



Student Handbook

2009 * 2010

Elk Grove High School



Welcome to Elk Grove High School!

We hope that the 2009-10 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 2009-10 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 DISTRICT POLICY

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.

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.

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.

ACADEMIC INTEGRITY DISTRICT POLICY

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 disciplinary 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.

ATTENDANCE DISTRICT POLICY

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.

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) will result in any of the following actions being taken:

- Restricted Lunch Detention, Restricted Open, Deans' Detention, Saturday Detention, In-School Detention, Loss of Parking Privileges, or Out-of-School Suspension, Truancy Ticket, Parent Conference, Loss of Credit/Class.
- On the third offense, the student will meet with a Dean and a formal warning will be issued indicating that the next cut may result in a Withdraw/Failing removal from the class.
- 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** (9 or more) will result in parental contact by dean and/ or counselor. Field trips will also be considered within the 9 days per semester. Students who accumu-

late 9 days of absences per semester, whether excused or unexcused will be placed on the **Do Not Excuse List**. In order to have an absence classified as "Excused" after 9 absences, a doctor's note will be required. According to the State of Illinois, anyone who misses 10% (18.5 school days) of the school year, whether excused or unexcused, is considered a Chronic Truant.

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 (UNA).

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 attendance 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 (UNA)

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 “UNA” 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 DISTRICT POLICY

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.

BULLYING DISTRICT POLICY

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.

CORPORAL PUNISHMENT DISTRICT POLICY

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.

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 district policy.

DRESS CODE DISTRICT POLICY

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 dresses, 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.

DROPPING A COURSE

A student must have the approval of his/her parent or guardian to drop a course and must process the request for withdrawal with his/her counselor. Once classes begin, the following rules apply:

1. If a student drops a course on or before the 15th school day, no record of the course appears on the student's transcript;
2. Students who drop a course between the 16th and 30th school days, the course title and grade of "W" will be recorded on the transcript;
3. Students who drop a course on or after 31 school days, a grade of "WF" will be recorded on the transcript.

DRUG AND ALCOHOL VIOLATIONS/ SUBSTANCE ABUSE DISTRICT POLICY

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 distribute 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.

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.

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

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.

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.

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.

ELECTRONIC COMMUNICATION DEVICES DISTRICT POLICY

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 communication 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 discipline policy and/or referred to law enforcement where appropriate.

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 DISTRICT POLICY

Gangs and “gang-like” activities/behavior are prohibited on school property or at any school-related activities.

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

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.

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 POLICY

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. Including, but not limited to: Myspace, Youtube, Facebook, etc.

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, with proper ID for sophomores, juniors, and seniors.
- 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

Sophomores, Juniors, and Seniors are given the privilege of an OPEN LUNCH period where they are allowed to leave campus with proper ID. However, if a parent so chooses, or through consequences by the Dean's office, or grades lower than a "C", a student may be placed on CLOSED LUNCH. If a parent would like to exercise this option, they must call their student's Dean to initiate the process. **Note**** We are not able to insure that your son/daughter leaves the campus without authorization due to the open campus environment.

Freshmen will have CLOSED LUNCH on campus. Freshmen who leave during lunch will receive consequences from the Dean.

MAKE-UP WORK DISTRICT POLICY

•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

•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.

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, DISK, MP3, IPODS

Students may use the personal type of radio in the common areas only as long as the learning atmosphere is maintained. They are not permitted in the classroom or hallways. These items shall not be seen in

class or the hallways and should remain in lockers or backpacks during class time and passing periods. 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 for a minimum of ten (10) school days.

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 DISTRICT POLICY

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.

Sexual Harassment District Policy 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.

SMOKING DISTRICT POLICY

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.

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.

Disciplinary action will 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.

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

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.

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. Students who violate any school rule while attending a dance, may be excluded from attending future school dances.

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 unauthorized 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.
- Use of radios, MP3, IPOD, 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, 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 Room 104. They are generally used as a consequence for lack of attendance or tardiness. Students assigned Restricted Lunch Detention must report to Room 104 at the beginning of their lunch period. Failure to appear will result in a cut on their attendance.

•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. 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 DISTRICT POLICY**

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 practical, shall afford whatever assistance is necessary to the student to make up school work missed.

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 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).

- 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 per-

mitted 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 DISTRICT POLICY

Riding the school bus is a privilege, and students must exhibit appropriate behavior. All school rules apply when riding the bus. 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 will assign a warning and parent call
- 2nd Tardy- Teacher will assign 1 detention and parent call
- 3rd Tardy- Teacher will assign 3 detentions and parent call
- 4th 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 or loss of privileges.

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 only allowed into the main office, attendance office, or counseling area without an appointment. 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.

YOUNG ADULT PROGRAM

Young adult program operates evening classes for students who leave school prior to completing graduation requirements. Most 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 yearbook, athletic boosters, and Parent Teacher Organization. Registration fees are paid online 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.

EQUAL 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

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.

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; complete stolen/lost form available in the attendance office.

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 SCHEDULES

1 = REGULAR SCHEDULE

STUDENTS ARRIVE 8:00 AM;
STAFF 7:40 AM

0:	7:10 - 8:00	(50 min)
1:	8:10 - 9:05	(55 min, 5 min. announcements)
2:	9:10 - 10:00	(50 min)
3:	10:05 - 10:55	(50 min)
4:	11:00 - 11:50	(50 min)
5:	11:55 - 12:45	(50 min)
6:	12:50 - 1:40	(50 min)
7:	1:45 - 2:35	(50 min)
8:	2:40 - 3:30	(50 min)

2 = THURSDAY

BUSES ARRIVE 8:10 AM;
STAFF DEVELOPMENT TIME: 7:40 - 9:00
Students access academic & developmental
guidance support: 7:40-9:00 am
No announcements

1:	9:10 - 9:54	(44 min)
2:	9:59 - 10:42	(43 min)
3:	10:47 - 11:30	(43 min)
4:	11:35 - 12:18	(43 min)
5:	12:23 - 1:06	(43 min)
6:	1:11 - 1:54	(43 min)
7:	1:59 - 2:42	(43 min)
8:	2:47 - 3:30	(43 min)

3 = EARLY DISMISS. Vacation

STUDENTS ARRIVE 8:00 AM;
STAFF 7:40 AM

0:	7:10 - 8:00	(50 min)
1:	8:10 - 8:58	(48 min, 5 min. announcements)
2:	9:03 - 9:45	(42 min)
3:	9:50 - 10:32	(42 min)
4:	10:37 - 11:20	(43 min)
5:	11:25 - 12:08	(43 min)
6:	12:13 - 12:56	(43 min)
7:	1:01 - 1:43	(42 min)
8:	1:48 - 2:30	(42 min)

4 = 5 HOUR DAY

STUDENTS ARRIVE 8:00 AM;
STAFF 7:40 AM
No announcements

0:	7:10 - 8:00	(50 min)
1:	8:10 - 8:44	(34 min)
2:	8:49 - 9:22	(33 min)
3:	9:27 - 10:00	(33 min)
4:	10:05 - 10:38	(33 min)
5:	10:43 - 11:16	(33 min)
6:	11:21 - 11:54	(33 min)
7:	11:59 - 12:32	(33 min)
8:	12:37 - 1:10	(33 min)

THE COCURRICULAR CODE

I. Background Information

A code is a system of guiding rules and principles intended to communicate norms and values, define standards of conduct, and help individuals distinguish between acceptable and unacceptable conduct. This code outlines District 214's expectations for the conduct of students who choose to participate in the cocurricular activities program.

Township High School District 214 offers an extensive and diverse cocurricular activities program to provide additional learning opportunities to students who wish to develop their special interests, skills, and talents to a higher level. Involvement in these activities is both voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their team/activity, their school, the school district, and the community. These extended responsibilities justify holding students who choose to participate in the cocurricular activities program to a higher standard of conduct as a condition of participation. Accordingly, students who choose to participate in the cocurricular activities program are responsible for behaving in accordance with this code of conduct.

II. Purpose

All District 214 students are expected to comply with the rules and regulations of the school and school district, observe good order, and conduct themselves in a manner that will bring credit and honor to themselves, their team/activity, their school, and the school district. This code defines the specific rules that must be followed by all students involved in cocurricular activities, defines the consequences for those students who violate those rules, and establishes procedures intended to ensure consistent enforcement of the code.

III. Administration

The Cocurricular Code is administered by each school's assistant principal for student activities. Only the assistant principal for student activities, an

associate principal, or the principal (or his/her designee) are authorized to suspend students from the cocurricular activities program for violation of the Cocurricular Code.

IV. Distribution

The Cocurricular Code will be distributed annually to all students who choose to participate in cocurricular activities. It will also be published in the district's Parent-Student Handbook, the Student Activities Handbook, and/or each school's Student Handbook. Students and parents are encouraged to discuss any questions regarding the code with their coaches/directors/sponsors or the assistant principal for student activities.

V. Enforcement

The Cocurricular Code applies to the "school-related conduct" of all students involved in cocurricular activities, on and off campus, 24 hours a day, seven days a week, all year. "School-related conduct" is any conduct, on or off campus, that affects the discipline or general welfare of the school or that brings, or may bring, the school or school district into disrepute.

Violations of the Cocurricular Code are limited to incidents that are verified by:

- District 214 staff;
- a law enforcement agency(ies); and/or
- an admission of guilt.

A code violation is verified if, by the evidence available, it appears more likely than not that a code violation has occurred.

Direct reports from law enforcement agencies and incidents reported by staff will be investigated. Anonymous or secondhand reports of possible violations generally will not be investigated, absent substantial confirming information.

Maintaining or being identified on an internet site which depicts illegal or inappropriate behavior may be considered by the school district in verifying violations of this code.

While violations of the Cocurricular Code that are not verified within 90 days of their occurrence are not subject to the

provisions of the code, such violations may be recorded by the school and reported to parent(s)/guardian(s).

A. Code Violations

Examples of the conduct prohibited by this code are listed in Appendix A. "Level A" code violations are acts of serious misconduct prohibited by this code including, but not limited to, the possession, sale, delivery, use, or being under the influence of any controlled substance, possession of weapons or look alike, mob action, theft, and participation in gang activity. Less serious acts of misconduct shall be considered "Level B" violations, except that repeated or cumulative "Level B" violations may result in "Level A" consequences. The consequences for "Level A" violations are more severe than the consequences for "Level B" violations.

B. Consequences

From first violation to third violation, the intention of the consequences for violating the Cocurricular Code shifts from problem awareness (1st violation), to an emphasis on rehabilitation (2nd violation), to significant punishment (3rd violation). While the consequences for code violations are described in Appendix B, the administration may, in its discretion, impose additional or more severe consequences for serious code violations.

The flow chart found in Appendix B describes the progression of consequences for violations of the Cocurricular Code. The consequences differ depending on the level of each violation and the order in which successive violations occur (See Appendix B).

C. Suspension

A student not involved in cocurricular activities at the time of violation will normally be assigned a suspension beginning upon his/her next involvement in a cocurricular activity. A student, however, may not become involved in a new cocurricular activity solely to serve the assigned suspension.

The assistant principal for student activities may prevent a student from doing so by assigning a suspension to be served during the student's next involvement in his/her regular activity(ies).

Calendar year suspensions begin with the date of violation and are not related to the beginning or end of seasons. Suspensions for one season include the period from the first day until the last day of the IHSA season and do not include any portion of the current season.

D. Reinstatement

Students are considered for reinstatement based on the following criteria.

1. Letter from the student requesting reinstatement.
2. Letter from parent(s)/guardian(s) supporting reinstatement.
3. Letter from the dean of students supporting reinstatement based on the student's record of absences, tardiness, and deportment during the suspension period.
4. Letter from counselor supporting reinstatement.
5. Testimony from others familiar with issues relevant to reinstatement.

Based on the above evidence, the assistant principal for student activities will rule on requests for reinstatement after one full season of suspension. A committee of administrators and staff, chaired by the special program administrator, will rule on requests for reinstatement after one calendar year of suspension.

E. Cumulative Violations

Violations of the Cocurricular Code accumulate throughout a student's high school career beginning with his/her first participation in cocurricular activities and ending with graduation.

F. School Rules, District Policies, and the Law

The consequences for violating this code are separate from and in addition to those assigned for violating school

rules, school district policies, and the law. Furthermore, this code 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.

G. Coach/Director/Sponsor Rules

In addition to the prohibited conduct described in Appendix A, coaches/directors/sponsors, in collaboration with the assistant principal for student activities, may establish rules specific to their activity. Such rules, however, may not exceed the provisions of this code. These rules will be distributed and explained to all students and parents by the coaches/directors/sponsors at the beginning of a student's participation in the activity and annually thereafter. They will also be filed with the assistant principal for student activities.

Coaches/directors/sponsors will consistently and fairly enforce their activity-specific rules and will inform students, parents, and the assistant principal for student activities of any major or repeated violations.

H. Practice/Rehearsal Limitations

The assistant principal for student activities, in collaboration with the involved athletic director, coordinator, coach and/or sponsor, will determine whether or not a student may practice/rehearse during the suspension period. Except during practice/rehearsal a student may not dress in uniform, compete, or perform while suspended.

I. Due Process

The following procedure will be utilized in enforcing the Cocurricular Code:

1. The student, his/her parent(s)/guardian(s), and the coach(es)/sponsor(s) will be informed of the misconduct at issue. If no disciplinary action is taken, the enforcement process is terminated;
2. The student will be given an opportunity to tell his/her side of the story; and
3. The assistant principal for student activities will determine the

consequence based on the provisions of this code and will inform the student, his/her parent(s)/guardian(s), and the coach(es)/sponsor(s).

J. Review

The student or his/her parent(s)/guardian(s) may request review of the code violation and the assigned consequences within five school days after being informed. The request must be addressed to the principal in writing and must articulate the reasons that a review should be granted.

Based upon the reasons articulated in the written request and all information available at the time, the principal (or his/her designee) will determine whether further review of the code violation and assigned consequences is proper. The principal may determine that no further review is necessary.

The results of any level of review of code violation and/or assigned consequence, including denial of review, will be documented in writing and sent to the parent(s)/guardian(s) within five days after the receipt of the written request for review.

After the principal (or his/her designee) takes action on the requested review, the student or his/her parent(s)/guardian(s) may, within five school days, request in writing that the superintendent (or his/her designee) review the code violation and assigned consequences. Review beyond the school principal is allowed if, and only if, relevant information is available that was not known at the time of the original ruling or at the time of the principal's review. The written request must be addressed to the superintendent and must articulate the reasons that a review should be granted.

Based upon the articulated reasons in the written request, the superintendent (or his/her designee) will determine whether further review is proper. The determination of the superintendent (or his/her designee) shall be final.

The assigned consequences for the code violation are in effect during any review process.

K. Overnight Activities

The High School District 214 overnight activities policy is in effect for all overnight activities. Coaches/directors/sponsors will review this policy with each student and his/her parent(s) or guardian(s) prior to departure. A student's participation in subsequent overnight activities may be affected by a violation of the Cocurricular Code.

L. IHSA Activities Regulations

A student who participates in cocurricular activities is subject to all applicable Illinois High School Association By-Laws, Policies, and Rules.

M. Voluntary Admission

The following provision may be used only once and on a first offense by any student during his/her high school career.

If a student seeks out a coach or sponsor to admit having a substance abuse problem before a documented violation, the student will be referred to an appropriate representative of the Student Services Program to complete an assistance program. While the student will receive a code violation under such circumstances, suspension from participation in cocurricular activities may be held in abeyance upon agreement of the coach/sponsor and the assistant principal for student activities.

A student's suspension will be waived upon successful completion of the assistance program. A student who does not successfully complete the assistance program will be required to serve the full suspension from that point in time.

N. Suspension from School

A student suspended from school shall be ineligible to attend or participate in any cocurricular activities during the period of suspension.

O. Title IX Compliance

District 214 complies with the provisions

of Title IX, i.e.; "No person in the United States shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

P. Cocurricular Activities Covered by the Cocurricular Code

Athletics

Boys and Girls Soccer
Boys and Girls Volleyball
Boys and Girls Tennis
Boys and Girls Cross Country
Boys and Girls Golf
Boys and Girls Basketball
Boys and Girls Swimming
Boys and Girls Track
Boys and Girls Gymnastics
Boys and Girls Water Polo
Girls Badminton
Girls Bowling
Girls Softball
Boys Football
Boys Wrestling
Boys Baseball

Activities

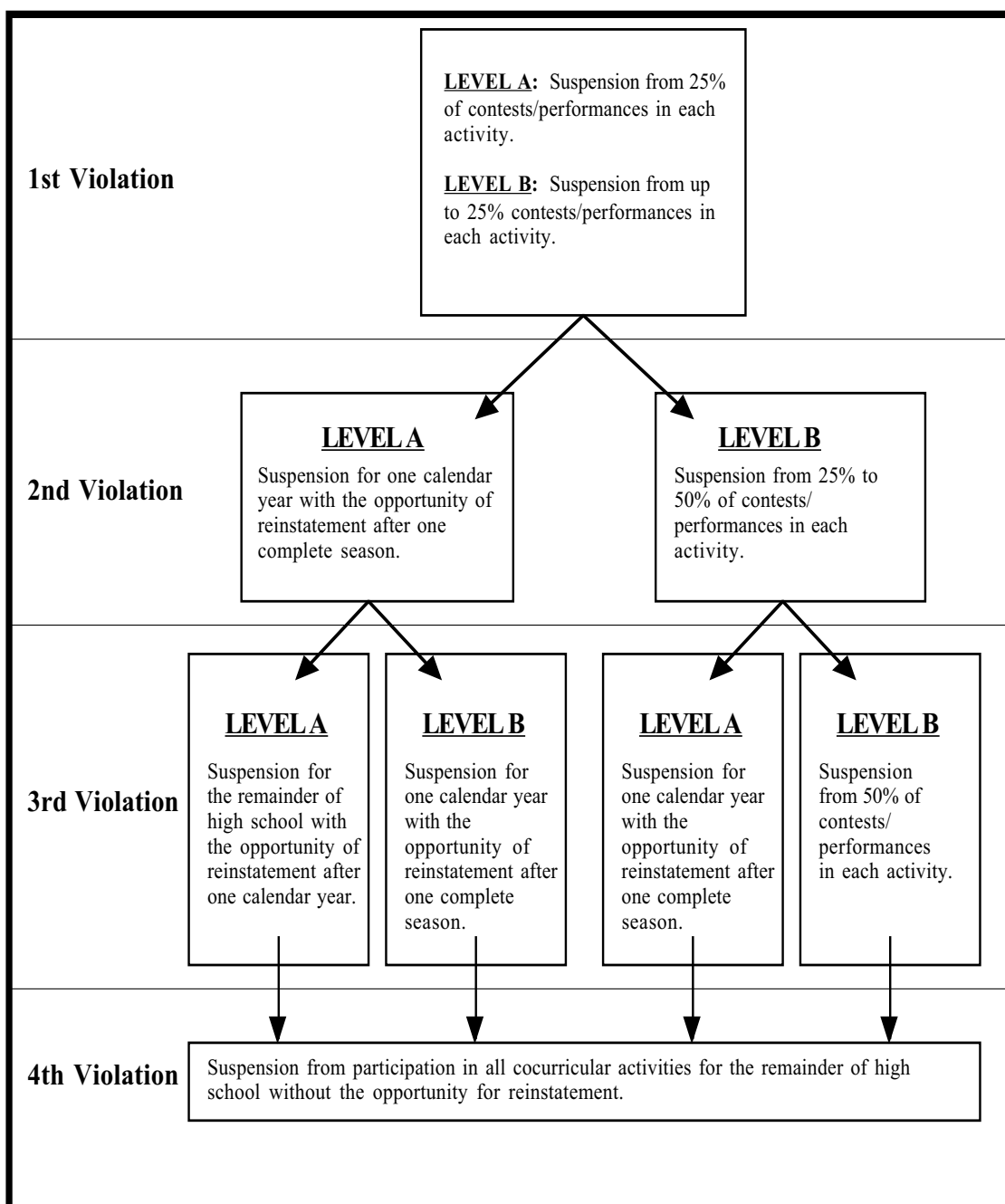
Competitive Marching Band*
Debate Team
IE/Speech Team
Math Team
Scholastic Bowl Team
Science Olympiad Team
Student Congress Team
Group Interpretation
Musical
Fall Play
Winter Play
Spring Play
Cheerleaders
Pom Poms
Jazz Band*
Drill Team
Orchesis Performance
Chess Team
Class Board Officers
Student Council Officers
Cricket
Robotics Team
School Art Performance/Play
Show Choir*
(*Interscholastic Competition or Non-Graded Performance)

PROHIBITED CONDUCT	LEVEL "A" VIOLATION	LEVEL "B" VIOLATION
Inflicting or attempting to inflict harm upon any person or property	Premeditated or intentional incidents of inflicting or attempting to inflict harm upon any person or property.	Unintentional or accidental incidents of inflicting or attempting to inflict harm upon any person or property including being a victim of circumstance.
Illegal acts	Illegal acts that are verified by a law enforcement agency and documented in a police/arrest report.	
Insubordination; flagrant or persistent disrespect; or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others.	Acts of flagrant or persistent insubordination, disrespect, or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others.	Isolated, unintentional, or uncharacteristic cases of insubordination or disrespect. Indirect or minor involvement in acts or activities that antagonize, harass, bully, haze, and/or intimidate others.
*Possession, sale, delivery, use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco; or the *possession, sale, or delivery of "look-alikes" or the *possession of drug paraphernalia.	*Possession, sale, delivery, use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco; or the *possession, sale, or delivery of "look-alikes" or the *possession of drug paraphernalia.	*The possession or use of tobacco by students who are 18 years of age or older.
Being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of any controlled substance including, but not limited to, alcohol and tobacco.	Being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of any controlled substance including, but not limited to, alcohol and tobacco	The first incident of being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of alcohol if, and only if, a legal breathalyzer report of 0.00 is presented. Subsequent incidents are Level A violations.
*Possession of weapons or "look-alikes."	All cases/incidents	
Vandalism, malicious mischief, and/or reckless endangerment.	Willful and wanton vandalism, malicious mischief and/or reckless endangerment.	Pranks or playful tricks.
Mob action and/or demonstrations which substantially disrupt the cocurricular or instructional program.	Free and willing participation in mob action and/or a demonstration intended to substantially disrupt the cocurricular or instructional program.	Circumstantial involvement or participation in mob action and/or a demonstration that disrupts the cocurricular or instructional program.
Representation or participation in a gang or gang-like activity. Representation is any display of a symbol(s) that may be identified with a gang or gang-like activity.	Representation or participation in a gang or gang-like activity with the intent or for the purpose of instigating gang or gang-like activity or engaging in gang or gang-like misconduct	Representation or participation in a gang or gang-like activity without intent to instigate gang or gang-like activity or to engage in gang or gang-like misconduct.
Misconduct related to using district transportation services.	Misconduct related to using district transportation services that jeopardizes the health, welfare, and safety of self and others.	Isolated pranks and annoying/inappropriate acts.

* 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 on to 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 or the item is not the student's.

APPENDIX B

The following chart describes the progression of consequences for violations of the Cocurricular Code. The consequences differ depending on the classification of each violation and the order in which successive violations occur.



- Note: With regard to Code enforcement, a “season” starts with the first competition/performance.
- Note: Summer is not considered a “season” with regard to suspensions from participation in cocurricular activities.
- Note: For activities covered by the Cocurricular Code that are not “seasonal,” the IHSA definitions of fall, winter, and spring seasons will determine suspension periods.



Illinois High School Association

(For 2009-10 School Term)
(Revised 3/3/09)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic 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 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 they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, 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 principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihssa.org. You may lose eligibility for interscholastic competition if you are not

Athletic Eligibility Rules — Page 2

in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. 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 eligibility.
- D. 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.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

- A. 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. You may be eligible if you are entering high school as a freshman and:
 - A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
 - B. 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, custodial parent or court appointed

- C. guardian and you continue to pay tuition as a high school student in that same district; or
- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. 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
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. 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.**
- B. 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 that 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.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - I. 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;
2. 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;
3. 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 concur with your transfer;
4. 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 concur with your transfer;
5. 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;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. 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 or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

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- G. 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/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
5. **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 your twentieth (20th) birthday occurs.
6. **Physical Examination**
You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner 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/official representative.
7. **Amateur Status**
A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
B. 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.
C. 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.
D. 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.
8. **Recruiting of Athletes**
A. 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.
B. 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.
C. 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.
D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
E. 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.
F. 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.
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.
9. **School Team Sports Seasons**
A. 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.

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- This means that:
1. 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.
2. 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.
B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.
10. **Playing in Non-School Competition**
A. 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 compete in non-school competition as an individual in that same sport or in any skill of that sport.
B. 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.
C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
D. 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.
E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.
11. **All-Star Participation**
A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. 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.
B. 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.
12. **Coaching Schools**
A. 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 more than two (2) persons from the school which the student attends.
B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the fall and the opening of school in the fall) within the following criteria:
1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.
13. **Misbehavior During Contests**
A. 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.
B. 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.
- The complete set of
IHSA By-laws and Policies
is available at www.ihsa.org.

Township High School District 214
Elk Grove High School
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