



STUDENT HANDBOOK

2007 * 2008

ELK GROVE HIGH SCHOOL



Welcome to Elk Grove High School!

We hope that the 2007-08 school year is one of your best ever! As an Elk Grove Grenadier, you will enjoy many privileges and opportunities. Elk Grove High School has a rich, diverse curriculum, which will challenge you to test your limits and expand your interests. Elk Grove students also have numerous opportunities to enjoy outstanding co-curricular programs, which include a variety of team and individual sports, as well as numerous clubs and activities. Our greatest assets, however, are our terrific students, our supportive parents/guardians, and our dedicated staff. Your school is a warm, friendly community where students and adults learn together and all individuals are treated with respect.

To ensure your success and a safe and orderly environment for all students please familiarize yourself with the information found in this student handbook. The rules and regulations have been established to ensure a safe, orderly, and supportive environment where all students can flourish.

If you have any questions regarding information in this handbook please feel free to contact us.

Please note: When you sign your 2007-08 Fee Payment Form you have indicated that you have received and will conform to the terms of the student handbook.

Wishing you the best in this new school year! Go Grens!

Sincerely,

**Nancy Holman
Principal**

**Suzanne Eytel
Dean of Students**

**Gary Wheaton
Dean of Students**

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STUDENT CONDUCT

We promote a caring environment where everyone can make a difference in our school by:

- Treating each other with dignity and respect.
- Using appropriate language.
- Keeping our school neat and clean.
- Acting responsibly and respectfully in all areas of the school at all times.

Disclaimer Statement

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school,

its current practices, procedures, rules, and regulations (or code of conduct). 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 the guidebook. However, we expect students to follow reasonable rules and not violate the rights of others. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

The district will provide equal and appropriate opportunities and resources to all its students and other citizens, regardless of their race, religion, ethnic background, gender, or the community in which they live.

SPECTATOR CONDUCT

The Illinois State Board of Education and the Illinois High School Association require school districts to monitor spectator behavior at all school-sponsored activities. Accordingly, an event supervisor(s) may request any person involved in misconduct to leave the premises and may contact the local police for assistance. The Board of Education has the authority to suspend individuals from attending all school-sponsored activities for up to one year for spectator misconduct.

RULES AND REGULATIONS

The following rules, rights, and responsibilities regarding student behavior stem from State Law, School Board policies, court rulings, the District 214 Parent-Teacher Discipline Advisory Committee, and student and staff recommendations. These rules reflect the feelings and values of the majority of citizens in the Elk Grove High School and District 214 communities. (ref. **Board Policy Section 4.36**).

The Board of Education and administration have the responsibility to manage student conduct. Students are expected to comply with regulations of the school, to obey promptly all directions of the school staff, to observe good order, and to conduct themselves at school, or at school-related activities, in such a manner that their conduct will neither harm nor bring discredit to the schools of the district. For those students who do not conduct themselves accordingly, disciplinary action will be taken pursuant to the established Illinois School Code, district procedures, and any other relevant Board policy. The Board of Education also authorizes the administration to pursue appropriate criminal charges against students who

are suspected of violating the criminal laws of the state of Illinois. (ref. **Board Policy Section 4.9**)

Good discipline is necessary if a school is to function in the most effective manner for students. Through good discipline and self-control, the student can work with the school to form a productive partnership.

Good discipline requires teamwork and is the combined responsibility of students, parents, and staff. Disciplinary actions in district schools include, but are not limited to, 1) verbal reprimand, 2) parent conference, 3) detention, 4) community service, 5) Saturday detention, 6) revocation of parking privileges, 7) withdraw-failure (WF) grade from class, 8) restitution, 9) in-school detention, 10) suspension, 11) expulsion, 12) police intervention. (ref. **Board Policy Section 4.8**)

ACADEMIC INTEGRITY

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to strive to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic misconduct is subject to disciplinary action defined by the district and school/site procedures. Teachers will review the district policy and procedures regarding academic integrity at the beginning of every course and will incorporate instruction regarding the need for, and value of, academic integrity in their lessons.

Definitions of Academic Misconduct:

Scholastic Dishonesty - A breach of the standards of academic integrity including all forms of academic cheating: e.g., plagiarism, collusion, falsifying academic records, and any other act designed to give unfair academic advantage to the student.

Cheating - Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation

of learning. Cheating includes aiding other students in cheating.

Plagiarism - A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

Furnishing False Information - Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.

Creating an Improper Disadvantage - Removing, defacing, hiding or deliberately withholding library books or other materials; contaminating a laboratory sample, etc.

Theft/Damage of Intellectual Property - Sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with the property of another person.

Selling or Distributing Materials - Selling or distributing course notes, handouts, readers or other information provided by a teacher without the teacher's permission.

Collusion - The act of forming a secret agreement for a fraudulent or illegal purpose.

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the allegation(s) and an opportunity to explain his or her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

The consequence for academic misconduct will always be more severe than the consequence for failing to do, turn in, or complete an assignment or to take the test/exam/assessment in question.

First Occurrence:

1. Zero credit for the assignment or examination.
2. Possible course failure based on the weight of assignment or examination.
3. The student is given the opportunity to make up the assignment/examination at the teacher's discretion at no credit.
4. The incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and possible course failure. "Academic Misconduct" is added to the discipline referral form.

Second Occurrence:

1. Zero credit for the assignment or examination.
2. As a consequence, possible course failure as determined by the teacher and the principal's/director's designee(s).
3. The student is given the opportunity to make up the assignment/examination at the teacher's discretion at no credit.
4. Incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and possible course failure.
5. The student may be excluded from consideration for academic awards.

Third Occurrence:

1. Course failure.
2. Incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and course failure.
3. The student will be excluded from consideration for academic awards.

Incidents of academic misconduct are cumulative in individual courses, i.e., an incident in one course is unrelated to any incidents in other courses. The administration, however, may detect a pattern of academic misconduct that requires an additional or alternative dis-

ciplinary intervention. The incident may be considered a cocurricular code violation.

The consequences for violating the Academic Integrity policy are separate from and in addition to those assigned for violating school rules, other school district policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and district policies. (**ref. Board Policy Section 3.26**)

ADVISORY

Advisory period is held each school day. Advisory attendance, on a daily basis, is mandatory. Nonattendance is regarded as a class cut, and appropriate consequences will be assigned. The school's tardy policy applies to advisory and will be cumulative for the entire school year.

ATTENDANCE

Attendance at school is required by state law (ref. Board Policy Section 4.21). Being in the classroom, doing the assigned work, and contributing to the class, all on a regular basis, are important to success in school. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations, and other material that enriches the class (**ref. Board Policy Section 4.22**).

Therefore, the Board of Education authorizes the administration to develop and enforce procedures that ensure regular student attendance and accurate accounting for student absences. Excess class cuts are also a violation of **Elk Grove Village Ordinance 6.7.2** which will result in the issuance of a ticket and court appearance.

ATTENDANCE ELIGIBILITY POLICY

Success in school is related directly to school and class attendance. Students must attend a minimum of four (4) consecutive class periods in order to participate in any practices,

competitions or school sponsored activities after school or during the evening the day(s) of the absence. The only exceptions that allow a student to participate are absences due to a court date, a funeral, a field trip, or a college visit. Written verification may be required.

ATTENDANCE POLICY

The primary purpose of the EGHS attendance system is to make the students accountable for their attendance. Class cutting occurs without the approval of the parent.

Class cutting (truancy) may result in any of the following actions being taken:

- One week of Restricted Lunch Detention, Restricted Open, Deans' Detention, Saturday Detention, In-School Detention, Loss of Parking Privileges, or Out-of-School Suspension.
- On the third offense, the student may meet with a Dean and a formal warning may be issued indicating that the next cut may result in a Withdraw/Failing removal from the class. This formal warning will be sent to student's home, accompanied by a phone contact or parent conference.
- On the fourth offense, the student may be dropped from the class.
- **Notification of the removal from class will take place during a student conference with the Dean.** All students are allowed an opportunity to appeal their being dropped from a class. Students shall remain in class until the outcome of the appeal is final. Intention to appeal removal from class must be made immediately to the Dean. The student must notify the Dean of the desire to appeal at the time of withdrawal, and he/she will be temporarily reinstated in the class. The appeal is designed to review extenuating circumstances that should be considered for the student's permanent reinstatement in class.

“DITCH DAY”

Elk Grove High School does not support a senior “ditch day.” We ask parents/guardians to support us in taking a stance against “ditch day.” When an excessive number of students are out of class, their absence negatively impacts the educational process in the building. Should a student make the decision to participate in a “ditch day,” the absence will be treated as a “cut.” Medical documentation will be requested to excuse any absence on such a day.

ABSENCES

Reporting Daily Absences

If a student is absent from school, parents need to call the attendance office by 10:00 a.m. , if at all possible, on the day of the absence. Authorized calls will be accepted by the attendance office up to 24 hours following the absence. After 24 hours, the absence will be considered an unauthorized absence. Failure of a parent to call will result in the absence being considered unexcused. Appeals may be made to the Dean of Students. To report an absence **call 718-4401, 4402, 4403 or 4404**. Actual reasons should be given for absences. Reasons considered “excused” are defined by state law (105 ILCS 5/26-2).

Full-Day Absences

Absence from school for five (5) or more periods, or less than 150 minutes presence in school of a regular school day.

Half-Day Absence

Absence from school for three (3) or four (4) periods, or more than 150 minutes but less than 300 minutes in attendance during a regular school day.

Authorized Absences

- Absences for “valid cause,” which include but are not limited to the following:
- Death in the immediate family
- Family emergency (reviewable)*
- Court appearance or placement
- Religious observances
- Parent indicating student is ill (reviewable)*
- Medical (a documented, health-related

absence, i.e. medical or dental appointment)

- Field Trip
 - Administrative / Student Services Division approved activity
 - Health or office visit
 - Prearranged college campus visit with college official (documented)
 - Work-program-related job interview
- ***Excessive absences** (10 or more) will result in parental contact by dean and/ or counselor.

Homebound

Absences defined by Student Services division as home/hospital instruction. For ADA purposes, homebound counts as a day in attendance.

Pre-Approved Family-Related Activities

• Parents should make every attempt to schedule family trips around the school schedule. However, when such trips must be made while school is in session, the following criteria will be used to determine if the absences will be classified as authorized or unauthorized and to determine if discipline consequences are appropriate:

- An application for pre-approved family-related activities will be reviewed and considered for “Authorized” status
- Review of progress towards graduation requirements
- Total number of absences to date
- Timelines established by teachers for completion of missed class assignments and tests
- No more than 9 “Authorized” family-related activity days, 10 days if consecutive, of absences per semester will be granted.

After the pre-approved authorized days have been completed, the absence will be coded as unauthorized (N).

It is necessary for these absences to be reviewed by, but not limited to: Counselor, Dean of Students, Associate Principal, Principal.

NOTE: The above absences are examples of “valid cause” absences, i.e., absences cited in the Illinois School Code and/or District 214 School Board policy. They appear on atten-

dance reports in the "Authorized" column. The following absences are considered to be without "valid cause." They appear on computer printout sheets in the "unexcused" column.

Unauthorized (N)

Any absence caused by a failure to follow prescribed school procedures or reasons not accepted by the school. Examples include but are not limited to the following:

- Failure to check in or check out
- Oversleeping
- Missed school bus
- Car trouble
- Late call
- Excessive parent calls or Undocumented health related absences
- Undocumented health-related absences
- Pre-approved family-related activity days exceeding the pre-approved limit

NOTE: After three unauthorized "N" absences in any class, subsequent unauthorized absences will be designated as CUTS/ TRUANCY (unexcused), and the student will move to the appropriate step on the cut/truancy policy. Any unauthorized absence is reviewable by Elk Grove's administration.

Unexcused Absences

- Class cut (Computer Code-C) Absence from an assigned period or periods without "valid cause."
- Truancy (Computer Code-T) Absence from class with "valid cause" for five (5) or more periods, or less than 150 minutes in attendance during a regular school day.
- Out-of-school suspension (Computer Code-S) Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies.
- In school suspension (Computer Code-I) An in building administrative reassignment from a class period or periods for violations of school disciplinary policies.

• LATE ARRIVAL and EARLY DISMISSAL

When arriving late or leaving early, it is necessary for a student to have a parent call and

to check out or check in at the attendance office. Failure to do either will result in an "unauthorized" absence.

PREARRANGED ABSENCES

When it is necessary for a student to be absent from school, the attendance office must receive prior notification according to the following procedures in order for the absence to be considered "authorized":

• College Visits:

All college visits must be pre-approved through the college counselor. The student must obtain from the college counselor a visitation form.

• Family Vacations:

A parent should notify the attendance office approximately two weeks before leaving. The student must then report to the attendance office to obtain a vacation form that must be signed by each of the student's teachers. The signed form must be returned to the attendance office prior to leaving.

• Religious Program of Instruction or Conference:

A parent must notify the attendance office approximately two weeks before the absence.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

All the procedural protections available to students with disabilities and their parents or guardians under the Individuals with Disabilities Education Act, including notice and consent, opportunity for participation in meetings, and right to appeal, will be observed when implementing and developing behavior interventions for disabilities as defined by the Individuals with Disabilities Education Act. (**ref. Board Policy Section 4.38**)

BULLYING

High School District's 214 Board of Education policy states that our schools will provide a learning environment free from all forms of bullying and intimidation. As defined in established procedures, the Board of Education prohibits the bullying and

intimidation of students in the school environment.

The school environment includes any situation with a close connection to school, including, without limitation, situations that occur on school premises, during travel to and from school, or during attendance at school-related activities. Bullying and/or intimidation of others may include, but is not limited to, any repetitive, aggressive, or negative gesture, or any written, verbal, electronic, or physical act that places another student in reasonable fear of harm to his or her 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 mission. Examples of bullying behavior include pushing, hitting, threatening, name calling or other physical or verbal conduct of a belittling nature. Such behavior most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker.

Whenever a student(s) violates this policy, the parent or guardian of both the student(s) bullying as well as the student(s) being bullied will be notified. Bullying and intimidation can constitute gross disobedience or misconduct. If, after considering all the evidence, the principal/director or administrative designee determines that there has been a violation of this policy, prompt and effective corrective action will be taken, which may include discipline up to and including expulsion. (ref. Board Policy Section 4.20.1) (Public Act 92-0260)

CORPORAL PUNISHMENT

The use of corporal punishment shall not be permitted as a routine disciplinary measure. The Board of Education recognizes that certain circumstances may arise that make it necessary and prudent for a teacher to exercise physical force in order to control students in a given situation. The Board will expect a teacher to act wisely and without

malice on these occasions, using only such means as may be necessary to restrain the student in the situation. Under such circumstances, the administration and Board of Education will give the teacher full support as a result of his/her actions. (ref. Board Policy Section 4.9).

DISTRIBUTION OF OBSCENE OR LIBELOUS MATERIAL IN SCHOOL

Distribution in school of material that is obscene or libelous is prohibited. Distribution in school includes distribution on or adjacent to school property or at school-related activities. Obscene material is that which an average person, viewing the material as a whole and applying community standards for children of a relevant age, would find to depict or describe sexual conduct in an offensive way, appeal to prurient interest, and lack serious literary, artistic, political or scientific value. Libelous material is that which tends falsely to injure the reputation of another. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with (Sections 4.10 and 4.11).

DRESS CODE

It is recognized that student dress and grooming are primarily the responsibility of the parent and the student. All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. Student dress or attire which, in the opinion of school authorities, is contrary to acceptable health and safety standards or causes a disruption to the educational process or learning atmosphere will be prohibited. Students may not attend classes if they are inappropriately dressed. Referral may be made to the parents, and a student will be re-admitted to class upon remediation of the problem. Extremes in brevity of attire are inappropriate. Some examples include, but are not limited to: short shorts, short skirts, bare midriff clothing, halters, backless dress-

es, formfitting clothing, tank and tube tops (unless covered by an appropriate outer garment of solid material), low riding pants displaying boxer or sweat pants. The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence and ethnic or racial slurs/superiority is prohibited. Upon arrival to school, students are to remove sunglasses and hats/caps or other garments intended to cover or wrap the head. Jackets and coats (garments designed for outside temperatures) are to be placed in the lockers immediately, or as soon as the earliest available passing period, where those items must remain until students directly leave the building. Coats/jackets, hats/caps, and sunglasses are neither brought to nor worn in class. This rule will be in effect during the entire school day, until 3:30 p.m. (**ref. Board Policy Section 4.8**)

DRUG AND ALCOHOL VIOLATIONS/ SUBSTANCE ABUSE

It is the policy of Township High School District 214 to ensure that schools be free of drugs and alcohol. It is forbidden for students to possess, purchase, use, sell, distribute, consume or be under the influence of any illegal or controlled substance (e.g., marijuana, steroids, narcotics, hallucinogens, alcohol, barbiturates, amphetamines, any type of inhalant); to misuse prescription/nonprescription medication; to possess drug paraphernalia or look-alike drugs (substances that are presumed to be illegal) on a scheduled school day, on school grounds, off school grounds at a school activity or related function or event, or while traveling to or from school or any school-related activity or event.

Students who use, misuse, possess, sell, distribute or are found to be under the influence of performance enhancers, supplemental substances, herbs or other dietary supplements may be found in violation of the District 214 Substance Abuse policy. Students who bring nonalcoholic beer onto school property, consume, possess or distrib-

ute such product, will be considered in violation of the district's Substance Abuse Policy. Additionally, students are forbidden to participate in any plan to sell, distribute, purchase, possess or consume illegal substances while on school grounds on a scheduled school day, on school grounds or the immediate vicinity, or at a school-related activity. Where evidence indicates that a student has violated the District 214 Substance Abuse Policy, a series of events will be initiated by the building's administration:

- In all instances, the student will be suspended from school immediately;
- Parent(s)/guardian(s) of the student will be contacted as soon as possible;
- Parent(s)/guardian(s) of the student will meet with the principal, or designee, as soon as possible;
- A written report will be submitted to the Assistant Superintendent for Student Services, describing the details of the incident, consequences provided, and plan of remediation.

The Student Services Screening Committee will convene in order to review the student's situation, review the details leading to suspension, and plan a remediation program. Instances involving the sale, distribution, purchase, or receipt of an illegal substance or paraphernalia on a scheduled school day, on school grounds or the immediate vicinity, or at a school-related activity are strictly prohibited. The situation may be treated as a third violation and the student screening committee may recommend expulsion regardless of the number of previous violations. The membership of the student screening committee **may** include, but is not limited to: principal, associate principal, assistant principal for student services, special education coordinator, dean of students, outreach counselor, social worker, psychologist, counselor, nurse, police liaison, teachers, assistant principal for student activities, and substance abuse coordinator.

An expulsion recommendation may be made

in any instance of violation of the Substance Abuse Policy. Provided that the remediation plan is followed, the expulsion recommendation may be reconsidered.

FIRST VIOLATION

1. A minimum of four and a maximum of ten days of discipline. At the discretion of the principal or designee, part of this penalty may include in-school suspension and / or Saturday detention.
2. A report to local law enforcement officials by the school's police liaison.
3. A suspension reinstatement conference involving the student, parent(s)/guardian(s), the school's principal, or designee, and other appropriate school personnel.

SECOND VIOLATION

1. A minimum of six and a maximum of ten days of discipline. At the discretion of the principal or designee, part of this penalty may include in-school suspension and / or Saturday detention.
2. A report to local law enforcement officials by the school's police liaison.
3. A suspension reinstatement conference involving the student, parent(s)/guardian(s), the school's principal, or designee, and other appropriate school personnel.

THIRD VIOLATION

1. Immediate out-of-school suspension for a maximum of ten days.
2. A report to local law enforcement officials by the school's police liaison.
3. A suspension reinstatement conference involving the student, parent(s)/guardian(s), the school's principal, or designee, and other appropriate school personnel. **(ref. Board Policy Section 4.18)**

Drug - means cannabis as defined under subsection (a) of Section 3 of the Cannabis Control Act (720 ILCS 550/3) or narcotic drug as defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act **(720 ILCS 570/102)** **(ref. Board Policy Section 4.9)**

Controlled Substance - means, substance, or immediate precursor in the Schedules of Article II of the Illinois Controlled Substances Act (720 ILCS 570) **(ref. Board Policy Section 4.9)**

Drug Paraphernalia - means all equipment, products and materials of any kind that are peculiar to or marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing any drug into the human body **(ref. Board Policy Section 4.9)**.

Look-Alike - any substance or item that is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples are a toy gun that is very difficult to distinguish, except upon close examination, from an actual gun, or a green leafy plant material that is not, but is claimed, believed or appears to be, marijuana. **(ref. Board Policy Section 4.9)**.

Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item, constitutes possession of that item, even if the vehicle is not the student's.

Under the influence includes, but is not limited to, the emission of the odor of any drug, alcohol, or tobacco substance as defined

herein, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils.

In accordance with our district attorney's advice, students who receive a drug violation, or are suspected by professional judgment to be using illegal substances, and are currently enrolled in drivers education will not be allowed behind the wheel of an automobile. Such students can be reinstated in the behind-the-wheel program by meeting one of the following criteria:

1. Dropping driver education and reenrolling the following semester.
2. Completing a substance abuse counseling/rehabilitation program.
3. Providing evidence of a subsequent "clean" urine test.

The student and his/her parents or guardian may be required to meet with the principal or his/her designee as soon as possible. Immediately after the meeting, the principal or the designee shall submit a written report to the Assistant Superintendent, describing the details of the violation, the extent of student discipline, and the prescribed plan of remediation.

All cases in which the principal recommended expulsion of a student will be reviewed by the school's screening committee. This committee will conduct a review of the details of the case, which will include a determination that all sources of remediation have been explored. If the committee determines that expulsion is not appropriate, the student will return to school. If the committee agrees with the principal's recommendation for expulsion, the case will be referred immediately to the Board of Education.

The dean shall notify the student's parents or guardian immediately after the decision of the committee. A written report of the screening committee's findings will be

distributed to each member of the Board of Education. **(Board Policy Section 4.17)**

ELECTRONIC COMMUNICATION DEVICES

The Board of Education authorizes the administration to implement procedures that allow students to possess electronic communication devices (e.g. cellular telephones, camera telephones, pagers) in a restricted and regulated manner, while on school property. Such devices shall not be used for or associated with any unlawful activities. Violation of this policy and its procedures will subject the student to disciplinary consequences.

Student possession and use of electronic communication devices must conform to the following restrictions:

Electronic Communication Devices shall mean cellular telephones, camera telephones, pagers, radios, and similar devices.

- During the regularly scheduled school day, electronic communication devices must be stored in a student's locker in the "off" mode. Note exception: students are permitted to retrieve electronic communication devices from their lockers for purposes of using them off campus during their lunch periods.
- For purposes of these procedures, the "regularly scheduled school day" shall begin the moment an individual student arrives on school grounds during a day that students are in attendance for instructional purposes. The "regularly scheduled school day" ends when the last class of the day has ended for all students.
- Electronic communication devices shall not be used for or associated with unlawful purposes.
- Using a cellular telephone, personal digital assistant (PDA), or any other electronic com-

munication device capable of taking and/or transmitting digital photographic images to take and/or transmit pictures of an individual without his or her consent anywhere on school premises or any other location during a school-related activity is considered an invasion of privacy and is not permitted without the express permission of the building principal.

- Students shall be personally responsible for the security of their electronic communication devices. The District assumes no responsibility for theft, loss, or damage of such devices.

Students who fail to abide by the policy and regulations regarding use and possession of electronic communication devices shall be subject to disciplinary action as set forth below:

- Upon the first offense, the student's electronic device will be confiscated, stored in the main or dean's office, and returned to the student or his/her parent/guardian at the end of the school day. Alternative disciplinary action, including, but not limited to, suspension, may be imposed in response to a first violation of these procedures when deemed necessary by the administration based on the circumstances surrounding the offense.
- Any further offenses will result in the student's loss of privileges to bring electronic communication devices for a designated length of time or on a permanent basis and/or up to three days out-of-school suspension. Students may also be subject to other disciplinary consequences, including, but not limited to, detention, suspension up to ten days and/or expulsion when deemed necessary by the administration based on the circumstances surrounding the offense.
- Students using electronic devices for unlawful purposes will be disciplined according to the District's standard disci-

pline policy and/or referred to law enforcement where appropriate. (**ref. Board Policy Section 4.30.1**)

EMERGENCY PROCEDURES

FIRE: At all times when the fire alarm sounds, pupils and staff **MUST** leave the building and remain outside. The administrator in charge will authorize the return to classes.

TORNADO: A Tornado Watch (conditions exist out of which a tornado could develop) or a Tornado Warning (a tornado has been sighted in the area) will be announced as appropriate. Upon hearing a Tornado Warning announcement, staff and students will move to the lower floor and stay near an interior wall.

LOCK DOWN: Emergency lock-down drills are conducted each year.

BUS EVACUATION: Emergency bus evacuation drills are conducted each year through the physical education classes.

GANGS AND GANG-LIKE ACTIVITY
Gangs and "gang-like" activities/behavior are prohibited on school property or at any school-related activities. (**Board Policy 4.17**).

The visibility of gang and "gang-like" activities/behavior cause a substantial disruption and/or material interference to the educational process as well as school activities of District 214.

Gang may be defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang and “gang-like” activities/behavior as used in this policy shall mean, but is not limited to, the following:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry emblem, badge, symbol, sign, tattoo or other item which is representative of membership or affiliation in any gang.
- Demonstrating verbal or nonverbal behavior representative of membership or affiliation in any gang such as:
 - Intimidating, recruiting, or congregating to illustrate solidarity;
 - Harassing;
 - Making gestures or handshakes;
 - Possessing or creating slogans or drawings;
 - Using inappropriate verbal expressions/comments.
- Committing any act which furthers gang or “gang-like” activity/behavior such as:
 - Soliciting others for membership in any gang;
 - Encouraging other students to act with physical violence and/or act with intimidation upon any other person;
 - Using electronic devices to access information associated with gangs that is not part of a curricular assignment.

All violations will be referred to local police via the Dean of Students, or other administrator, e.g. principal/director.

Gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules (**ref. Board Policy Section 4.9**).

Gang-Related Activity - means any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to affect the common purpose and design of any gang, including without limitation, recruiting students for membership in any gang and threatening or intimidating other students or employees (**ref. Board Policy Section 4.9**).

Consequences/Interventions shall include, but are not limited to, one of the following:

- Formal warning;
- Referral to outside community agencies;
- Suspension;
- 45 day alternative placement;
- Expulsion;
- Arrest for criminal offense.

HALLWAY/FOYER BEHAVIOR

Students are expected to pass through the hallways and foyers in an orderly manner. Students should not loiter in the halls or at their lockers. The only food that is permitted in the hallways is food that is normally sold in the vending machines. Full meals, shakes, and items with sauces are not permitted outside of the cafeteria.

HARASSMENT AND INTIMIDATION

District 214 will strive to provide an environment free of harassment and intimidation. Harassment and intimidation include, but are not limited to, the following unwelcome behaviors: physical assault, unwelcome physical contact, direct or indirect threats, stalking, and/or participation in groups whose actions are threatening to others. (**Policy Sections 4.19 & 4.28**).

Violations of this policy may result in disciplinary action including, but not limited to 1) parent conference, 2) detentions, 3) suspension, 4) expulsion, 5) police intervention.

HAZING

No students shall request or demand that another student perform any behavior that

is designed to harass, embarrass, or ridicule that student.

Hazing refers to any action taken, or situation created, which recklessly or intentionally endangers the mental or physical health or safety of any person, or causes mental anguish, embarrassment, harassment, or ridicule for the purpose of initiation of continued membership in a school sponsored group, a non-school sponsored group, or any other type of informally or formally organized group in which District 214 student(s) participate.

IDENTIFICATION CARD

Students are required to have their I.D. card in their possession at all times during the school day and at school-sponsored functions. This card will serve as a bus pass, library card, and payment for prepaid food services. The students' I.D. cards will also be marked with the appropriate open or closed campus and lunch period. There is a fee to replace lost I.D. cards.

INTERNET USE PROCEDURES AND GUIDELINES

District 214 provides Internet access to its students and staff. Acceptable use procedures and guidelines will be distributed to all students. This document will outline general responsibilities and expectations that accompany Internet access or accounts using District 214 networks and facilities. Inappropriate use will result in loss of use privileges and other appropriate consequences. Inappropriate sites include, but are not limited to, myspace.com, personal web journals, and BLOG sites.

LEAVING SCHOOL PROPERTY

Elk Grove High School is a closed campus. This means students are not allowed to leave the building without approval from the attendance office except:

- at the end of their school day.
- during their scheduled lunch period.
- students who are classified as a sophomore

or above have the opportunity to receive an **OPEN ON CAMPUS PERIOD**. During this time the students **MUST** remain **ON CAMPUS** for the entire period.

- when their parents have contacted the attendance office in advance. (Students must sign out in the attendance office when leaving and sign in upon return.)
- when participating in an off-campus educational program.
- after obtaining an off-campus pass from the Dean with parent permission.

LIABILITY FOR PERSONAL PROPERTY

Items of personal property are brought to school at the owner's risk. Neither School District 214 nor Elk Grove High School are liable for any losses incurred by staff, students, or the general public regardless of the reason or circumstances. All losses should be reported to the Police/School Liaison Officer.

LOCKERS

Lockers are assigned to students at the beginning of each school year. Each student is to use his/her assigned locker. Students are not permitted to share lockers. Students are responsible for their assigned locker. Students are not allowed to write on the inside or outside of their lockers. Lockers are school property made available for student use. The school administration reserves the legal right, according to state law (**105 ILCS 5/10-22.6, as amended by Public Act No. 89-610**), to open and search any locker and any personal effects contained within the locker. The display of obscene buttons, medallions, insignias, posters or pictures or any material dedicated to the mistreatment or harassment of any racial, religious, or other group will not be tolerated. There will be periodic locker checks.

LUNCH POLICY

Students designated as having "Closed Lunch" will have their ID's punched, indicating they have "Closed Lunch." Parents will be notified if students are found to have

left campus during their assigned "Closed Lunch" period. This is an agreement between the student and their parent.

MAKE-UP WORK

• Authorized or Unauthorized Absences

A student whose absence is authorized or unauthorized will be permitted to make up the work missed. Credit given for such work will be appropriate to the nature of the work missed and to the quality of the make-up work. The teacher will establish reasonable time limits for its completion (**ref. Board Policy Section 4.24**).

• Unexcused Absences (Cut, Truancy, Suspension)

A student whose absence is unexcused will be permitted to make up the work missed. Credit given for such work will be at the discretion of the teacher, who will establish reasonable time limits for its completion (**ref. Board Policy Section 4.24**).

POLICE SCHOOL LIAISON OFFICER

For several years, Elk Grove Village in cooperation with Elk Grove High School, has placed a specially trained police officer with the title of Police School Liaison in the building. The Police School Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. He/she delivers lectures to classes on criminal rights, narcotics abuse, crime prevention, and driver safety. He/she is available to parents, students, and staff for advice and information. He/she may be contacted in person or by telephone at school at **718-4400 or 357-4500 at the Police Department**.

POWDER PUFF FOOTBALL

High School District 214 does not sponsor or support powder puff football as a student activity. If school personnel learn that students are planning to participate in such a game, they will convey that information to the local police and park district.

RADIOS/TAPE PLAYERS

Only Walkman type radios, tape players,

MP3, IPOD'S and CD players are allowed. They are permitted in the commons areas only and not in the classroom. These items shall not be brought to class and should remain in lockers during class time. The commons areas include the front, middle, and back foyers, as well as the cafeteria and any outside areas. Consequences for such violations include, but are not limited to, confiscation of the item.

SEARCH AND SEIZURE

"To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in those places and areas. School authorities may request the assistance of law enforcement officials for purposes of conducting searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specifically trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities." (**105 ILCS 5/10-22.6**). When reasonable cause dictates, students and their personal effects may be searched.

SEXUAL HARASSMENT

The Board of Education will provide a learning environment free of unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Students or staff who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator, who shall immediately report the matter to the Principal or designee. Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the Principal or designee for review and investigation. (ref. **Board Policy 4.19**).

Sexual Harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in an educational setting, and the conduct has a negative impact on the individual's performance or creates an intimidating, hostile, or offensive environment (ref. **Board Policy Section 4.9**).

SMOKING

The Surgeon General of the United States has determined that smoking causes lung cancer, heart disease, and emphysema. Students are not permitted to smoke on the campus, anywhere in the school building, or at any school-related function. According to state law, the use of tobacco of any type, in any manner, is prohibited at all times. Students under the age of 18 are not permitted to possess tobacco at any time in accordance with district policy, village ordinance, and state law. This includes chewing, smoking or holding a cigar, cigarette or pipe, lit or unlit. (ref. **Board Policy Section 4.15**).

STUDENT DISCIPLINE

The Board of Education and administration have responsibility to manage student conduct. Students are expected to comply with the regulations of the school, to obey promptly all directions of the school staff, to observe good order, and to conduct themselves at school or at school-related activities in such a manner that their conduct will neither harm nor bring discredit to the school

or the district. For those students who do not conduct themselves accordingly, disciplinary action will be taken pursuant to the established Illinois School Code, district procedures, and any other relevant Board policy. The Board of Education also authorizes the administration to pursue appropriate criminal charges against students who are suspected of violating the criminal laws of the State of Illinois. (**Board Policy 4.9**)

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following behavior occurring (1) on school grounds; (2) off school grounds at a school activity or related function or event; (3) traveling to or from school or any school related activity or event; or (4) anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or interference with the school's purpose or educational function (ref. **Board Policy Section 4.9**).

STUDENT BEHAVIOR - EXTRA-CURRICULAR ACTIVITIES, FIELD TRIPS, AND DANCES

All school rules that govern student behavior during the school day also apply to extra-curricular events and field trips. Involvement in extra-curricular activities such as, but not limited to, court queen or king are a privilege, not a right. Therefore, it is important that all candidates and participants in such activities meet the following qualifications during the previous semester and current semester: students may not have been suspended from school for gross misconduct (insubordination), been arrested or involved in any illegal activities, or have extensive disciplinary records. Students must have passed the previous semester, and currently be passing four academic classes. Additional regulations for extra-curricular and co-curricular behavior are contained in the Co-Curricular Code (ref. **Board Policy 24.24**).

All students must attend school for a minimum of four assigned periods on the day of a school-sponsored dance and have a current school I.D. in order to be permitted to attend these events. If guests are permitted, the dance policy at EGHS allows an Elk Grove student to bring one guest to dances, provided they submit a completed form prior to the dance. A guest must be enrolled in at least **9th grade**; guests aged **21 and older** are not allowed. Guests must also submit a photocopy of his/her driver's license/state I.D. and school I.D. with a Dance Guest Pass form. EGHS has the right to deny permission to any guest/non-EGHS student from attending any dance or school-related event. Students who leave the dance area will not be allowed back in the dance. Students arriving one and one half hours late or more, may not attend the dance, and will not receive a refund.

THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN DISCIPLINARY ACTION:

- **Assault** is defined as unlawful attempt, coupled with present ability to commit a violent injury to someone or creating a reasonable apprehension of immediate physical injury to someone coupled with a present ability to do so.
- **Battery** is defined as willful and unlawful use of force or violence upon another.
- Card playing and gambling.
- Causing or attempting to cause damage or vandalism to, or stealing or attempting to steal, school property or another person's personal property.
- Continued lack of academic preparedness.
- Disrespect shown towards a staff member or a student.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
- Engaging in sexual harassment as defined herein and by the Board's sexual harassment policy.
- Entering and/or loitering in an unauthor-

ized area.

- Extreme displays of affection, such as kissing and other amorous behavior.
- Extreme dress or appearance that disrupts learning.
- Failure to be in possession of proper authorization when in halls or washrooms during class time.
- Failure to carry and display a student I.D. card and show it, upon request.
- Fighting, excessive aggressive behavior, committing assault, battery, or using other violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Insubordination to a staff member, disobeying directives from staff members, school officials, and/or rules and regulations governing student conduct.
- Involvement in gangs or gang-related activities, including the display of gang symbols and paraphernalia.
- Leaving campus without permission prior to the end of the school day.
- Lying or deception, including but not limited to forgery, plagiarism or cheating.
- Physical or verbal abuse of another person because of appearance, gender, race, religion, or nationality.
- Possession of radios or recorders. (Walkman-type radios, CD players, or recorders are allowed in commons areas only.)
- Students with a record of repeated or serious misconduct or disobedience.
- Truancy and attendance violations, or unexcused absenteeism. However, the Illinois School Code statutes on truancy (and Board policy) will be utilized for chronic and habitual truants.
- Use of vulgar or profane language and gestures.
- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, selling, or being under the influence of a controlled substance, drugs, look-alike drugs, drugs or controlled substances prescribed for

another use or drug paraphernalia.

- Using, possessing, distributing, or transferring an object constituting a weapon as defined both herein and under the relevant provisions of the Illinois School Code.
- Wearing sunglasses, hats, caps, or coats, in the building.

DETENTIONS

Staff members may detain students after school for up to 40 minutes for make-up work or disciplinary action related to tardiness, truancy, inappropriate behavior, or lack of preparedness. Under normal circumstances the student is granted a one day "grace period" to make arrangements for the detention. Students who are employed must make arrangements with their employer to serve their detentions.

•DEANS' DETENTIONS

Deans' Detentions are issued by the Deans and are generally used as a consequence for unacceptable behaviors. Students assigned Deans' Detentions must check in with the Detention Room Monitor within 15 minutes from the end of the school day. The detention lasts until 6 p.m. Students who are employed must make arrangements with their employer to serve their detentions. No food will be allowed during an assigned detention. Failure to appear may result in an in-school detention or an out-of-school suspension.

•RESTRICTED LUNCH DETENTIONS

Restricted Lunch Detentions are held in the cafeteria. They are generally used as a consequence for lack of attendance or tardiness. Students assigned Restricted Lunch Detention must check in with the cafeteria monitor within 10 minutes of the beginning of their lunch period. Failure to appear may result in an in-school detention or out-of-school suspension.

•SATURDAY DETENTIONS

Saturday detentions are alternatives to out-of-school suspensions. Saturday detentions

are held from 8:00 a.m. to 12:00 noon on Saturday mornings, and thus do not remove the student from class. Students may receive either a 2 hour or a 4 hour Saturday detention. It is possible to have up to two 2 hour Saturday detentions on the same day, requiring the student to serve a 4 hour Saturday detention. Failure to serve a Saturday detention may result in an in-school detention or an out-of-school suspension. Students must make arrangements with coaches and employers so that they do not miss their detention. No food will be allowed in an assigned detention.

•IN-SCHOOL DETENTIONS

Occasionally, the behavior of a student is such that he/she must be assigned to in-school detention in place of regularly scheduled classes as an alternative to out-of-school suspension. The absence from class is unexcused but is not considered a truancy. The length of the assignment may be from one class period to several days. The primary purpose of in-school detention is to provide an alternative to out-of-school suspension. Students receive constant supervision and academic assignments from their teachers while their social privileges are diminished. Failure to serve an in-school detention may result in an out-of-school suspension. Students assigned an in-school detention will be notified at least one day in advance and must appear immediately after advisory with all necessary materials and their lunch.

•OUT-OF-SCHOOL SUSPENSIONS

Suspension is one of the disciplinary measures that may be employed in an attempt to improve the behavior of recalcitrant students. Only in severe cases, or where the Board of Education dictates, are students suspended from school. In each case, the student is provided an opportunity to express his/her point of view concerning the circumstances of the case. Parents are notified of the situation as early as possible by a school administrator. When a student is serving an out-of-school suspension, he/she may not

be on campus during the school day, participate in any extracurricular or co-curricular activities after school hours, either on or off campus. (ref. Board Policy Section 4.10). Students who violate this law and policy will be suspended for additional days and may be arrested for trespassing in accordance to state law.

•EXPULSIONS

The Board of Education is authorized to expel students for gross disobedience or misconduct as set forth in **Section 4.11**. In all cases involving expulsion, students have the right to procedural due process. The professional staff shall consider and utilize appropriate alternative measures prior to recommending the expulsion of any student.

•DUE PROCESS

All students have the right, in case of suspension, to procedural due process.

In Case of Suspension

- 1) The student's parents or guardian must be notified as soon as possible by the school principal (or designee) of the reasons for the suspension. They have the right to question or challenge the rules and regulations allegedly violated and the number of days of the suspension (which may not exceed 10 school days), and the right to appeal the suspension to the local school board.
- 2) At the hearing conducted by the school board or a hearing officer appointed by the board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, the right to make a statement in his/her own behalf, and the right to request a copy of the written report summarizing the meeting as prepared by the hearing officer for submission to the Board of Education.
- 3) If the decision is reversed, all references to the incident records shall be removed from the student's record and the school, if practi-

cal, shall afford whatever assistance is necessary to the student to make up school work missed. (ref. Board Policy Section 4.10)

STUDENT SEARCHES AND MONITORING

To maintain order and protect the health and safety of students and employees, the Board of Education authorizes the administration to monitor and search all locations on school property and buses and any personal effects of students left in those places with or without notice to, or consent of, the student and to seize any items that are illegal or in violation of school rules. Students shall have no expectation of privacy in such locations or in their personal effects left in such locations. Students and visitors and any personal effects they carry with them may be appropriately searched by school personnel who have a reasonable suspicion that the individual possesses an item illegally or in violation of school rules. When documented safety concerns in a building warrant it, students and visitors and their personal effects may be screened randomly or at checkpoints through use of metal detectors or similar devices that are minimally intrusive. School officials are authorized to turn seized items over to the police.

STUDENT USE OF NON-CLASS TIME

- **Commons (Cafe/Foyer)** - is available to sophomore, junior, and senior students who meet the state requirement of 300 minutes of supervised attendance.
- **Library** - will be open to students throughout the day, as well as **Monday through Thursday until 4:30 p.m.** The library should be used for research, browsing and preparing textbook assignments. A student I.D. will be necessary to check out library materials.
- **Learning Centers** - English/Fine Arts, Social Studies, Math/Science, Practical Arts, Computers, Special Education, the Fitness Center, and College/Career Learning Centers/Resource Rooms will be open to students throughout the day for preparing textbook assignments and receiving special

instructional assistance.

- **Study Halls** - are assigned to students who have scheduled fewer than 300 minutes of class time or who have withdrawn from a class. Study halls are used to prepare textbook assignments and to review academics.
- **Writing Lab** - will be open to students **Monday through Friday throughout the day beginning at 7:15 a.m. and on Monday – Thursday until 4:30 p.m.** to help students with their writing assignments.

STUDENT DRIVING PARKING INFORMATION

Students are required to secure parking permits for use of cars and other motor-driven vehicles that will be parked in designated areas. Such vehicles may be removed from these designated areas only at approved times. Regulations governing the use of school parking lot shall be developed by administration. Noncompliance with these regulations can result in suspension or revocation of the student's driving privileges on school grounds and/or suspension from school. **It may result in towing the vehicle at the student's expense.**

Information as to the school and parent's liability will be included in the request for the parking permit. (See Leaving School Property) (**ref Board Policy Section 4.29**).

- Students may park only in the back parking lot ("A/B") or in Lions parking lot ("C"). The front parking lot is reserved for staff and visitors. Spaces in back with white lines are designated for staff. Students may only park in the parking lot assigned to them. Spaces with red lines are designated for Renaissance permits only.
- Driving in and around the parking lot, sitting in vehicles, or loitering around vehicles before, during or after school is not permitted. Vehicles must be parked upon arrival at school.
- Vehicles must be PROPERLY parked within a designated parking area.
- The speed limit on school property is 10 m.p.h. Municipal and state driving laws will

be enforced at all times in the back parking lot (A lot).

- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. All losses must be assumed by the owner of the vehicle.
- Students may leave school property in vehicles only during "**their**" lunch period. If you need to leave school grounds other than at lunch period, you will need parent permission and Administrative permission.
- Parking decals are to be permanently affixed on the left side of the back window behind the driver (where it can be readily seen). Students who lose or have their "**A**" permit stolen will automatically be transferred to "**B**" lot.
- Students are reminded that it is against Elk Grove Village Ordinance to make a left-hand turn on Arlington Heights Road from the back parking lot (A lot).
- Students are responsible for paying for their towing and storage expenses incurred from parking violations.

Parking privileges may be revoked without a refund as a consequence of misbehavior. Examples of misbehavior that may result in revocation of parking privilege include, but are not limited to: cutting class, excessive tardiness to advisory, insubordination, hallway disruption, substance abuse on or off campus, and disrespect. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine inspection of student parking lots and the exteriors of student automobiles on school property. The interiors of student vehicles may be searched by a school authority without notice, without student consent and without a search warrant. (**105 ILCS 5/10-22.6**).

TRANSPORTATION

All students who live within the attendance boundaries of Elk Grove, but more than one and one half (1 1/2) miles from school, will be provided transportation. Students living

within the 1 1/2 mile area may purchase bus transportation service on a space available basis. Students who qualify for transportation have a specially marked student I.D. that permits them to ride. Students must show the bus driver their bus pass each time they board a bus. Drivers have been instructed not to allow students on the bus unless they have their bus passes.

BUS TRANSPORTATION BEHAVIOR

Riding the school bus is a privilege, and students must exhibit appropriate behavior. All school rules apply when riding the bus. (ref Board Policy Section 4.13) Students paying for bus riding privileges will be informed at the time payment is made that no refunds will be made if the student is suspended from riding the bus because of disciplinary reasons, such as:

- While waiting for the bus, students are expected to show proper respect for property and possessions of others.
- Bus passes (I.D. cards) must be shown promptly to the bus driver at the time students board the bus.
- A bus pass is not transferable to another student. A bus pass being used improperly may be confiscated, and the owner of the pass can lose his/her riding privilege.
- The driver has the responsibility to maintain order and the right to seat students on the bus. Students must follow the driver's rules.
- Riders are to remain seated when the bus is in motion.
- Head, arms, or legs are not to protrude out of the bus windows.
- Nothing is to be thrown out the bus windows.
- Insubordination or verbal abuse directly toward the driver is not acceptable.
- Riders are responsible for their vandalism to the bus and will be billed for damages, including material and labor. The riding privilege may be revoked.
- The emergency door is to be used only for an emergency.
- Snowballing of the buses is not acceptable.

Offenders are responsible for any damage.

- Students may neither sit in the driver's seat nor manipulate the bus controls.
- Smoking, fighting, and drugs / alcohol are not permitted.

Violators may be disciplined according to the Board of Education policy.

TARDINESS

Students are expected to arrive to class and Advisory on time. A student is tardy when he/she is not in his/her classroom or supervised study period when the tardy bell stops ringing. If a student is tardy 10 minutes or longer, it will be considered a cut. Students will be warned for tardiness and assigned detentions for each tardiness. Teachers will assign the following consequences for tardiness:

- 1st Tardy- Teacher may assign a warning
- 2nd Tardy- Teacher may assign 1 detention
- 3rd Tardy- Teacher may assign 1 detention and parent call
- 4th Tardy- Teacher may assign 3 detentions
- 5th Tardy- Teacher may assign 3 detentions
- 6th and all subsequent tardiness - referral to the Dean resulting in a 2 hour Saturday detention for each violation and/or an in-school detention or an out-of-school suspension.

VISITORS

For the safety of our students and staff and in accordance with state law, all visitors must report to the front or back foyer for a Visitor's Pass. Visitors are discouraged since it detracts from the students focusing on academics. Parent phone calls to the Dean of Students are required before visitors from out-of-town, with rare exception, may be permitted. Should approval be granted, the student and the visitor must report to the attendance office.

Visitors will be limited at the discretion of school officials.

WEAPONS

The possession of weapons, real, toy, or look-alike, are strictly prohibited from campus

and any school activity. Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intends to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item, even if the vehicle is not the student's. Weapons include, but are not limited to, guns, knives, explosive devices, any other item that is typically used to cause bodily harm, and any other item defined by law to be a weapon. This includes items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm as well as look-alike weapons or facsimile weapons. According to State Law, "A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case-by-case basis. For purposes of this Section, the term "weapon" means possession, use, control or transfer of any object that may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.1], use of weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/24-1], knives, guns, firearms, rifles, shot-guns, brass knuckles, billy clubs, or "look-

alikes" thereof. Look-alike is any substance or item that is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples are toy guns, which are very difficult to distinguish except upon close examination from an actual gun. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm." (105 ILCS 5/10-22.60).

GENERAL INFORMATION GRADUATION REQUIREMENTS

- four credits in core English
- three credits in math (must include 1 credit in Algebra and 1 credit in Geometry)
- two to three credits in science
- three credits in social science
- 1.75 credits in PE/health. PE must be taken each semester of attendance and one full semester of Health
- .25 credit of classroom Driver's Ed
- .5 credit in fine arts
- one credit in business technology, life science, or foreign language
- demonstrate proficiency in information processing
- pass an examination covering the federal and state constitutions, the Declaration of Independence, and flag etiquette
- meet the consumer education requirement by taking a class or passing the state exam
- be a full time student for a minimum of one semester
- take the PSAE, the IAA, or the IMAGE
- earn a minimum of 21 credits

CAREER EXPLORATION and CAREER PARTNERSHIP

Students have many opportunities to explore career possibilities during high school. Counselors and the College and Career Center can provide information on career tracks and internships available to students. In addition, students can also enroll in course 898 Life and Career Planning to further explore their interest in career exploration and planning.

YOUNG ADULT PROGRAM

Young adult program operates evening classes for students who leave school prior to completing graduation requirements. All graduation requirements can be met and a District 214 diploma earned there. This program only covers required classes previously failed or electives to make up for lost credits. You may contact the Young Adult Program at 847-718-4050 or 847-718-5787.

GRADING SYSTEM

The district has a multi-level grading system determined by the type of course - basic, regular, honors, or advanced placement. An "F" is always worth no points. For example, for an "A" grade, the basic points = 4.5, regular = 5.0, honors = 5.5, advanced placement = 6.0.

Pass/No Credit

A student has an option for a pass/no credit grade if he/she

- is enrolled in at least 4 full credit courses in regular grading
- is not using the grade for a required course
- has parent, counselor, teacher and associate principal signatures
- has decided and applied before the end of the 6th week of the semester
- is willing to meet normal course requirements

Neither "pass" nor "no credit" is used to compute grade point averages; "no credit" makes students ineligible for an honor roll. Students should discuss with their counselors the implications of such grades on their permanent records.

Advanced Placement

Advanced Placement courses are offered in all academic departments. Refer to the curriculum guide for a complete list.

FEES Each student must pay fees for instructional materials, P.E. t-shirt and lock, and seniors must pay a cap and gown fee. Optional fees cover insurance, yearbook, and athletic pass. Registration fees are paid by mail during the summer.

STUDENT RECORDS

Three types of information are maintained:

- **Temporary record**, including family background, teacher comments, disciplinary information, test scores; it is available to parent or guardian, but not to the students. This is destroyed five (5) years after graduation/withdrawal.
- **Permanent record**, including student and parent names, birth date, grades, academic transcript, attendance and health records. This is kept for 60 years.
- **Directory Information**, including name, address, phone, birth date and place, major field of study, participation on athletic teams, dates of attendance, awards received, and most recent educational institution attended. This record may be released to yearbook, school newspaper, the military or general public unless parent files written notice not to release information without parental/guardian consent.

Upon graduation or permanent withdrawal of handicapped students, any information in the temporary record that may be of continued assistance may, after 5 years, be transferred to the student or parent/guardian.

HONOR ROLLS

At the end of each semester, honor rolls recognize the achievement of full-time students. There are 2 rolls:

"A" honor roll
grade point average of 4.5 or better
no grade lower than a "B"

"B" honor roll
grade point average of at least 4.0
no grade lower than "C"
Grades of "E," "NC" and "WF" make a student ineligible for an honor roll.

CONTROVERSIAL ISSUES

Township High School District 214 provides parent(s)/guardian(s) of students an opportunity to grant or refuse permission for their student(s) to participate in a class activity

when study material(s) are deemed controversial. In such circumstances, the student would receive an alternative assignment. Parent(s)/Guardian(s) should contact the school's principal/designee with concerns regarding controversial issues, materials, and curricula.

EQUALITY OF OPPORTUNITY

The district is an equal opportunity employer and assures that there will be no discrimination against any person on the basis of age, race, religion, creed, gender, national origin, marital status, disability, unfavorable discharge from military service, ancestry, sexual orientation, or color.

USE OF SCHOOL FACILITIES (ref. Bd. Policy 6.11)

Use of school facilities by the public will be permitted only when it will not interfere with district activities and shall be subject to regulations and rental charges for community use of facilities established by the administration and approved by the Board.

Non-students are prohibited from participating in interscholastic team practices or scrimmages, "free play," or conditioning activities.

Non-students are prohibited from using district/school facilities except where permitted in this policy -- children of employees.

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WHAT TO DO WHEN:

Absent - Parents call attendance that day

Illness/injury (in school) - Ask for a pass to the nurse.

Appointment during school hours -Parent calls in early; student signs out when leaving and in when returning at attendance office.

Late to school - Sign in at attendance office; 10 minutes late is unexcused.

Miss the bus - Get a ride from a parent/

neighbor; get a pass from the attendance office.

Vacation - Notify the attendance office early, request a vacation form for teachers to sign, and return the form to the attendance office.

Illness (3-5 days) - Call counselor and request homework assignments; have someone pick up assignments in counseling office 24 hours after request.

Hospitalization - Contact your counselor.

Homebound student - Contact counselor.

Tutoring - Make arrangements with teachers; use resource rooms, contact counselor.

Appointment with psychologist, social worker, etc. - See counselor to request appointment.

Problems with others, stress - Talk to advisory teacher or counselor..

Loss or theft - Go to lost and found in attendance office; report to police counselor.

Problem with locker - Report problem to attendance office.

Hungry? - Breakfast available 7:40 - 9:00

Want to join an activity?- Listen to announcements or go to Director of Student Activities' office.

Got a job - Students under 16 and with a job offer should go to the main office for a work permit , complete and return the permit to the office with your birth certificate; one copy of the permit is sent to the IL Dept. of Labor, and one copy is kept in the office files.

Students under 16 may work only 3 hours on school days and no more than 8 hours on Saturday or Sunday. No working after 7 pm or in hazardous areas.

SOURCES OF OUTSIDE HELP

HOSPITALS

Alexian Bros. Mental Health
1-800-432-5005
Lutheran Gen'l.Recovery
1-847-634-2020
Northwest Community
1-847-618-4111

LIBRARY Night Owl Info 1-847-255-5895

CHILD ABUSE

IL Child/Family Serv. Hotline
1-800-25-abuse
Shelter, Inc.
1-847-255-8060
The Harbour
1-847-297-8540

SOCIAL SECURITY INFORMATION

1-800-772-1213

HOT LINES

Adoption
1-800-572-2390
AIDS - BEHIV
1-847-475-2115
Tough love
1-847-824-4454

INDIVIDUAL & FAMILY COUNSELING

E.G. Mental Health Center
(Kenneth Young) 1-847-529-8800
NW Mental Health 1-847-392-1420
Salvation Army Counseling
1-847-392-0265
Youth & Family Services
of E.G. Twp. 1-847-981-0373
Families and Adolescents in
Recovery (F.A.I.R.) 1-847-359-5192

PREGNANCY COUNSELING

Pregnant Teens and Teen Parents
of District 214 1-847-818-7639
Cook Co. Public Health 1-847-818-2860
Crossroads Health Care 1-847-359-7575
Planned Parenthood 1-312-427-2275

SELF-HELP GROUPS

Alcoholics Anonymous 1-847-359-3311
Al-Anon/ Alateen 1-847-358-0338
Anorexia Nervosa 1-847-831-3438
Compassionate Friends
(for bereaved) 1-708-990-0010

Narcotics Anonymous 1-847-848-4884
Overeaters Anonymous 1-847-934-6351
Link/Pride Youth Support 1-847-441-9880

Bell Schedule

Regular Schedule

Advisory	8:10	8:26
Period 1	8:31	9:19
Period 2	9:24	10:12
Period 3	10:17	11:05
Period 4	11:10	11:58
Period 5	12:03	12:51
Period 6	12:56	1:44
Period 7	1:49	2:37
Period 8	2:42	3:30

Thursday Late Arrival Schedule

Advisory	9:10	9:30
Period 1	9:35	10:15
Period 2	10:20	11:00
Period 3	11:05	11:45
Period 4	11:50	12:30
Period 5	12:35	1:15
Period 6	1:20	2:00
Period 7	2:05	2:45
Period 8	2:50	3:30

Township High School District 214
Elk Grove High School
500 W. Elk Grove Blvd.
Elk Grove Village, IL 60007