgin High School for purposes of transferring to another school or those who are terminating their education must originate this action in the Guidance Office. Refunds will be paid only to those who follow the check-out procedure and return all books and equipment.

A student who was withdrawn from school and would like to re-enter the following semester must arrange a parent or guardian conference with the Dean or Assistant Principal before registration. A conference and possible agreement will be negotiated.

STUDENT WORK PERMITS

In most cases students under 16 years of age must have a permit to work. To obtain a permit, come to the Guidance Office with a verification-of-work form completed by your employer and a copy of your birth certificate.

Child labor laws indicate where and when teenagers can work.

Guidelines for the following ages:

14-15 May only work 8 hours a day from 7:00 a.m. to 9:00 p.m. between June 1 and Labor Day in non-manufacturing, non-mining, and non-hazardous environment. They may work at clerical/office jobs, and retail and food service firms.

16-17 May work any number of hours but not hazardous jobs, i.e., explosives, power-driven machinery, meat processing, hoists, etc. They may not drive motor vehicles.

STUDY CENTERS

Most students are assigned to a study hall—periods 1 through 8—when they do not have an academic class. Books and other materials needed for study are to be taken there at the beginning of each period. Each student is assigned a regular seat. A student should plan to use his study hours for classroom preparation or for reading acceptable books or periodicals. A limited number of students may check out to go to the Goble Library. After students obtain their library materials, they must return directly to study hall.

TELEPHONES, MESSAGES AND GIFTS FOR STUDENTS

If a student needs to call a parent or guardian in an emergency, he will be permitted to do so in the Main Office. Telephone calls from parents or guardians to students should be made to the Attendance Office. Students will not be called to the phone except in an emergency, but important messages from parents will be taken and an attempt made to deliver them to students as soon as is convenient. Calls from any other person generally will **not be accepted**.

All deliveries for students will be held in the Main Office until the end of the school day. Students will be notified by message during an appropriate class period.

CLASSROOM & COMMON STUDY HALL RULES

1. Be in the room when the bell rings.
2. Be on task
3. Quiet study halls. Talking is not permitted.
4. Games, food, cell phones, CD players are not permitted.

COMMONS LUNCH RULES

1. Do not sit on tables.
2. Put all waste in waste containers.
3. Do not loiter in either entranceway or windows.
4. Card playing or games of chance are not allowed.
5. Overly loud or disruptive behavior will result in disciplinary action.
6. The condition of the table and floor is the responsibility of all students occupying that table.
7. CD players and cell phones are not allowed to be used.

STUDENT ORGANIZATIONS AND CLUBS

Elgin High School has an excellent tradition of student organizations and activities. You are invited to be part of that tradition. All organization meetings will be held before or after school. Class officers and/or Student Council officers may hold only one elective office during a school year.

AUTO CLUB: Open to students enrolled in automotive classes. Activities include field trips to local businesses, fund raisers to support club activities and after school workshops.

CHESS TEAM: Open to all students. Activities include instruction, practice and competition with other schools during the winter activity season.

CLASS COUNCILS: Open to all students. Each class has a class council. The class council plans and implements activities of each school class. Class officers govern the class council meetings.

CWT CLUB: Open to Sophomores, Juniors and Seniors enrolled in Cooperative Work Training classes. Activities include visits to local businesses, guest speakers and a Spring

Banquet for employers and student-employees.

DRUG PREVENTION CLUB: Available to all students. The students in the club work toward presenting a drug free image and providing prevention messages and activities throughout the school year. Students act as a resource to the Elgin Police Department's DARE Program.

EBONIERS: Open to students interested in learning about Black Americans, their history, culture and lifestyles. Activities include student assemblies and monthly meetings.

ENVIRONMENT CLUB: Open to all students concerned about environmental issues. Activities revolve around on-campus, local and global ecological concerns. Students conduct regular water-quality monitoring of Poplar Creek and hold bi-monthly meetings.

FRENCH CLUB: Open to students enrolled in French classes. Activities include field trips and events that supplement French language experiences.

FUTURE TEACHER CLUB: Open to all students who are interested in entering the field of education. Activities include field trips and meetings. Open to all grades.

GERMAN CLUB: Open to students enrolled in German classes. Activities include field trips, for-

eign exchange opportunities and other events that supplement German language experiences and social aspects; such as creating a German "cookbook" from member recipes.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA): This organization is for students who are interested in the healthcare field. Typically, students are enrolled in a health occupations class and the goal is to the quality of healthcare by providing opportunities for knowledge, skill and leadership development of all health science technology. HOSA students are involved in service and social activities. In the spring, there is a 3 day Illinois State HOSA Conference/Competition that most members attend. Elgin High School has a local chapter. This is a State and National Club.

HISPANIC STUDENTS CLUB: Open to all students interested in the history and culture of Hispanic nationalities. Activities include student assemblies, dances and the Recognition Dinner/Dance held in the spring to honor graduating seniors and their families.

JUNIOR CLASSICAL LEAGUE: Also known as the Latin Club, this academic club is open to students enrolled in Latin classes. Activities include field trips and local, state and national competitions. A state convention is held in November and a national convention is held the last week of July.

MATHLETES: Open to all students who enjoy mathematics. Activities include before and after school practice sessions and competition with other schools.

MEANDERINGS: A literary magazine is produced and published by members of the Creative Writing and Drawing classes in a joint effort.

MODEL UNITED NATIONS: Imitates the actual process that occurs as the International community attempts to resolve conflict, address crises and respond to violations of International law. Students are assigned a country to represent and a committee to serve on (for example, China and the Security Council). The committees meet and function under the rules of the United Nations for two days with the goal of reaching agreement on action points or resolutions.

NATIONAL HONOR SOCIETY: Open to juniors and seniors by invitation only. Required activities for juniors and seniors include the Induction Ceremony and Service Project.

CONTINUED ON FOLLOWING PAGE

STUDENT CLUBS CONT'D

NATIONAL TECHNICAL HONOR SOCIETY: Open to all juniors and seniors enrolled in vocational education classes by invitation only. Activities include an induction ceremony during the spring vocational assembly along with school and community work.

PEER MEDIATION: Mediators are trained to help students resolve conflicts in a positive way. These problems typically involve rumors, threats and broken friendships. Referrals can come from students or staff and are confidential.

PRINCIPAL'S ADVISORY: Open by invitation of the Principal. Activities include monthly meetings with the Principal to discuss school issues and resolve conflicts.

SCHOOL PLAYS: Open to all students. In most cases auditions are required prior to participation in dramatic parts. Stage crew members are needed in many technical areas; e.g. set building lighting and audio.

SCHOLASTIC BOWL: An IHSA activity open to all students. This team participates with other Upstate Eight schools in answering questions about literature, math, science, history, sports and entertainment. In the spring, the team also participates in the Annual State Tournament.

SPANISH CLUB: Open to all students enrolled in Spanish classes. Activities include field trips and student assemblies that provide members with enrichment in the Spanish language and culture.

STUDENT COUNCIL: Open to all students by election to class office or application for membership. Activities are held throughout the year and number more than thirty different student produced events.

TEENS AGAINST TOBACCO USE (TATU): This is a program in which our teens are trained in the dangers of tobacco use and then go to elementary schools to educate elementary students.

ATHLETIC PROGRAMS

U-46 High Schools are members of the Illinois High School Association and the Upstate Eight Conference. Specific directions locating other Upstate Eight Conference Schools are given in this handbook.

Our teams in U-46 schools have earned an outstanding reputation by playing their games in a spirit of sportsmanship and fair play. Freshmen can feel especially honored that they have the major responsibility for continuing that spirit. In the same way, sportsmanship in the stands is as important as sportsmanship on the field.

SPORTS

The following interscholastic sports and activities are governed by the by-laws of the Illinois High School Association (IHSA) and the Elgin High School Athletic Code of Conduct. Abbreviations that precede each sport are used with the calendar of events.

Pom Pons and Cheerleaders participate during the Fall and Winter sport seasons. Chess and Scholastic Bowl competitions occur in the Winter season. Speech and Drama events occur during the Winter and Spring seasons.

FALL

BCC	Boys Cross Country
FB	Football
BGF	Boys Golf
BSC	Boys Soccer
GCC	Girls Cross Country
GGF	Girls Golf
GS	Girls Swimming
GT	Girls' Tennis
GVB	Girls' Volleyball
CH	Cheerleading
POM	Pom Pons

WINTER

BB	Boys Basketball
WR	Wrestling
GBB	Girls Basketball
BW	Girls Bowling
GYM	Girls Gymnastics
CH	Cheerleading
POM	Pom Pons

SPRING

Bb	Boys Baseball	GSC	Girls Soccer
BT	Boys Tennis	Sb	Girls Softball
BTK	Boys Track	GTK	Girls Track
BVB	Boys Volleyball		
BAD	Badminton		

IHSA ELIGIBILITY RULES

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

The principal of your school is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your Athletic Director, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your Athletic Director has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

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

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

U-46 ACADEMIC POLICY

In order to be eligible to participate in school-sponsored or school supported athletics or extra-curricular activity, a student must satisfy the U-46 scholastic requirement of maintaining passing grades in at least 5 credit courses on a weekly basis. If a student fails to meet this requirement, he/she shall be suspended from the activity until the academic criteria is met. If a student does not maintain passing grades in at least 5 credit courses for a semester, that

student shall lose eligibility for the following semester, even if the semester falls in a new school year

ATTENDANCE

1. You may represent only the school that you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and be attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection or not".
5. A student must attend school five (5) periods of the school day in order to be eligible to participate in game(s)/contest(s)/activity(ies) that day.

SCHOLASTIC STANDING

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

RESIDENCE

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. (If you do not reside with both of your biological parents, your eligibility may be subject to special provision. Check with your principal to be sure you are eligible before you participate.)

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

1. You attend the public high school in the district in which you live full time with both of your parents; or

2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

TRANSFER

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for the entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless;
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district.

- b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
 - d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
 - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
 5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
 6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
 7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

PARTICIPATION LIMITATIONS

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaran-

teed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.

2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

AGE

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

USE OF PLAYERS

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an “exhibition” contestant if you are not eligible.

PARTICIPATING UNDER A FALSE NAME

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

PHYSICAL EXAMINATION

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician’s report must be on file with your high school principal.

AMATEUR STATUS

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.

2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

RECRUITING OF ATHLETES

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offer or acceptance of free transportation by any school connected person.

- e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

SCHOOL TEAM SPORTS SEASONS

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

PLAYING IN NON-SCHOOL COMPETITION

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor complete in

non-school competition as an individual in that same sport.

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

ALL-STAR PARTICIPATION

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

2. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

COACHING SCHOOLS

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 21, 2008; July 22, 2009).

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

U-46 ATHLETIC CODE OF CONDUCT

Participation in competitive interscholastic athletics, Cheerleading, Poms and other Extra-Curricular/Co-Curricular activities is a privilege available to every student in School District U-46. The student, upon registration in School District U-46 and by accepting the privilege of competing in or participating in Extra-Curricular/Co-Curricular activities, is a representative of both our high school and school district on the playing field, in practice, in school, and in the community. As such all students of U-46 Extra-Curricular/Co-Curricular activities must adhere to the following rules and regulations, seven day a week, 12 months a year whether or not school is in session as a condition of participation.

The acceptance of participation in Extra-curricular/Co-curricular activities involves a commitment by the participant to adhere to the "Extra-curricular/Co-curricular Code of Conduct" as developed by School District U-46. It is the responsibility of the coaches, Directors and/or sponsors to inform team members of the Extra-curricular/Co-curricular Code and to enforce the Extra-curricular/Co-curricular Code in a fair and consistent manner; it is the participant's responsibility to be aware of the Code of Conduct and to adjust behavior accordingly so that it becomes unnecessary for a coach, Director, or sponsor to have to enforce the Extra-curricular/Co-curricular Code.

Infractions have been listed in four specific areas: I. Conduct, Personal Integrity; II. Team Cooperation; III. Chemical Use/Possession*, and IV. Tobacco Products Use/Possession*. A range of possible consequences for each infraction is listed dependent upon the severity and in some cases, the repetitiveness with which an infraction occurs. Infractions are to be dealt with in an orderly and consistent manner within the high school and the school district according to the following guidelines:

1. Minimum and maximum consequences have been identified for each infraction.
2. The opportunity is available to the coach or sponsor to use judgment in the use of consequences and each coach/sponsor is able to enforce reasonable specific team rules not identified in the list of infractions (i.e., dress, curfew, and general conduct of team members/roster member during practice, games, trips, performances, etc.).
3. Consequences for an Extra-curricular/Co-curricular infraction will occur as a result of direct observation of a school official and/or as the result of investigation of the school administration.

Reports of infractions from non-school sources will not be acted upon unless school officials (coach or administration) substantiate the report by thorough investigation. The athlete should be informed of the infraction and given an opportunity to speak to the accusation prior to a decision by the administration.

4. An initial infraction will result in a less severe consequence; however, repeated occurrences of the same infraction and/or multiple infractions will result in a more severe consequence, which may include suspension from the team.
5. The severity of each infraction will vary from incident to incident; therefore, judgment of the coach or sponsor and administration is significant. For example, "abusive language" may involve swearing by a player angered at himself or herself, at another team member, or at a coach or sponsor. The coach or sponsor would need to determine the difference in severity.
6. The consequence for substance abuse and the use of tobacco products is specifically identified; therefore, less judgment by the coach or sponsor is required.
7. A participant suspended from a team for the remainder of a season for disciplinary reasons is not eligible to compete in another sport until the conclusion of that season.
8. An athlete who quits an athletic team after the first official day of practice may participate in another sport during that same season only with the permission of the Athletic Director and the two coaches involved.
9. A participant "cut" from a team for non-disciplinary reasons may report to another sport during the same season.
10. The right of appeal is available to the parents of an athlete, Cheerleader, Pom or other Extra-curricular/Co-curricular participant suspended from a team or activity. The appeal process begins with the appropriate Director. If the appeal is not resolved, the appropriate Council within the high school will convene to review the suspension. Parents may appeal the decision of the Council to the Board of Education via a school district "Hearing Officer" who will hear the incident and present the findings to the Board of Education for final review.

U-46 ATHLETIC CODE OF CONDUCT CONT'D

Education via a school district "Hearing Officer" who will hear the incident and present the findings to the Board of Education for final review.

*Following is the definition of Areas III and IV (dealing with substance, tobacco and look-alike use): Regardless of the quantity, a student shall not use, consume, possess, buy sell, or give away: 1. A beverage containing alcohol; 2. Tobacco products; 3. Any controlled substance or look-alike. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use from his doctor.

INFRACTIONS: RANGE OF POSSIBLE DISCIPLINARY ACTIONS:

I. Conduct, Personal Integrity Offense:

1. Conference with student and coach or sponsor; parent and
 - disrespect coach or sponsor; parent, coach or sponsor, student and
 - insubordination

Athletic/Activity Director

- abusive language
2. Temporary suspension from practice/contests
 - negative attitude
 - gang symbolism
 3. Suspension for one-third of season by contests
 - gang-related activities
 - improper behavior (ie, bus, locker room)
 4. Suspension for remainder of season/activity event
 - fighting
 - improper dress/personal hygiene
 5. Suspension for remainder of season and up to one-third
 - other conduct as determined by the of next season coach(s) which could cause embarrassment or criticism to/of the team and/or school
 6. Withhold athletic/activity letter
 - theft (personal/school); conviction for criminal offenses
 7. Monetary restitution for vandalism, destruction of property

- equipment (destruction/loss)

- vandalism

- lying/forgery

II. Team/Activity Cooperation Offense:

Unexcused absence:

- practice

- contests

- vacations (without coach's or sponsor's permission)

- conflicting school activities (i.e., Prom, Trips, Senior Dinner, etc.)

Tardiness:

- practice

- contests

- bus

III. Chemical Use/Possession **

A. Participant agrees to undergo assessment of potential chemical abuse/misuse within one (1) week and provide results to school official.

First Infraction

Suspension for 20% of the season on activity length

Second Infraction

Suspension for the remainder of the season and up to one-third of the next season

Third Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation (Appeal process available upon request in the Main office.)

B. Participant refuses to undergo assessment of potential chemical abuse/misuse.

First Infraction

Suspension for remainder of the season and up to one-third of the next season

Second Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation

C. Offenses that occur during a school-related function will lead to suspension for the remainder of the season but no less than one-third of a regular season, which could extend suspension into the next season.

U-46 ATHLETIC CODE OF CONDUCT CONT'D

Successful completion of a chemical rehabilitation program could lessen the suspension period.

** This category is cumulative throughout a student athlete, Extra-Curricular/Co-Curricular high school career upon his/her registration as a U-46 High School student.

IV. Tobacco Products Use/Possession:

First Infraction

Suspension for 20% of the season on activity length

Second Infraction

Suspension for the remainder of the season and up to one-third of the next season

Third Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation (Appeal process available upon request from the Main office).

ACADEMIC ALL CONFERENCE

1. An All-Academic team is selected for each Upstate Eight Conference competitive sport, pom poms, cheerleaders, team managers and athletic trainers.
2. Nominees must be athletes who are varsity letter winners or will be receiving a varsity letter that season.

3. Students must be enrolled in high school a minimum of two (2) semesters. Freshmen, on a varsity team, are not eligible for All-Academic teams.
4. Selection is based strictly on cumulative grade point average (GPA). The equivalent GPA on a four-point scale 3.5/4.0 is the minimum standard for nomination.
5. Athletes selected for All-Academic recognition are listed alphabetically by their sport.
6. The nominations from each school for each sport are made by the schools' principal.
7. Certificates are given to each selected athlete.

UPSTATE EIGHT CONFERENCE SCHOOLS

AURORA EAST

779 East 5th Street, Aurora, Illinois 60606

Phone: (630) 898-0962

Directions: Route 31, or 25, or Randall Road south to Galena Avenue in Aurora. Turn east (left) to East Street. Turn south (right) and the school is straight ahead 1/2 mile.

BARTLETT

701 Schick Road, Bartlett, Illinois 60103;

Phone: (630) 372-4700

Directions: Route 59 south to Schick Road, left or east on Schick to school.

ELGIN

1200 Maroon Drive, Elgin, Illinois 60120;

Phone: (847) 888-5100

Directions: Highway 20 (business) to Maroon Drive (north). School is 1/4 mile on left.

LAKE PARK (WEST CAMPUS)

500 West Bryn Mawr, Roselle, Illinois 60172;

Phone: (630) 529-4500.

Directions: Highway 20 to Roselle Road, north (left) to Bryn Mawr, west (left) about 1/4 mile.

LAKE PARK (EAST CAMPUS)

600 South Medinah Road, Roselle, Illinois 60172;

Phone: (630) 529-4500.

Directions: Highway 20 to Medinah Road, north (left) 1.5 miles. School is on the west side (left) of the road.

LARKIN

1475 Larkin Avenue, Elgin, Illinois 60123;

Phone: (847) 888-5200.

Directions: Highway 20 (bypass) west to McLean Blvd., North to Larkin Avenue intersection.

NEUQUA VALLEY

2360 95th Street, Naperville, Illinois 60564

Phone: (630) 428-6000

Directions: Route 59 south to 95th Street. Turn left (east).

SOUTH ELGIN

760 East Main Street, South Elgin, Illinois 60177

Phone: (847) 289-3760

Directions: From north Route 25 south to Kenyon Rd. turn right (west). From south Route 25 north to Kenyon Rd. turn left (west). School is on the north side of Kenyon Road which becomes Main St.

ST. CHARLES EAST

1020 Dunham Road, St. Charles, Illinois 60174;

Phone: (630) 584-1100.

Directions: Highway 25 south to Dunham Road (south) to St. Charles. School is on the east side of Dunham Road, just north of Route 64.

ST. CHARLES NORTH

255 Red Gate Road, St. Charles, Illinois 60174

Phone: (630) 443-5700

Directions: Bypass 20 to Route 31 south to Red Gate road.

STREAMWOOD

701 West Schaumburg Road, Streamwood, Illinois 60107;

Phone: (630) 213-5500.

Directions: Highway 19 east to Schaumburg Road, Turn east (left). School is on the south side of the road east of Highway 59.

WAUBONSIE VALLEY

2590 Route 34, Aurora, IL 60504;

Phone: (630) 375-3300

Directions: Route 59 south to Route 34. Turn right (west). School is on the north side of Route 34.

GUIDANCE AND ACADEMICS

CLASSIFICATION OF STUDENTS

Students are classified based upon credits earned at the end of each semester. This classification is updated at the end of each semester and after summer school using the following scheme:

Freshmen	0–7 credits
Sophomores	8–17 credits
Juniors	18–27 credits
Seniors	28 or more credits

Students who transfer into Elgin High School are classified when official transcripts have been received by the Registrar. Participation in some student activities is based upon grade classification; e.g. Senior Supper, Junior-Senior Prom, Commencement Activities.

CLASS RANK OR RANK-IN-CLASS

Class rank is determined from the cumulative grade point average of each student's semester grades, which includes all courses that the student has taken beginning in the ninth grade.

CLASS/COURSE AUDIT

A sixth course may be taken on an audit basis for review or enrichment. No grade or credit is given.

Requests to audit a class will be approved by the counselor during the first week of school and only on a "space available" basis.

CORRESPONDENCE COURSES

A maximum of two credits may be earned towards graduation from a recognized correspondence course program approved beforehand by the Director of Guidance.

COURSE LOAD

1. To be considered a full-time student, he or she must be enrolled in a minimum of five (5) credit courses (including physical education) each semester.
2. A sophomore, junior, or senior who has proven himself/herself academically able by accumulating a 3.5 G.P.A. may take seven courses each semester.

COUNSELORS

Counselors are available to all students. Each counselor is assigned an alphabetical section of students from each of the four classes.

The role of the counselor is to help a student to better understand the events affecting their lives, find information, make decisions, and solve problems. This is done through individual and group conferences, where each conference is designed to help a student make career choices, college selections, and to make thoughtful decisions.

Students are encouraged to make appointments with their counselor in the Guidance Office. Becoming well-

COUNSELOR ASSIGNMENTS 2008-09

9th A-CN	
10th-12th A-CARQ	Heather Spear 5115
9th CO-GAQ	
10th-12th FM-H	Helen Harris 5119
9th ELL	
10th-12th CARR-FL	Martin Aburto 5121
9th GAR-JAR	
J-MEL	Patrick McCarthy 5112
9th JAS_MEQ	
10th-12th MEM-P	Michael Intile 5122
9th MER-SAM	
10th-12th Q-SL	Nikki Capobianco 5147
9th SAN-Z	
10th-12th SJ-Z	Laura Sellers 5120
Guidance Dir.	Mitchell Berenson 5117
Guidance Sec.	Joan Filson 5113
Fresh Start	Joel Peralez 5123
Bilingual Support	Noe Velasquez 8187
Career Support	TBA 5118

SOCIAL WORKERS

A-CARQ	Amy Vecchio 5173
CARR-MEL	Kiesha Williams 6993
MEM-Z	Michael Grondin 5364
Nurse	Linda Doden 5337
Psychologist	David Dybalski 5376
Parenting Liason	Gayle Tauchen 8290
Speech & Lang.	Lois Pastor 6995

GUIDANCE/ACADEMICS CONT'D

acquainted with the counselor can be very helpful to a successful high school experience.

The Guidance Department offers a variety of different services to students and parents. All freshmen complete a career interest survey. A Peer Tutoring program is available for unlimited service to any student with academic difficulties. Further details are available from your counselor.

EARLY GRADUATION

A four-year education program is desirable for most students. Plans for early graduation, i.e., at completion of the first semester of the senior year, should be the result of careful planning between the student, counselor and parent by August of the senior year. Early graduation is appropriate when a student has plans immediately to continue formal education at a post-high school institution. A "permission to graduate early" form is available from your counselor and must be signed by a parent and returned to the Guidance Department.

The following guidelines pertain to students who graduate at the end of their junior year (sixth semester):

1. **Senior pictures:** The student has the option of having a yearbook picture taken with the current junior class or participating in the summer portrait program with the senior class.
2. **Participation in senior events:** The student may participate in all related senior events, i.e., graduation ceremony, and sit with the senior class during the Senior Recognition assembly; however, a sixth semester graduate is not eligible to receive departmental awards, scholarships, or other senior awards that are given to eighth semester graduates. However, early graduates are eligible for scholarships provided by outside resources.
3. **Class rank/Grade Point Average (GPA):** GPA is determined by grades earned through the sixth semester of high school. The student remains ranked with his chronological year of graduation.
4. A procedure has been developed to clarify date of graduation, participation in the graduation ceremony, class rank and the method of determination of class rank, and the honors available to high school graduates upon completion of this high school's graduation requirements. Early graduation information is available from your high school counselor.

GRADING PHILOSOPHY

In April, 1998 the School District U-46 Board of Education approved a new grade weighting system for high school students that was submitted to them by the Instructional Council. The new system was developed over a three year period of study by a committee appointed by the Instructional Council that was composed of representatives from each of the high schools. The purpose of the committee was to review high school course sequencing and the weighted grade system currently in place in terms of philosophical and curriculum changes. The resulting system is based upon the considerations listed below:

1. An Honors course is an opportunity for selected students to study a discipline or an area of learning in an environment that has higher expectations, allows scholarship, and emphasizes complex thinking skills. Honors courses extend the established district curriculum to challenge the most academically competent students. Academic incentives should be structured to encourage students to undertake this challenge.

GRADUATION REQUIREMENTS

Area	Duration	Semesters	Units	Credits
English**	3 yrs	6	3	6
Mathematics*	2 yrs	4	3	6
Biology & Physical Science	2 yrs	4	2	4
U.S. History	1 yr	2	1	2
Health	1 sem.	1	0.5	1
Civics	1 sem.	1	0.5	1
Economics	1 semester	1	0.5	1
Physical Ed.	3.5 years	7	3.5	7
Art, Music, Foreign Language or Career/Tech.	1 year	2	1	2
Electives			7	14

*For Class of 2009 and beyond, 3 years of Mathematics, 6 credits

**For class of 2010 and beyond, two years of writing, one as English course, other included in any course offered in addition to three years of English.

GUIDANCE/ACADEMICS CONT'D

- Grades should be weighted within levels of courses; honors, regular. The weighting system should encourage qualified students to risk by choosing honors courses. It should encourage teachers to award A's and B's to students who complete the appropriate class requirements in all levels of courses.

GRADE WEIGHTING FOR CLASS RANK

Grade Weight	Course Level	
	AP/Honors/Gifted	Regular
5.0	A	
4.0	B	A
3.0		B
2.0	C	C
1.0	D	D
0.0	E	E

The top 45 courses will be counted:

Freshman	top 11
Sophomore	top 22
Junior 1 st semester	top 28
Junior 2 nd semester	top 34
Senior 1 st semester	top 40
Senior 2 nd semester	top 45

All classes, including Physical Education, will count.

GRADE REPORTING

Grade reports are sent home with the student at the end of each quarter and mailed home at the end of each semester. The following marks are given:

Letter Grade Weight for Ranking Percent

Grade	Course Level —Percent		
	AP/Honors/Gifted	Regular	
A	5.0	4.0	90-100
B	4.0	3.0	80-89
C	2.0	2.0	70-79
D	1.0	1.0	60-69
E	0.0	0.0	

Other grades

AU	Audit
F	Fail
I	Incompetete
M	Medical
P	Pass
W/F	Withdrawal fail
W/P	Withdrawal pass

HONORS AWARDS

To receive Honors at the end of the year, a student must carry 4 subjects on a grade basis and physical education each semester at Elgin High School. Pass-fail courses do not count in figuring class rank or for Honors. Summer School and Adult Education grades are counted toward Honors.

To qualify for Highest Senior Academics Honors a senior must have a cumulative 4.0 GPA for 4 years. All Elgin High School Honors will be based upon grade point average.

To qualify for High Honors a student must have a 3.75 or better GPA for one year based on first semester grades. All honors awards and scholarships may be recognized at Honors Night or Senior Recognition Day.

AP/HONORS PROGRAM

Elgin High School is quite proud of its AP/honors program and of the faculty and students which comprise it. Students are invited to participate based upon test scores, grades, and teacher recommendation. The courses are designed to challenge the very top students at each grade level. Selected students may enroll in one or more of the honors courses. Subjects in the honors program include mathematics, science, English and social studies. Grades given in all honors courses are "weighted," giving additional points that count toward grade point average. Honor courses are also indicated on the permanent record card and transcripts. Any student receiving a grade of C or below at the end of the semester may be removed from that course.

AP/HONORS CLASSES

AP/Honors classes are available for academically talented students. Selection is based upon previous scholastic achievement, standardized test scores, and teacher recommendation. Parents and students are consulted before final placement in an honors course.

GUIDANCE/ACADEMICS CONT'D

AP/Honors classes affect the Grade Point Average/Class Rank as indicated under Grade Point Average.

HONOR ROLL

At the close of each semester an “Honor Roll” and a “High Honor Roll” are posted for each class. A student must have a 3.0 semester GPA to qualify for the B Honor Roll and a 4.0 semester GPA to qualify for the A Honor Roll. Any “D” grade automatically disqualifies a student for honor roll status. A student must be enrolled in five (5) courses to qualify for honor roll status. Only on-campus courses count for honor roll credit.

NATIONAL HONOR SOCIETY

Each District U-46 school has a chapter of the National Honor Society (N.H.S.), set up according to standards established cooperatively by all three schools. Membership in the National Honor Society is a valued recognition given to students whose scholarship, character, service, and leadership, are outstanding. The selection process is as follows:

1. Academic achievement must be a minimum cumulative grade point average of 3.5 for Juniors and Seniors. (Sophomores and Freshmen are not considered for N.H.S. membership)
2. Names of juniors and seniors with the required cumulative grade point average are reviewed by the administration to assure that all have records of conduct that will properly represent District U-46 standards of behavior. Students with poor disciplinary records will be eliminated from further consideration for N.H.S. membership.
3. Names of juniors and seniors who have passed the first two steps in the process are then submitted to the faculty. The faculty individually evaluates students they have had in class or an activity, using a written rating scale that addresses the four basic criteria for N.H.S. membership—scholarship, character, service, and leadership. The rating scale is numerical, 1 to 5. Students must have a minimum of five faculty ratings.
4. A faculty selection committee is chosen by the principal to evaluate each eligible student.
5. Students and their parents will then receive a letter inviting them to attend the induction ceremony in late autumn. Students who are unable to attend the ceremony should contact the N.H.S. sponsor.

The N.H.S. Chapter will meet throughout the year and function as a regular organized activity with elected officers.

THE GIFTED AND TALENTED ACADEMY

The Gifted and Talented Academy at Elgin High School has been designed especially for students who:

- Challenge assumptions by raising questions
- Recognize patterns of similarity in unrelated topics and ideas
- Make connections between past experiences and new discovery
- Take risks by daring to try something different

The purpose of this academy is to identify students with talents in specific areas and nurture those talents into skills through problem solving situations. The program is integrated across disciplines. The academy’s curriculum realigns traditional materials and challenges students to think globally, to foster high level thinking skills, and create authentic original products.

All students living within the boundaries of School District U-46 are encouraged to apply for admission to the Gifted and Talented Academy at Elgin High School. Admission is based upon the following criteria:

- Standardized test scores
- Teacher recommendation
- A portfolio of students work
- An impromptu essay
- The Watson Glaser test of critical thinking

OPTIONAL EDUCATION PROGRAMS

School District U-46 operates a full-time adult education program for high school credit available to any person seventeen or older currently not enrolled in school. Registration and tuition costs are charged.

Junior and Senior day-program students may enroll in Optional Education courses according to the following guidelines:

1. Juniors may enroll in required courses that were failed in the day program.
2. Students who leave the day program mid-semester by choice or for disciplinary reasons and enter

GUIDANCE/ACADEMICS CONT'D

Optional Education may not receive credit for course work done in the day program during that semester.

3. The Associate Principal must initially approve enrollment in the Optional Education Program. The Optional Education Director gives final approval.

PASS-FAIL COURSE OPTIONS

Students may take an elective course as "pass-fail." This option must be chosen within the first ten (10) days of the semester. Required courses and honors courses may not be taken pass-fail. Students must declare that a given course is a pass-fail course by the end of the second week of a semester. Pass-fail courses count as credit to meet graduation requirements, but are not included in the grade point index calculations. Completion of course work and assignments are required.

PROGRESS REPORTS

Progress reports are sent by mail, or with the student, to parents by the classroom teacher to indicate difficulty in class or to report strengths in the class. It is recommended that parents call the Teacher or Guidance Department upon receipt of a progress report to arrange a parent-teacher conference to discuss student problem(s) in a class.

REPEATED COURSES

A course may be repeated; however, duplicate credit is not granted for the repeated course. The highest grade earned is used for credit and in determination of G.P.A.

REPORT CARDS

Report cards are given each nine weeks; a final mark is given each semester. The semester marks from grade nine through grade twelve become part of each student's permanent record and are used to compute grade point average and class rank. Report cards will be mailed home at the end of each semester.

ROTARY AWARDS

The Rotary Club of Elgin honors academically talented students. To be a Rotary award winner you must meet these standards at the end of the first semester:

1. Carry a minimum of five subjects each semester.
2. Receive an "A" grade in all subjects (except a sixth subject carried pass-fail).

Rotary Award recipients are honored at a special luncheon in the Spring, and parents are encouraged to attend this important ceremony.

SCHEDULE AND SCHEDULE CHANGES

Procedures for students who drop themselves (Removed by an administrator or request for a class drop) from a course prior to the end of a semester.

A student's schedule is established at pre-registration and only extenuating circumstances should bring about a request for a change. Should a change be necessary, the following guidelines must be followed:

1. If a student changes the schedule within the first ten days of the class, an assignment of study hall or another class is given. Application for an authorized drop may be made at any time for health or safety reasons or documented evaluation of progress or ability. If the application for is authorized a "W" will appear on the report card and permanent school record.
2. If a student is removed from class WP or WF is given and the student is placed in study hall for the remainder of the semester. The student is able to return to the course next semester if it is a full year course; however, an alternative course may be recommended or a study hall is assigned. If the student is a junior or senior (minimum 18 credits), the student may request a late arrival or early dismissal for the second semester if the course was first or eight hour.
3. If a student requests to drop a course after the first ten days of the semester, a request for class drop form will be taken around by the students. Student, teacher, parent and counselor will sign the form. A student will receive an "E" grade for the semester, and assigned study hall for the remainder of the semester. Students will be encouraged to replace a dropped course with another course.
4. A student will be encouraged to take another course for second semester when dropping a first year or semester course. If all effort has been made and a course of interest or need is not available second semester, the student will be assigned a study hall or the opportunity for late arrival or early dismissal (courses was 1st, 2nd, 7th, or 8th hour and the student has a minimum of 18 credits).

GUIDANCE/ACADEMICS CONT'D

5. No student's schedule will be changed to accommodate early dismissal or late arrival unless extenuating circumstances are deemed appropriate by the principal.

SUMMER SCHOOL

A District U-46 summer school program is offered for make-up or acceleration. A maximum of two credits may be taken.

The required U.S. History course may be taken during summer school after the sophomore year; the required health courses may be taken during summer school after the freshman year, and the senior required courses, economics and civics, may be taken during summer school after the junior year.

Register for summer school with a counselor.

EMERGENCY PROCEDURES

FIRE

At all times when the fire alarm sounds, pupils, teachers, and guests MUST leave the building by the nearest exit. They should withdraw to a distance of 100 feet from the building and remain there. An outside bell will ring to indicate the return to classes.

TORNADO

When the Principal announces that a tornado is in the vicinity, teachers, and students, if possible, should move to assigned area. Stay near an interior wall and try to get under something for protection such as a desk, chair, etc. The most important thing is to stay away from glass. Windows on the east and north sides of the building should be opened. Stay away from utility lines, especially if they are broken.

INCLEMENT WEATHER

At times, when the weather is inclement (icing, heavy snow, fog, or blizzard conditions) prior to school opening in the morning, notification of cancellation will be released for broadcast over WRMN (1410 AM) or WGN (720 AM), as soon as possible, but not later than 7:00 a.m.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book, as a result, students may be disciplined for other conduct deemed to be disruptive of the educational environment. Therefore, we expect students to follow reasonable rules and not violate the rights of others.

TEST DATES

ELGIN HIGH SCHOOL CODE: 141770

American College Test (ACT)

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
Sept. 13, 2008	Aug. 12, 2008	Aug. 22, 2008
Oct. 25, 2008	Sept. 19, 2008	Oct. 3, 2008
Dec. 13, 2008	Nov. 7, 2008	Nov. 20, 2008
Feb. 7, 2009	Jan. 6, 2009	Jan. 16, 2009
Apr. 4, 2009	Feb. 27, 2009	Mar. 13, 2009
June 13, 2009	May 8, 2009	May 22, 2009

Scholastic Aptitude Test (SAT I) SAT I and SAT II

<u>Test Date</u>	<u>Test</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
Oct. 4, 2008	SAT & SAT II	Sept. 09, 2008	Sept. 16, 2008
Nov. 1, 2008	SAT & SAT II	Sept. 26, 2008	Oct. 10, 2008
Dec. 6, 2008	SAT & SAT II	Nov. 5, 2008	Nov. 18, 2008
Jan. 24, 2009	SAT & SAT II	Dec. 26, 2008	Jan. 6, 2009
Mar. 14, 2009	SAT Only	Feb. 10, 2009	Feb. 24, 2009
May 2, 2009	SAT & SAT II	Mar. 31, 2009	Apr. 9, 2009
June 6, 2009	SAT & SAT II	May 5, 2009	May 15, 2009

PLAN Test **Test Date**
 Oct. 23, 2008 (The entire sophomore class)

PSAT Test **Test Date** **Registration Time**
 Oct. 15, 2008 Sept. 15 – Sept. 22, 2008 (Optional for juniors and advanced sophomores)

PSAE Retake **Test Dates**
 ACT (Day 1) Oct. 25, 2008 (Optional for seniors only)
 Work Keys (Day 2) Oct. 28, 2008 (Optional for seniors only)

Practice PSAE **Test Dates**
 Dec. 17, 2008 & Dec. 18, 2008 (The entire junior class)

PSAE **Test Dates**
 ACT (Day 1) April 22, 2009 (The entire junior class)
 Work Keys (Day 2) April 23, 2009 (The entire junior class)

Advanced Placement Examinations

<u>Test Dates</u>	<u>Morning</u>	<u>Afternoon</u>
May 4, 2009	Govt. & Politics U.S.	Govt. & Politics Comparative; French Language
May 5, 2009	Computer Science A & AB Spanish Language	Statistics
May 6, 2009	Calculus AB & Calculus BC	Chinese Language & Culture
May 7, 2009	English Literature German Language	Japanese Language & Culture; French Literature
May 8, 2009	United States History	European History & Studio Art (portfolio due)
May 11, 2009	Biology & Music Theory	Physics B & Physics C Mechanics Physics C Electricity & Magnetism at 2:00 p.m.
May 12, 2009	Environmental Science Chemistry	Psychology
May 13, 2009	Italian & English Language	Art History
May 14, 2009	Macroeconomics & World Hist.	Microeconomics
May 15, 2009	H. Geography & Spanish Lit.	Latin Literature & Latin Vergil

STUDENT RECORDS

ACCESS TO RECORDS

Parents and their children are guaranteed access to the student records maintained by the school system, except parents who have an order of protection restricting access to student records. Parents or students desiring to see their records should request a building administrator to grant access to records. Access will be granted within 15 school days. School personnel will be available to help interpret record contents. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

Access to student records without formal written consent is limited to educational officials, persons authorized by state or federal law, any person for the purpose of research, parents whose children are under the age of 18 and students, unless court ordered or necessary for an emergency.

Please note that no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

PARENTS AND STUDENT MAY ALSO

1. Inspect and copy any portion of the record, at their expense (\$.20 per page);
2. Challenge the contents of the records;
3. Receive copies of records proposed to be transferred or destroyed; and
4. Inspect and challenge information proposed to be transferred to another school district.

Parents may challenge or seek amendment to a student's record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violating of the student's privacy rights. The District's policy provides for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record, the parent must contact the principal. Copies of the Illinois School Student Records Act, and district policies relating to school student records are available for review in the office of the school and the district superintendent. If you believe the District has violated or is violating the Student Records

policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

DISPOSAL OF RECORDS

The following is the student record disposal policy approved by the State of Illinois:

1. Student Cumulative Records –

The permanent record consists of basic identifying information concerning the student (as per birth certificate or other legal document), his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, high school test scores, and a record of release of this information. The permanent records will be retained for no less than sixty years after the student has transferred, graduated or otherwise permanently withdrawn from school.

The temporary record consists of all other records maintained by the District concerning the student. **The temporary records will be destroyed entirely five years after the student has transferred, graduated or otherwise permanently withdrawn from the school.** Parents may ask for these records before the disposal takes place. The files of 4th graders are cleaned out for elimination of out-of-date information prior to the transfer of students to the 5th grade, the files of 8th graders are cleaned out for elimination of out-of-date information prior to the transfer of students to the 9th grade, and the files of 12th graders are cleaned out for elimination of out-of-date information after they graduate.

2. Special Education Student Cumulative Records –

The records will be disposed of five years after graduation or permanent withdrawal of the student. Parents are encouraged to ask for information which may be of continued assistance to the student or a student may ask for the records if he/she has succeeded to the rights of the parent prior to the disposal of the records.

As a parent's right, a representative (means any individual whom the parent wants to include, e.g. neighbor, friend, etc.) has the full right of participation in educational planning meetings to which he/she is invited by the parents of handicapped students, including, but not limited to, IEP conferences, and multidisciplinary staffing conferences.

STUDENT DIRECTORY INFORMATION/PUBLICATION OF STUDENT PHOTOGRAPHS/IMAGES/WORK

Directory information includes the following: student's name and address; parents' name and address; birth date; gender; grade level; academic awards and honors; participation in school-sponsored activities; organizations and athletics; major field of study; and period of attendance in school. Directory information may be released to the general public upon request.

Parents who request that directory information not be included in school publications should notify the school on an annual basis before the beginning of the school year. A form for opting out of directory information is available in the district office or online at www.u-46.org.

Parents are advised that they cannot select specific items to be included or withheld from directory information. Opting out means that their students will not be included in yearbook, school student directory, activity or athletic programs, school newsletter, local newspaper articles, graduation or vendor listings such as for class rings and graduation announcements.

MILITARY

In addition, as required by law, District U-46 will provide the names, addresses and telephone listings of students in grades 10-12 to military recruiters and representatives of institutions of higher education upon request. Parents who request that directory information not be included in school publications or released to military recruiters and/or representatives of institutions of higher education should notify the school on an annual basis before the beginning of the school year. A form for opting out of military on directly information requests is available in the district office or online at www.U-46.org

PHOTOGRAPHS/IMAGES/WORK

Student photographs/images/work that does not contain individual identifying information about a student may be published on the District and school web sties or in district publications. Parents who do not want their student's photograph/image or work to be published in print, video or on the web, should provide written notice indicating their request to the school on an annual basis within 14 days of registration. A form for opting out of student photographs/images/work is available at the district office or online at www.u-46.org.

ATTENDANCE PROGRAM

ILLINOIS STATE LAW

Because school officials are charged with the duty of enforcing the compulsory school attendance law, it is included here for your information.

26-2a. A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

“Valid cause” for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

“Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 out of 40 consecutive school days or for 10 percent (10%) of the previous 180 days).

PHILOSOPHY

The high schools in District U-46 are committed to the philosophy that every student should attend all of his or her classes every day. Regular attendance and promptness are expected in all classes and are essentials of good performance of any job. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance to one’s task are legitimate objectives of any course. Each student should be aware that participation is part of his or her evaluation in each class. A student should understand that excessive absences, whether excused or unexcused can drastically affect the class grade.

Absence from school is the greatest single cause of poor achievement in school. If a student is not regular in attendance, his/her performance lags, he/she soon loses interest, and then tends to fall further behind in his/her work. Successful students are seldom absent or tardy.

District U-46 schools must enforce the State of Illinois law regarding compulsory school attendance. The law is specific that the parent has the obligation to see that the student is in school. The school will make every effort to inform the parents of excessive student absences. However, it is the responsibility of the parents to see that their child is in regular attendance.

HIGH SCHOOL ATTENDANCE PROGRAM (HSAP)

This is a comprehensive attendance policy that deals with two components of student absenteeism: class tardies/truancies and overall absences. This policy also reinforces the importance for arriving to class on time. The High School Attendance Program involves a step system of numerous interventions that actively involves the students, parents, and school staff, which includes teachers, counselors, and administrators. The intention of this program is to promote an environment in the school district that enhances learning by full student participation. It will encourage students to embrace the district’s mission statement of challenging all students to maximize their individual potential to become responsible, productive, and contributing members of our community and society. The program could result in the Board of Education removing a student from school for excessive absenteeism.

- Truant denotes a student being absent from class for the entire period without a valid excuse (TRU).
- Tardy denotes a student being late five minutes or less to a class (TYU).
- Tardy/Truant denotes a student being late more than five minutes to a class without a valid excuse (TYT). The student is allowed to receive credit for the day’s work.
- Tardy/Truant (TYT) is equivalent to one step when determining consequences.
- N/C denotes a student withdrawn with a failing grade; no credit received
- N/C denotes a student withdrawn with a passing grade; no credit received.

ATTENDANCE REVIEW COMMITTEE

If requested, the Attendance Review Committee will review cases of students who have “No credit (NC) for lack of participation” as a result of tardies or truancies. The committee will consist at minimum of a dean, counselor and teacher. Every student receiving the NC designation has the right to appeal before the committee. It is highly recommended that you and your parent/guardian both attend the committee meeting. Documentation and reasons for absences will be required at this meeting. Based on the information

ATTENDANCE CONT'D

presented, the committee will determine if you are eligible to receive a grade and credit for the course in which you reached Step 4. If the committee decides you may receive credit, the teacher of the course in question will determine your final grade. If you continue to attend class and participate in all classroom activities, you may be able to receive credit and a grade. On the other hand, if you continue to accumulate tardies and/or trancies and not participate in all classroom activities, you will receive an "NC" for the class, which will be reflected on your transcript. Before review by the committee, parents and students will receive a written notice stating they have the right to appear before the committee to appeal the "No credit (NC) for lack of attendance."

ATTENDANCE OFFICE PROCEDURES

Parents are responsible for notifying the Attendance Office of their student's absence by 10:30 A.M. on the date of the absence. Recorded messages are accepted between 2:55 P.M. and 7:00 A.M. on weekdays and all day on weekends on the Attendance Office number (847-888-5100 ext. 5110 or 5111). Please give the name, grade, reason, and I.D. number to the attendance secretary. A student will be considered truant if a phone call explaining the absence is not made to the Attendance Office within 72 hours.

Excessive excused absences are problems that contribute toward student failure. Students who are absent for a total of 18 days during 1st semester or 25 days during the first and second semester combined (whichever comes first) will be expelled or may withdraw (with parents permission) if they are 17 years old or older. Students under the age of 17 may be assigned to the Alternative Education High School. All excused, truant and or suspension absences are included in the total.

CLOSED CAMPUS

All students must remain in the school building for their entire day after arrival at school unless excused by the building administrators or their parents prior to leaving. Students are not allowed to visit their cars or be in the parking lot area except at the beginning or end of the school day. They must follow their assigned program throughout the school day unless excused by the teacher or supervisor in charge prior to the absence. Students who violate these provisions will be considered truant.

Student who wish to leave the building early for medical, court, or family appointments must have a parent contact the attendance office prior to leaving the building and must sign out in the Attendance Office before he/she leaves.

Any student who leaves before 2:55 p.m. excluding students with approved early dismissal schedules must sign out in the attendance office. A phone call must be received prior to the students signing out for them to be excused.

Students participating in an unauthorized activity which involves nonattendance at school or at a school activity where attendance is required shall be identified as truant, regardless of any parental approval of their action.

EXCUSED ABSENCES (DISTRICT)

Absences are excused for illness, medical appointments, death in the family, court appearances, and religious holidays. An excused absence carries with it a privilege of making up class work under teacher direction and assistance. Students have the responsibility to make up work missed for all absences but receive no credit if the absence is unexcused. Teachers have the option of waiving make-up work which requires special facilities or supplies. The approval of an administrator is required in cases of extenuating circumstances. There is NO sanctioned "Senior Skip Day" in U-46.

LEAVING (EXCUSED) EARLY

If you become ill, or need to leave because of an emergency, you must be excused by the Attendance Office, Nurse's Office, or an administrator. In other than emergencies, the proper procedure for being excused early (i.e., for an orthodontist appointment, a medical appointment, out of town, etc.) is as follows:

1. Parents/guardians must **call the Attendance Office at least two days prior to the student leaving school • 24 hour phone number 847-888-5100 ext. 5110 and ext. 5111**). In other words, any early dismissal from school should be **pre-arranged** in the Attendance Office. **Calls can be taken in English and Spanish.**
2. **Student must sign out at the Attendance Office before leaving school.** Students returning to school must sign in at the Attendance Office. Failure to do this will result in being truant from those classes.

ATTENDANCE CONT'D

3. Calls for early dismissal for medical appointments must be pre-arranged with the Attendance Office. A note from the medical office must be given to the Attendance Office when the student returns to school.

FIELD TRIPS

All school-sponsored field trips must be approved by the school administration. As an approved school function, the time spent on a field trip will not be considered as an absence. Trips will be paid for by students. There will be no field trips the last two weeks of the first semester, within one week of the end of the first and third grading periods and the last three weeks of the second semester.

Field trips expose students to many diverse educational experiences fostering many of the multiple intelligences. Students are expected to be in school all periods prior to going on a field trip. Failure to attend school prior to a field trip may result in the student not being allowed to participate. Field trip money is non-refundable.

GRADE EFFECT OF A ZERO

No make-up work will be accepted for classes which are missed as a result of truancy. A grade of zero (0) will be recorded for each class missed. This (0) will be averaged in arriving at the total grade for that marking period. Note that a zero is a significantly lower mark than an E.

HOMEWORK AND MAKE-UP WORK

The responsibility for missed work rests with the absent student. The student must make arrangements with the classroom teacher for missed assignments and classwork according to the following guidelines:

1. Excused absence – prolonged absence arrangements for missed work may be made by contacting the counselor or the student may contact the classroom teacher for assignments and the deadline for turning in the missed work. One day is given for make-up for each day absent.
2. Prearranged absences – the student is to contact the teachers for homework to be missed and plan to have the work completed within a reasonable length of time after returning to school.

3. Suspension – make-up work and completion of missed assignments are the responsibility of the student. The number of days allowed to make up work is equal to the number of suspended days.
4. Truancy – make-up work is not allowed for truancy.

LATE ARRIVAL/EARLY DISMISSAL (DISTRICT)

Students may request either a “late arrival” or “early dismissal” status as result of one of the following options:

1. Student participates in a work-study program
2. A student classified as a junior or senior with study periods scheduled during either first period, seventh and eighth periods, or eighth period.

It is possible for a student to have both a late arrival and an early dismissal in the same semester. However, all students must be enrolled in at least five (5) academic classes. Convenience schedule changes to accommodate “late arrival” or “early dismissal” status will not be approved. “Late arrival” students are asked to remain in the union until the dismissal bell rings for that period. “Early dismissal” students are asked to leave the building within the five-minute passing time after their last class. Consistent failure to follow these guidelines may necessitate cancellation of dismissal privileges.

PRE-ARRANGED ABSENCES (DISTRICT)

Absences for educational purposes such as college visits, participation in civic and educational religious programs, and court appearances must be arranged at least two days in advance by parents and students. The student has the responsibility for making prior arrangements with his/her teachers. Students with prearranged excuses are expected to have all assignments completed upon return to school unless other arrangements are made with the teachers. The appropriate form must be obtained from the Attendance Office and signed by the teachers in advance of the absence.

Absences for vacations or other purposes at the request of parents place all responsibility for securing assignments and make-up work with the student. The same procedure as above is followed.

ATTENDANCE CONT'D

SINGLE-PERIOD ABSENCES (DISTRICT)

1. All single-period absences must be pre-excused by the parent or guardian calling the attendance office at least two days in advance. Single period absences will be excused for medical or health-related reasons only, with exceptions made personally by an administrator.
2. The student must sign out at the Attendance Office before leaving school and sign in again upon returning. Failure to do this will result in the student being truant from classes missed. Students who leave early without signing out, may receive a discipline consequence.

TARDINESS

Tardiness is not acceptable because it disrupts class, hurts the morale of students who are on time, reflects a negative attitude toward the class, creates disruptive problems in the corridors, and develops a habit which could make future employment difficult. Students will be considered tardy if they are not in the classroom, when the bell rings.

When a student is tardy (five [5] minutes or less late) without a pass, the tardiness is documented by the teacher and the student is permitted to complete class work for credit.

LATE ARRIVAL TO SCHOOL

All students are excused tardy to school three per semester. To encourage responsibility, any student arriving at school late must sign in at the Attendance Office and receive a pass to class. Parents must call

explaining the reason for the tardy to school to the Attendance Office within 72 hours.

TRUANCY

Truancy is defined as being absent from assigned classes or study halls without prior parent knowledge and without the consent of the appropriate school administrator. A student who is absent may be considered truant if a call by a parent or guardian is not received by the attendance office by the end of the day following the absence. To leave calls regarding attendance in Spanish, please call ext. 5110.

When a student is tardy (five [5] minutes or less late) without a pass, the tardiness is documented by the teacher and the student is permitted to complete class work for credit.

The school does not recognize “skip days,” such days are considered truancies. Students participating in such an unauthorized activity which involves non-attendance at school or at a school activity where attendance is required shall be identified as truant.

WEATHER AND EMERGENCY INFORMATION: (DISTRICT)

At times when the weather is inclement—icing, heavy snow, fog or blizzard conditions, timely announcements of school or activity cancellations will be made through a variety of methods:

1. The district’s web site (click on What’s News) www.u-46.org
2. The U-46 Central Switchboard 847-888-5000
3. U-46 Radio Station WEPS 88.9 FM
4. Elgin Radio Station WRMN (1410 AM)

HIGH SCHOOL ATTENDANCE PROGRAM

STEP	PROCEDURE	RESULT
I. First Truancy (TRU), Tardy/Truant (TYT), or 3 Tardies (TYU)	<ul style="list-style-type: none"> • Phone call to parents 	Student confirms date, signs form, given opportunity to clear truancy.
II. Second Truancy (TRU) Tardy/Truant (TYT), or 3 Tardies (TYU)	<ul style="list-style-type: none"> • Phone call to parents • Intervention by guidance office 	Student confirms date, signs form, given opportunity to clear truancy.
III. Third Truancy (TRU), Tardy/Truant (TYT), or 3 Tardies (TYU)	<ul style="list-style-type: none"> • Phone call from Deans' Office • Letter will be sent home 	Student confirms date, signs form, given opportunity to clear truancy.
IV. Fourth Truancy (TRU), Tardy/Truant (TYT), or 3 Tardies (TYU)	<ul style="list-style-type: none"> • Letter will be sent home indicating that the student is placed on NC status for lack of participation. While students will not be dropped from class, they will be required to attend class and participate in all classroom activities. • Phone call home from Deans' Office who will coordinate a conference with an Attendance Review Committee, consisting of the teacher, student, parent dean and counselor. • If requested by the student and/or parent at the end of the semester, the Attendance Review Committee will review cases of students who have been designated as being in "No credit" (NC) status for lack of participation. (See Attendance Review Committee for additional information). 	<p>Student confirms date, signs form, given opportunity to clear truancy.</p> <p>Student and parent sign agreement which outlines student responsibilities as well as the Attendance Review Committee procedures.</p>

RIGHTS AND RESPONSIBILITIES

District U-46, mindful of the dignity of the individual, guarantees to all students who are in attendance in district schools certain rights and responsibilities.

STUDENTS HAVE THE RIGHT TO:

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes as outlined by the Illinois State Code.
2. Be a functioning pupil regardless of social, emotional or physical capacity.
3. Dress and groom according to personal preference consistent with Board of Education policy.
4. Expect reasonable requests by teachers and administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.
8. Be informed of those school procedures established to protect the well-being of the student body.
9. Appeal any suspension and have adult representation as directed by the state code.
10. Freedom of expression, assembly petition and dissemination of information provided it does not disrupt the educational process or infringe on the rights of others.
11. Expect that every precaution will be taken to insure the confidentiality of their school records.
12. Expect adequate provision for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Know and abide by local, state and federal laws which could lead to suspension* or expulsion** if violated, such as:
 - A. Inappropriate operation of all motor vehicles.

- B. Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school.)
 - C. Theft, arson, assault and battery, destruction of property, and gambling.
 - D. Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
 - E. Possession of dangerous weapons.
 - F. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - G. The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school-related affairs.
2. Know and abide by school regulations which could lead to suspension* or expulsion** if violated, such as:
 - A. Disrupting the learning environment or interfering with the peaceful rights of others.
 - B. Being absent from or tardy to assigned school activities.
 - C. Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
 - D. Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.
 - E. Engaging in incidents of verbal intimidation or threatening action.
 - F. Being dishonest regarding school affairs.
 - G. Behavior on school buses which endangers personal safety.
 - H. Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
 - I. Smoking on school grounds or at school-related affairs.
 - J. Verbal abuse of school employee.

RIGHTS AND RESPONSIBILITIES CONT'D

ADMINISTRATORS HAVE THE RIGHT TO:

1. Make professional interpretation of stated rules and regulations.
2. Receive the support of all school employees in the implementation of district and school regulations.
3. Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and continuing misconduct.
4. School officials may respond to a student using the concept of "In Loco Parentis." This means school officials may stand in place of a parent.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

1. Execute school board policy and administrative rules and regulations.
2. Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3. Maintain an orderly atmosphere which is conducive to educational development and individual growth.

District U-46, mindful of the dignity of the individual, guarantees to all students who are in attendance in district schools certain rights and responsibilities.

STUDENTS HAVE THE RIGHT TO:

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes as outlined by the Illinois State Code.
2. Be a functioning pupil regardless of social, emotional or physical capacity.
3. Dress and groom according to personal preference consistent with Board of Education policy.
4. Expect reasonable requests by teachers and administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.

8. Be informed of those school procedures established to protect the well-being of the student body.
9. Appeal any suspension and have adult representation as directed by the state code.
10. Freedom of expression, assembly petition and dissemination of information provided it does not disrupt the educational process or infringe on the rights of others.
11. Expect that every precaution will be taken to insure the confidentiality of their school records.
12. Expect adequate provision for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Know and abide by local, state and federal laws which could lead to suspension* or expulsion** if violated, such as:
 - A. Inappropriate operation of all motor vehicles.
 - B. Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school.)
 - C. Theft, arson, assault and battery, destruction of property, and gambling.
 - D. Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
 - E. Possession of dangerous weapons.
 - F. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - G. The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school-related affairs.
2. Know and abide by school regulations which could lead to suspension* or expulsion** if violated, such as:

RIGHTS AND RESPONSIBILITIES CONT'D

- A. Disrupting the learning environment or interfering with the peaceful rights of others.
- B. Being absent from or tardy to assigned school activities.
- C. Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
- D. Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.
- E. Engaging in incidents of verbal intimidation or threatening action.
- F. Being dishonest regarding school affairs.
- G. Behavior on school buses which endangers personal safety.
- H. Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
- I. Smoking on school grounds or at school-related affairs.
- J. Verbal abuse of school employee.

ADMINISTRATORS HAVE THE RIGHT TO:

- 1. Make professional interpretation of stated rules and regulations.
- 2. Receive the support of all school employees in the implementation of district and school regulations.
- 3. Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and continuing misconduct.
- 4. School officials may respond to a student using the concept of "In Loco Parentis." This means school officials may stand in place of a parent.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

- 1. Execute school board policy and administrative rules and regulations.
- 2. Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.

- 3. Maintain an orderly atmosphere which is conducive to educational development and individual growth.
- 4. Inform parents of consistent or serious student misconduct and disciplinary actions taken.
- 5. Consider disciplinary referrals made by any U-46 certified or classified employee.
- 6. Maintain confidentiality in all matters relating to student records whenever possible.

TEACHERS HAVE THE RIGHT TO:

- 1. Expect students to maintain an accepted standard of behavior in the classroom.
- 2. Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.
- 3. Assume, in the school or at school-sponsored activities, the same authority granted to a parent or guardian.
- 4. School officials may respond to a student using the concept of "In Loco Parentis." This means school officials may stand in place of a parent.

TEACHERS HAVE THE RESPONSIBILITY TO:

- 1. Maintain a school atmosphere conducive to learning.
- 2. Reprimand or discipline students in an appropriate manner.
- 3. Maintain a reasonable standard of student behavior throughout the school facility.
- 4. Keep accurate attendance records.
- 5. Make written discipline referrals to the administration.
- 6. Enforce the rules and regulations of the district and school.

Education is a cooperative function between the home, school, and community. Parental involvement is necessary if the school is to accurately reflect the desires and hopes of its community.

PARENTS AND GUARDIANS HAVE THE RIGHT TO:

- 1. Expect a classroom atmosphere that permits meaningful learning to take place.

RIGHTS AND RESPONSIBILITIES CONT'D

2. Assume that a student will not be exposed to verbal or physical abuse.
3. Expect that the disruptive actions of a few will not interfere with the total educational process.
4. Be informed of behavior on the part of their child which is jeopardizing his/her own, or a fellow student's, opportunity to learn.
5. Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
6. Assume the school staff will meet with them at a mutually agreed upon time to discuss pertinent matters.
7. Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.
8. Review the three year asbestos re-inspection information, which has been completed as required by law.
9. Request in writing on an annual basis to the principal that student information, commonly referred to as "directory information", including such items as names, addresses, and telephone numbers, not be disclosed to third parties, such as military recruiters or officials of institutions of higher education (FERPA and ESEA 9528)

PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Understand that the state law requires every parent to properly care for, train, educate, discipline, and control their child.
2. Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.
4. Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by school personnel.
5. Be financially responsible for any damage to personal or school property committed by their child.

* *Suspension is defined as a 1 to 10 day interruption in normal school activities for disciplinary purposes.*

** *Expulsion is defined as the removal from all district schools for a specified term.*

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book, as a result, students may be disciplined for other conduct deemed to be disruptive of the educational environment. Therefore, we expect students to follow reasonable rules and not violate the rights of others.

TITLE IX AND SEX EQUITY GRIEVANCE PROCEDURE

POLICY STATEMENT

This grievance procedure is in conformance with Article I, Section 18 of the Illinois Constitution and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*) (Title IX) and the 1980 implementing regulations (34 CFR 106 *et seq.*), as amended. Similarly, this grievance procedure is in conformance with 105 ILCS 5/10-22.5, 5/27-1 and 5/22-19 of the *Illinois School Code* and the related implementing regulations (23 Ill. Admin. Code 200 *et seq.*), as amended.

Consistent with Title IX and the State Sex Equity provisions, it is the policy of District U-46 to prohibit any person from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity on the basis of sex.

DEFINITIONS

- A. Grievant means any employee of District U-46, student, parent of a student (or legally recognized guardian of a student) who submits a grievance relevant to Title IX or the State Sex Equity provisions.
- B. Grievance means a complaint alleging an action, policy, procedure or practice as prohibited by Title IX or the State Sex Equity provisions, which would include complaints alleging sexual harassment by students and employees.

COMPLAINTS OR QUESTIONS

- A. A grievant who wishes to present a complaint pursuant to these procedures shall contact the District Coordinator for Nondiscrimination (the "Coordinator"). This includes questions and concerns about the Title IX and the State Sex Equity provisions. School employees who receive questions or concerns about sex discrimination in violation of Title IX or the State Sex Equity provisions are expected to refer the person raising the questions or concern to the Coordinator.
- B. The Coordinator for Nondiscrimination for School District U-46 is Mr. Pat J. Broncato who can be contacted at the District U-46 Administrative Office, 355 East Chicago Street, Elgin, Illinois, 60120-6543 or by calling 847-888-5000, ext. 5307.

- C. Within seven (7) calendar days of receipt of any inquiry, the Coordinator (or designee) shall send a copy of this policy and grievance procedure and grievance form to the inquiring individual(s), unless the inquiry is withdrawn. The Coordinator or designee shall also provide assistance to the inquiring individual with respect to the preparation, processing and appealing of grievances and will provide all necessary forms for grievances and appeals. Grievances shall be filed no later than 90 days of the alleged occurrence.
- D. Upon receipt of a written grievance, the Coordinator (or designee) shall promptly investigate the nature and validity of the grievance with the involvement of appropriate District personnel and others, as necessary and appropriate. The Coordinator (or designee) may seek advice from related state agencies or legal counsel. Within 15 calendar days of receipt of a written grievance, the Coordinator (or designee) will send written notice to the grievant and the charged party(s) of receipt of the grievance and how to contact the Coordinator (or designee) to obtain information about the investigation and of any information needed from the grievant or charged party(s). During the investigation all relevant evidence will be considered and the parties will have the opportunity to respond to the evidence submitted.
- E. The District will ensure that the investigation is impartial. The Coordinator, Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to conduct the grievance investigation. Parties and witnesses may not be involved in the investigation or any decision regarding a grievance.
- F. Confidentiality will be observed in the grievance process. Harassment of, or retaliation against, a grievant will not be tolerated. The District will take appropriate action regarding such harassment.
- G. As soon as reasonably possible, but not more than sixty (60) calendar days after receiving the grievance, the Coordinator (or designee) shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the grievant, person(s) charged (if any), and the Superintendent. In extraordinary circumstances,

TITLE IX AND SEX EQUITY PROCEDURE (CONT.)

the decision may be rendered in more than sixty (60) calendar days, but an explanation shall be given within the initial sixty (60) days to the persons entitled to receive a copy of the decision informing them of the reasons for, and the amount of, the additional time. The District will ensure that any actions required of the District by the decision are implemented.

APPEAL PROCESS

A. If either the complainant or the party charged is not satisfied with the decision rendered by the Coordinator (or designee), the decision may be appealed within fifteen (15) calendar days to the Superintendent (or designee) by submitting a written appeal to the Superintendent (or designee), addressed to the Office of the Superintendent. The appeal must be received by the Superintendent within fifteen (15) calendar days after the dissatisfied party receives the written decision from the Coordinator (or designee). Copies of the grievance, all evidence and the Coordinator's (or designee) decision shall be forwarded by the Coordinator (or

designee) to the Superintendent (or designee). The Superintendent (or designee) shall review all of the aforementioned documents and shall render a written decision within fifteen (15) calendar days of the receipt of the appeal and send copies to the grievance and charged party. The District will ensure that the appeal decision is impartial. The Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to make the appeal decision. Parties and witnesses may not be decision makers in the appeal process.

B. If either the grievant or the party charged is dissatisfied with the Superintendent's (or designee's) decision, appeal may be made first to the Superintendent of the Regional Office of Education and, finally, to the State Superintendent of Schools. Appeal outside the District should be made in a timely fashion. Parties interested in filing appeals outside the District may receive information and assistance from the Coordinator (or designee).

DISCIPLINE/CONSEQUENCES

It is expected that each student will comply with the established school regulations. Students are prohibited from engaging in conduct which disrupts the educational process or infringes upon the rights of others.

ATHLETIC EVENT/ASSEMBLY BEHAVIOR

Behavior at events should reflect respect for participants/athletes, other spectators, speakers, and performers. Those who demonstrate inappropriate behavior will be removed from the event and subsequent disciplinary action will occur.

BULLYING

Bullying of any kind is a violation of State law. Bullying may include aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear or harm to person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational missions or the education of any student. Bullying most often will occur when student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

The parents of any student found guilty of bullying will be notified and the student will be referred to the building administrator to determine the appropriate intervention strategy that should be implemented to address the behavior. Repeated offenses shall be handled pursuant to the District's standard disciplinary procedures.

BUS REGULATIONS

All school rules and regulations apply to transportation services. A student who becomes a discipline problem on the bus will be deprived of the privilege of riding on the bus and may be suspended from school: 1st offense- may not ride the bus for 2 weeks; 2nd offense- may not ride the bus for 1 month; 3rd offense- may not ride the bus for the remainder of the school year.

COMPUTER USAGE

The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance

the curricular goals of the district. Internet access is one of the technology tools that can provide positive learning experiences for students.

Because of the unique nature of Internet, the staff will provide guidance and instruction to students in the appropriate use of that resource. Those responsible for student Internet access will monitor its use so that maximum instructional benefit will result. The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stores on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and maintains as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

In addition, using an off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

COMMUNITY LIAISON OFFICER

As a result of a joint project with the Elgin Police Department, a Community Liaison Officer maintains an office in the school building. The officer is available to answer students' questions and to work with students in matters that may require police involvement. In addition, the office routinely is involved with matters of theft, substance abuse, driving and parking, child abuse, and assault. The police liaison officer's phone number is ext.4854.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Specifically, the following is prohibited at school or at school-sponsored events:

- A. Clothing which depicts the use of tobacco, alcohol, or illegal substances;

DISCIPLINE CONSEQUENCES (CONT.)

- B. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed and wear appropriate footwear.
- C. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- D. Coats, jackets, caps, and hats, except when arriving at, or departing from school or attending after-school activities. Coats, jackets, caps, and hats are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). This policy, also enforced during summer school, is established to ensure the health, security, and safety of students. For the purpose of this policy, jackets or coats are defined as any outer garments which are usually worn over indoor clothing for protection from outside elements.
- E. Clothing that may damage school property or be readily used as a weapon.
- F. Clothing with graphics or wording which depicts violence in any form.
- G. Inappropriate dress includes, but is not limited to G. Inappropriate dress includes, but is not limited to bare midriffs, bare backs, halter tops, low cut or strapless tops without a covering shirt, sleeveless undershirts, excessively short skirts or shorts, visible underwear, sleep attire including slippers, headgear (such as bandanas, hair nets, "du rags", etc.).

All students must be covered from neck across shoulders to mid-thigh. Shirts need to be at least three inches wide on the shoulders in order to provide appropriate coverage. Clothing which is considered revealing will not be allowed on any student. As used in this policy, the word "clothing" includes accessories such as rings, earrings, necklaces, sweatbands (wrist or head), purses, backpacks, chains, sunglasses, distorting contacts, gloves, and shoes. Students who do not comply with the student appearance policy are subject to disciplinary action.

DRUGS/ALCOHOL

Use/Possession: The use or possession of illegal drugs, alcohol, drug paraphernalia, or look alike drugs cannot be tolerated within the learning environment. Out-of-school suspension and/or recommendation for expulsion will occur for bringing these materials onto school property or to school sponsored activities or events. However, since we consider this a serious personal problem, we would prefer to see students receive help. Consult with your dean of students or counselor to learn how involvement in a drug or alcohol treatment/educational program can reduce suspension time.

Distribution/Sale/Purchase of Drugs: Students attempting to distribute, sell, or purchase illegal drugs, look alike drugs, or substances represented as drugs, such as prescription and non-prescription pharmaceuticals, on school property or at school sponsored activities or events may be expelled for the remainder of the year regardless of participation in a program of rehabilitation.

Students who assist or participate in activities on school property that lead to the eventual sale of drugs may be recommended to the Board of Education for expulsion. The final actual sale of drugs may or may not occur on school property.

ELECTRONIC DEVICES

Cellular telephones may not be visible, activated or used during the regular school day, which begins at the time the student enters the school building in the morning and ends when the student leaves the building at the end of the school day.

Electronic pagers (beeper), laser pens, or similar electronic devices may not be used on school property or at school sponsored activities.

Radios, stereos, hand held games or other personal entertainment devices may not be visible, activated or used during the regular school day. Any personal video/audio recording devices may not be used during the regular school day without permission by administration.

In the event that a student has need of use of an electronic communication device for reasons of health or emergency, the student and parent/guardian must receive permission by administration prior to such use. Violation of this Electronic Devices section, or any other use of electronic devices that disrupt the educational

DISCIPLINE CONSEQUENCES (CONT.)

environment, may result in confiscation and disciplinary action.

GANG ACTIVITY/UNAUTHORIZED GROUPS

Participation in gang or unauthorized group activity will not be tolerated, including, but not limited to, the display or possession of symbols, hand signals, soliciting others for membership, requesting the payment of dues, insurance, or other forms of protection from any individual or group, intimidating or threatening any individual, wearing or otherwise displaying colors or items of dress, etc., participating in any form of physical violence involving persons or property.

GROUNDS FOR DISCIPLINARY ACTION

The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. At any place where the misconduct has a reasonable relationship to school.

LAW ENFORCEMENT AGENCIES

It is the policy of District U-46 that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

LOITERING

Loitering is not permitted on school or adjacent public property before, during, or after school hours.

Loitering in corridors, washrooms and parking lots is prohibited and may result in disciplinary action. Students must be in assigned areas during the scheduled school day. Loitering in the hallways can disrupt learning for other students. **Students should leave the school after their last class.**

PRANKS

Students who commit acts of vandalism, disruptive behavior, and/or engage in gross misconduct will be subject to a range of sanctions and penalties as listed below, up to and including expulsion. Students who commit such behaviors, or act in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent, may be subject to any or all of the following disciplinary actions, depending upon the nature and severity of their behaviors:

- Exclusion from any special event(s) organized for the senior class (example: prom, senior breakfast, dances, etc.).
- Exclusion from any athletic contest(s) or activity program(s).
- Athletic/activity board review, if applicable.
- Exclusion from final examination exemption.
- Exclusion from graduation exercises.
- Restitution.
- Suspension.
- Expulsion.

PUBLIC DISPLAY OF AFFECTION

Public display of affection/lewd behavior is inappropriate and may warrant discipline.

DISCIPLINE CONSEQUENCES (CONT.)

RANDOM SEARCHES

Metal detectors and drug-sniffing dogs may be used on a random basis to ensure the safety and security of all staff and students. If a student refuses to be scanned or have his property searched, he is subject to disciplinary action.

SCHOOL PROPERTY

A student involved in vandalizing school property not only must pay for the cost of the damage, but he/she may be suspended from school and may be recommended to the Board of Education for expulsion.

SEARCH AND SEIZURE

Lockers are loaned to students and remain the property of the school. Students' personal effects, vehicles, and lockers may be searched by designated school personnel at any time.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and/or other verbal or physical conduct of a sexual nature. It may include, but is not limited to, such actions as: sex oriented verbal kidding, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or brushing against another's body; or demands for sexual favors.

A student who feels that he/she has been the victim of sexual harassment should notify a trusted school employee. If a complaint is found to have merit, corrective action will be implemented. Any complaint or investigation

will be treated with absolute confidentiality to protect the private rights of the student involved. It is the policy of School District U-46 that sexual harassment is unacceptable and will not be tolerated.

TOBACCO PRODUCTS

Using, possessing, distributing, purchasing or selling tobacco materials is prohibited on school property and at all school events. Offenders of this policy may also be issued citations from local officials.

WEAPONS

A weapon is an instrument of any kind that is readily recognized as a weapon and is inappropriate to the school environment, i.e., gun, knife, lead pipe, metal star, laser pens etc. Instruments that are appropriate to the school environment are considered weapons when used to cause harm or threaten another person, for example, tools, comb, math compass, pen, scissors, letter opener, etc.

Giving or handing someone a weapon is the same as possession of a weapon.

The possession of any type of weapon on school property, in school or at any school sponsored activity or event is unacceptable. Students who are in possession of a weapon, intimidate others with a weapon, display an intent to use a weapon, or use a weapon are subject to expulsion from school. Giving or handing someone a weapon is the same as possession of a weapon. In addition, criminal charges may be filed with the police department.

CONSEQUENCES FOR MAJOR AND MINOR OFFENSES

GUIDELINES FOR STUDENTS

Acceptable behavior is expected of all students while in school and at all school-sponsored activities. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students have the freedom and encouragement to express their individuality as long as it does not infringe upon the rights of others. For those students who decide to interfere with, or disrupt, the educational process appropriate corrective measures must be taken. Disruptions of educational programs caused by inappropriate behavior will not be tolerated.

CLASSROOM EXPECTATIONS

Each teacher issues and enforces classroom expectations in addition to the school expectations found in the Student/Parent Handbook. These expectations are a part of the class syllabus and will be given to each student at the beginning of the semester.

Unacceptable student behavior may result in one or more of the following consequences:

TEACHER DENTENTIONS

Teacher assigned AM/PM detentions are to be served with the individual teacher and are just as binding as those assigned by the administration. Students having questions about receiving an AM/PM detention should resolve the matter with the teacher prior to the time the PM detention is to be served.

PM SCHOOL

Administration assigned PM. School will be conducted in a designated area of the school at the close of the day, from 3:00 P.M. to 4 P.M. Students who have committed minor offenses will be assigned one or more PM sessions. Students must have an ID or temporary ID properly displayed to serve an PM.

Students will be given a full day's notice in order to make transportation arrangements. Students must bring appropriate school work or reading material to their PM School assignment. Students who do not come prepared, arrive late, or who sleep, talk, or otherwise disrupt the PM. School will be sent home and assigned additional consequences. Students who fail to attend will be assigned additional consequences.

DETENTION RULES

1. Students assigned to detention must bring their school I.D.
2. Students are permitted to work on classroom assignments. Everyone must bring textbook, paper, and pencil. Card playing, cell phones, iPods, MP3 players, etc., are not allowed.
3. Eating candy or other food, drink etc. will not be permitted.
4. Students who are late to a detention must be referred to the Dean's Office to be assigned additional time.
5. Students are not to sleep, talk or engage in disruptive activities while in detention.

ADDITIONAL CONSEQUENCES

THREE-HOUR DETENTION

No district bus services are available to students participating in Three-hour detention or Saturday School (SAT). (Wednesday School 3:00 - 6:00 PM and Saturday School 8:00-11:00AM) Students assigned to three-hour detention must bring appropriate school work and/or reading material. Students who do not come prepared, arrive late, sleep, talk, or otherwise disrupt detention will be sent home and/or assigned additional consequences. Failure to report to three-hour detention may result in suspension from school. Students must have an ID or temporary ID properly displayed.

OUT-OF-SCHOOL SUSPENSION (OSS)

During out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend any classes or school functions or be on any school district property for the duration of the suspension. Out-of-School suspensions may be assigned for serious and/or repeated infractions of school rules and may extend from one to ten school days.

If students enrolled in Special Education programs, act in a way which makes them liable for suspension and/or expulsion, the school will consider any relationship between the behavior and the child's disability. If a relationship does exist, a staffing will be held to review the child's program. If no relationship exists then normal disciplinary procedures apply.

EXPULSION

Expulsion involves removing a student from school. The length of the expulsion would be for more than ten school days, but may not exceed two school years. Students who have been expelled are not allowed to attend school functions or to be on any school district property for the duration of the expulsion. These are instances in which pupil misconduct is of such a grave nature that his or her presence is disruptive to the education process and/or dangerous to the student or others in the school environment.

If students enrolled in Special Education programs act in a way which makes them liable for suspension and/or expulsion, the school Service Team and program supervisor will consider any relationship between the behavior and the child's handicap. If a relationship does exist, a staffing will be held to review the child's program. If no relationship exists then normal disciplinary procedures apply.

Students who have been expelled during the past school year may be required to show competency in credit accumulation for a semester prior to enrolling as a regular student at Elgin High School. The decision to require alternate placement rests with building administration.

MOVEMENT ON THE DISCIPLINARY LOG

The disciplinary log system is adopted to provide structure for corrective action as well as to indicate to students and parents the relative seriousness of various

acts of misbehavior in question with an administrator prior to disciplinary action. Discipline is more than logging a student's offenses; it involves various interventions to correct the student's behavior (i.e., parents' conferences, referral to a school social worker, or consideration of placement in an alternative education program). Administrative discretion and fairness is used with each student. Each student offense will be assigned from 1 – 25 steps on the student's disciplinary log. Upon reaching Step 25, the student may be referred to the Board of Education with an administrative recommendation for expulsion.

ACADEMIC DISHONESTY

Academic Dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means. Students determined to have been academically dishonest are subject to disciplinary action. Consequences will depend on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum. Academic dishonesty undermines the learning process and will not be condoned.

DISORDERLY CONDUCT

An act to alarm, disturb or provoke any student or staff member.

CONSEQUENCES FOR MAJOR AND MINOR OFFENSES

An appropriate consequence will be assigned by an administrator after a thorough investigation of the incident has been conducted. Administrative judgment is the decisive factor in the assignment of penalties for an offense. Mitigating or aggravating circumstance will be considered in assigning consequence. Listed below is a partial list of disciplinary options.

OFFENSE	DISCIPLINARY OPTIONS	OFFENSE	DISCIPLINARY OPTIONS
IA. Tardiness to study hall Truancy from study hall IB. Tardiness to class Truancy to class	Drop from class (no credit) Withdrawal/expulsion from school Parent conference Assignment to alternate Alternative H.S. Referral to county truancy officer PM Wed./Sat. School OSS	II. Bus Problems Cafe Problem (minor) Class Disruption Failure to wear ID/Improper display of ID Failure to serve teacher PM Inappropriate Dress/ Grooming Loitering (no pass) Misuse of Pass Public Display of Affection Use of Profanity Cheating/Plagiarism Violation of School Internet Policy	PM Wed./Saturday School OSS Parent Conference Suspension of bus services
III. Abusive Language Cafeteria Disturbance (major) Closed Campus violation Failure to serve PM Use of a forgery Pass Inappropriate behavior–gambling Insubordination Misuse of computers Motor Vehicle violation Parking violation Use/possession of Tobacco Products Vandalism/Graffiti Verbal Abuse of Staff Disrespect to school personnel Failure to serve 3-hour detention Tobacco Products/look-alikes Use of electronic device	Wed./Saturday School OSS Parent conference Restitution Police/Court Referral Smoking clinic School Service (clean up)	IV. Act of Intimidation, Bullying and Threats Arson/fireworks/endangerment Alcohol/Drug involvement Failure to report to Dean’s Office 3 day OSS Fighting (or joining a fight in progress) Fireworks Gang symbolism/dress/ signing Harassment/sexual harrasment Inciting a fight Indecent exposure Mace and/or noxious gases Non-adherence to suspension Possession or use of controlled substances or drug paraphernalia Profanity to Staff Reckless driving on campus Resisting staff intervention Theft Verbal/physical abuse School employee threats	Wed./Saturday School/ OSS Parent conference Possible expulsion Police/Court Referral Rehabilitation Program Restitution
		V. Sale/distribution of controlled substances Use/possession of weapon Reaching step 25 on the Disciplinary Log Bomb threat Physical assault on staff False fire alarms	OSS Possible Expulsion Police/Court Referral

* In addition to the administrative penalty, each student offense will be assigned from 1-25 steps on the student’s disciplinary log.

** The possession of any type of weapon or object that could be construed to be a weapon in school, within 1000 feet of the school property, or at school events is unacceptable. Students who are in possession of a weapon, who attempt to intimidate others with a weapon and/or use a weapon are subject to recommendation to the Board of Education for expulsion. In addition, criminal charges may be filed with the police department.

U-46 SPECIAL PROGRAMS

U-46 SPEECH/LANGUAGE THERAPY SERVICES

Speech/language therapy services are provided by District U-46 for those students whose speech or language differs from normal sufficiently to draw the attention of others or to cause discomfort to the speaker. Each year screening for communication disorders is conducted for all students in kindergarten, 6th, and 8th grade. In addition, the clinicians test all students upon initial enrollment in the district and review all those identified as having difficulties. Questions regarding service availability should be directed to the Special Education Divisional Chairperson.

SPECIAL EDUCATION PROGRAMS AND SERVICES

School District U-46 provides comprehensive programs and services for handicapped children ages 3 to 21 with the following exceptional characteristics:

1. Auditory, visual, physical, or health impairments.
2. Speech and/or language impairments.
3. Deficits in the essential learning or perception, conceptualization, memory, attention, and/or motor control.
4. Deficits in intellectual development and mental capacity.
5. Affective disorders and/or adaptive behavior which restrict effective functioning.

SOCIAL WORK, PSYCHOLOGICAL, AND DIAGNOSTIC SERVICES

All students evaluated and found eligible have the right to receive such programs and services as well as all programs and services available to all students of District U-46. Program information, including regulations which govern the administration and operation

of Special Education, is made available to parents upon request.

CAREER CENTER

The Career Center is designed to help students make an organized and systematic choice of career. A wide variety of printed materials, filmstrips, films, and taped interviews is available. In addition, speakers from the community are available to give students additional information and answer their questions. Students wishing to go to the Career Center must have a pass and check out of study hall first.

NONDISCRIMINATION

All students are offered access to all school district programs, clubs, and activities within the limits of their capabilities and legal constraints. The school district has agreed to fulfill all requirements of Title IX and Section 504 extending equal opportunity to all students and employees. Where access is not possible equivalent activities will be provided. Questions regarding program access should be directed to the building principal.

HOME AND HOSPITAL TUTORING

Any student with a health or physical impairment which will cause an absence from school for more than two consecutive weeks is eligible to receive home and/or hospital tutoring. The health or physical impairment must be verified by a written statement from a licensed medical examiner. In conjunction with the medical examiner, school personnel will determine if the student can educationally benefit from such a program. Parents should contact their students' guidance counselor for a medical certification form and have it completed by their physician. For additional information, please call the U-46 Special Education Office at 888-5000 ext. 5065.

SCHOOL DISTRICT U-46 STUDENT INTERNET COMPUTER USE POLICY

The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance the curricular goals of the District. Internet access is one of the technology tools that can provide positive learning experiences for students.

Because of the unique nature of Internet, the staff will provide guidance and instruction to students in the appropriate use of that resource. Those responsible for student Internet access will monitor its use so that maxim instructional benefit will result. The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Permission to use the school's computer for Internet access is dependent upon a student and his/her parent or guardian signing the form below. Signing the form shows that the student understands and will follow the school's Internet/computer rules.

STUDENT USERS OF TECHNOLOGY WILL:

- Use or access District technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

STUDENT USERS OF TECHNOLOGY WILL NOT:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

ELGIN HIGH SCHOOL 2008-09 CALENDAR

August 2008

14 REGISTRATION PM – 7 PM
 19 REGISTRATION 1 PM – 7 PM
 21 New Student Orientation 7 PM
 22 New Teacher Orientation
 25 Teacher Institute Day
 26 Teacher Institute Day
 27 First Day of School 7:40 AM

September 2008

1 Labor Day No Classes
 3 E-Booster Club Meeting-Archives Room 7 PM
 9 Staff Meeting 3:05 PM
 9 Back To School Night-Auditorium 6 PM
 10 School Department Meeting 3 PM
 13 ACT TEST
 16 PTO Meeting-Library 6 PM
 30 Progress Reports Due Noon

October 2008

1 School Department Meeting 3 PM
 1 E-Booster Club Meeting-Archives Room 7 PM
 18 POWDER PUFF FOOTBALL 7 PM
 10 HOMECOMING (Period 8 Assembly)
 10 HOMECOMING Parade 3:30 PM
 10 HOMECOMING Varsity Game 7:30 PM
 11 HOMECOMING Dance 6 PM
 13 Columbus Day No Classes
 14 Staff Meeting 3:05 PM
 21 PTO Meeting-Library 6 PM
 23 PLAN TEST
 24 End of the 1st Grading Period
 25 ACT TEST
 28 Grades Due Noon

November 2008

2 Daylight Savings – Set clocks back 1 hour
 5 School Department Meeting 3 PM
 5 E-Booster Club Meeting-Archives Room 7 PM
 11 Veterans Day No Classes
 13 Choral Concert 7 PM
 18 Staff Meeting 3:05 PM
 18 PTO Meeting-Library 6 PM
 20 Band Concert 7 PM
 24 S.I.P. Day No Classes
 25 Parent Conferences No Classes
 26 Non-Attendance Day No Classes
 27 THANKSGIVING RECESS No Classes
 28 THANKSGIVING RECESS No Classes

December 2008

1 Classes Resume
 3 Progress Reports Due Noon
 3 School Department Meeting 3 PM
 3 E-Booster Club Meeting-Archives Room . 7 PM
 6 Madrigal Dinner 6:30 PM
 9 Staff Meeting 3:05 PM
 9 Eighth Grade Parent Night-Auditorium . . . 7 PM
 11 Holiday Music Program 7 PM
 13 ACT TEST
 16 Holiday Assembly Period 2-3
 19 Holiday recess begins at close of school day
 22 Holiday Tournament
 23 Holiday Tournament
 26 Holiday Tournament
 27 Holiday Tournament

January 2009

1 New Year's Day
 5 Classes Resume 7:40 AM
 7 School Department Meeting 3 PM
 7 E-Booster Club Meeting-Archives Room . 7 PM
 13 Staff Meeting 3:05 PM
 14 SEMESTER EXAMS Periods 1,2,3
 15 SEMESTER EXAMS Periods 4,5,6
 16 SEMESTER EXAMS Periods 7,8 & Make-up
 16 End of First Semester
 19 Martin Luther King, Jr. Day No Classes
 20 Second Semester Begins
 20 PTO Meeting-Library 6 PM
 21 Grades Due Noon

February 2009

4 School Department Meeting 3 PM
 6 Inservice Day No Classes
 7 E-Booster Club Meeting-Archives Room . 7 PM
 7 ACT TEST
 10 Staff Meeting 3:05 PM
 11 East Side Choral Festival 7 PM
 16 President's Day No Classes
 17 PTO Meeting-Library 6 PM
 24 Progress Reports Due Noon
 26 Musical-Auditorium 7 PM
 27 Musical-Auditorium 7 PM
 28 Musical-Auditorium 7 PM
 27 Institute Day No Classes

ELGIN HIGH SCHOOL 2008-09 CALENDAR

March 2009

- 3 PTO Meeting-Library6 PM
- 4 School Department Meeting3 PM
- 4 E-Booster Club Meeting-Archives Room 7 PM
- 7 Flea Market
- 10 Staff Meeting3:05 PM
- 12 Orchestra Concert7 PM
- 18 Band Concert7 PM
- 20 End of 3rd Grading Period
- 20 Spring Recess begins at close of school day
- 30 Classes Resume
- 31 Honors Night7 PM
- 31 Grades DueNoon

April 2009

- 1 School Department Meeting3:05 PM
- 1 E-Booster Club Meeting-Archives Room 7 PM
- 2 Fashion Show-Auditorium7 PM
- 3 Fashion Show-AuditoriumPeriods 2-3
- 4 ACT TEST
- 6 Daylight Savings Time set clocks ahead 1 hour
- 10 Spring HolidayNo Classes
- 14 Staff Meeting3:05 PM
- 21 PTO Meeting-Library6 PM
- 22 Prairie State Exam
- 23 Prairie State Exam
- 28 Progress Reports DueNoon

May 2009

- 1 School Improvement DayNo Classes
- 1 Junior/Senior Prom6 PM
- 6 School Department Meeting3 PM
- 6 E-Booster Club Meeting-Archives Room 7 PM
- 7 Orchestra Concert7 PM
- 12 Staff Meeting3 PM
- 13 Choral Concert-Auditorium7 PM
- 14 Senior Awards Assembly9 AM
- 18 SENIOR EXAMSPeriods 2,4,6
- 19 SENIOR EXAMSPeriods 1,3,5
- 19 PTO Meeting-Library6 PM
- 20 SENIOR EXAMSPeriods 7,8
- 21 Band Concert-Auditorium7 PM
- 22 Graduation Rehearsal1 PM
- 23 Graduation CeremonyTBA
- 25 Memorial DayNo Classes
- 27 E-Booster Club Banquet

June 2009

- 2 Final ExamPeriod 8
- 3 Final ExamsPeriods 1,2,3
- 4 Final ExamsPeriods 4,5,6
- 5 Final ExamsPeriod 7 & Make-up
- 12 LAST DAY of school if all emergency days arenecessary
- 13 ACT TEST

ELGIN HIGH SCHOOL TELEPHONE NUMBER 847-888-5100

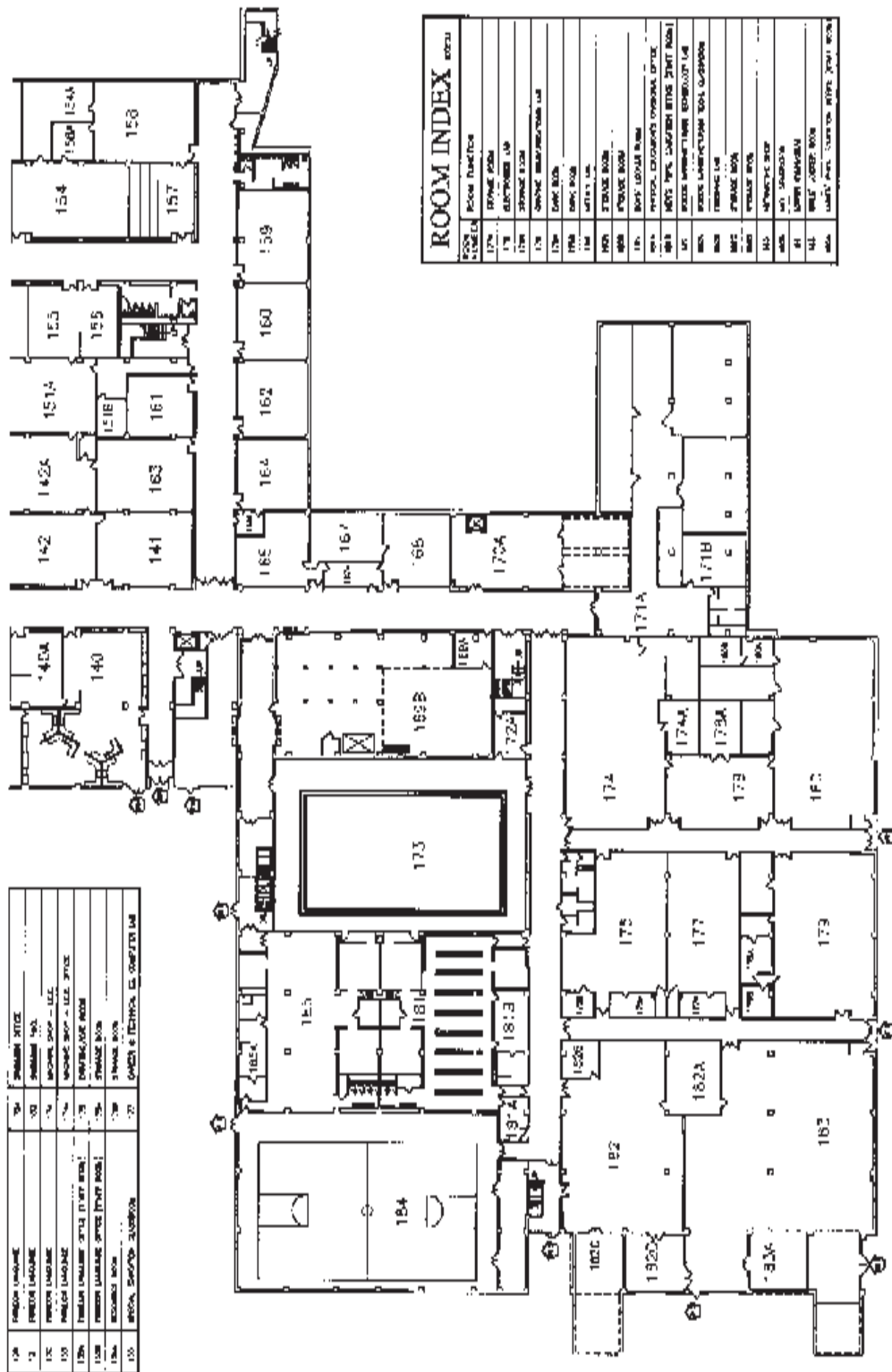
Associate Principal	ext. 5104	Guidance Office	ext. 5113
Assistant Principal	ext. 5107	Home Economics	ext. 8149
Athletic Director	ext. 5346	I.D. Office	ext. 5377
Attendance Office	ext. 5110,5111	Industrial Arts	ext. 8121
Audio-Visual	ext. 5127	Library	ext. 4851
Bilingual Liaison	ext. 4842	Main Office	(847)888-5100, ext. 5101, 5102
Boys & Girls Physical Education	ext. 5125	Maintenance	ext. 5143
Business Education	ext. 8121	Math Office	ext. 4852
Cafeteria	ext. 5141	Music Office	ext. 5138
Clerical Assistants	ext. 5177	Nurse	ext. 5337
Dean's Assistant Office	ext. 7015	Principal	ext. 5105
Deans' Office	ext. 4841	Registrar	ext. 5344
EMH	ext. 8250	Scheduling	ext. 4833
English	ext. 5133	Science	ext. 4852
Faculty Dining Room	ext. 5142	Social Studies	ext. 5104
Foreign Language	ext. 5140	Special Education, Speech, Hearing	ext. 4843
Guidance Counselors	ext. 5113	Stadium	ext. 5145
Guidance Director	ext. 5117	Treasurer	ext. 5103
		Yearbook	ext. 5345
		HOTLINE	888-5100 ext. 9400 or #2

IMPORTANT PHONE NUMBERS

MAP OF ELGIN HIGH SCHOOL GROUND FLOOR



ROOM NO.	ROOM FUNCTION	ROOM NO.	ROOM FUNCTION
100	CLASS ROOM	110	CLASS ROOM
101	CLASS ROOM	111	CLASS ROOM
102	CLASS ROOM	112	CLASS ROOM
103	CLASS ROOM	113	CLASS ROOM
104	CLASS ROOM	114	CLASS ROOM
105	CLASS ROOM	115	CLASS ROOM
106	CLASS ROOM	116	CLASS ROOM
107	CLASS ROOM	117	CLASS ROOM
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190	CLASS ROOM	200	CLASS ROOM



ROOM NO.	ROOM FUNCTION
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