

Respectful • Responsible • Connected

## **PBIS at Elk Grove High School**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to build a positive school environment by providing appropriate expectations and supports for all Elk Grove students. Our goal is to help our students become more **Respectful**, **Responsible**, and **Connected** to create a school culture focused on students' social, emotional, and academic success.

**ADMINISTRATION**  
**ELK GROVE HIGH SCHOOL**

Principal	Mr. Paul Kelly	4410
Associate Principal Operations/Division Head Career/ Technical Education/Driver's Education	Mr. Kyle Burritt	4412
Associate Principal for Instruction/Division Head for Physical Education/Health	Mrs. Megan Knight	4414
Assistant Principal for Student Services	Mrs. Valerie Norris	4421
Assistant Principal for Student Activities	Mr. Bob Murphy	4418
Dean of Students	Mr. Justin Penio	4405
Dean of Students	Mrs. Suzanne Eytel	4406
Division Head English/Fine Arts	Mrs. Wendy Relich	4461
Division Head Mathematics/Science	Mrs. Mary Kemp	4487
Division Head Social Studies/World Language	Mr. Tim Phillips	4468
Division Head Special Education	Mr. Adam Clayton	4759

**SERVICES**

Special Education Coordinator	Mr. James Pfeiffer	4413
School Nurse	Mrs. Kathie Sczepanski	4473
School Psychologist	Mr. Sean Mulcrone	4457
School Psychologist	Mrs. Marla Carson	4577
School Social Worker	Mrs. Sandra Bisinger	4452
School Social Worker	Mrs. Amanda LaMorte	4479
ELL Coordinator	Mr. Cliff Darnall	4716
Boys Athletic Coordinator	Mr. Terry Beyna	4519
Girls Athletic Coordinator	Ms. Jackie Randall	4518
Police Liaison Officer	Shaun Berens	4511
Attendance Office	Attendance Clerks	4401,02,03
	Mrs. Ton-E Dillard	
	Attendance Clerk (Spanish)	4004
	Mrs. Esther Lopez	
	Ms. Angie Waddell	

Tip Line 847-718- 4551

**2016-17 SCHOOL CALENDAR**  
**TOWNSHIP HIGH SCHOOL DISTRICT 214**

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Teacher Inservice Day	Thursday, August 18, 2016*	Students Not in Attendance
Institute Day	Friday, August 19, 2016*	Students Not in Attendance
First Day of Classes – 1 <sup>st</sup> Quarter	Monday, August 22, 2016	
Labor Day	Monday, September 5, 2016	All Buildings Closed
Non-Attendance Day	Monday, October 3, 2016	All Buildings Closed
Columbus Day	Monday, October 10, 2016	All Buildings Closed
Non-Attendance Day	Wednesday, October 12, 2016	All Buildings Closed
<b>End of 1st Quarter</b>	<b>Friday, October 28, 2016</b>	<b>No early dismissal</b>
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Institute Day – All Schools	Monday, October 31, 2016*	Students Not in Attendance
First Day of Classes – 2 <sup>nd</sup> Quarter	Tuesday, November 1, 2016	
Non-Attendance Day	Wednesday, November 23, 2016	All Buildings Closed
Thanksgiving Day	Thursday, November 24, 2016	All Buildings Closed
Non-Attendance Day	Friday, November 25, 2016	All Buildings Closed
Winter Break Begins at Close of Classes	Friday, December 16, 2016	<b>Students dismissed early</b>
First Day of Classes After Winter Break	Tuesday, January 3, 2017	
Martin Luther King, Jr. Day	Monday, January 16, 2017	All Buildings Closed
<b>End of 2nd Quarter/1st Semester</b>	<b>Friday, January 20, 2017</b>	<b>Students dismissed after final exams</b>
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Institute Day - All Schools	Monday, January 23, 2017	Students Not in Attendance
First Day of Classes – 3 <sup>rd</sup> Quarter	Tuesday, January 24, 2017	
Presidents' Day, Non-Attendance Day	Monday, February 20, 2017	All Buildings Closed
Spring Break Begins at Close of Classes	Friday, March 24, 2017	<b>Students dismissed early</b>
<b>End of 3rd Quarter</b>	<b>Friday, March 31, 2017</b>	<b>(grades due 4/3/17)</b>
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Teacher Inservice Day	Monday, April 3, 2017	Students Not in Attendance
First Day of Classes – 4 <sup>th</sup> Quarter	Tuesday, April 4, 2017	
Non-Attendance Day	Friday, April 14, 2017	All Buildings Closed
Memorial Day	Monday, May 29, 2017	All Buildings Closed
Commencement Exercises	Sunday, June 4, 2017	
<b>End of 2<sup>nd</sup> Semester/Last Day of Classes</b>	<b>Friday, June 9, 2017</b>	<b>Students dismissed after final exams</b>

# **Elk Grove High School**

## **Student Services**

### **COUNSELORS**

Each student will be assigned a counselor to assist with educational, personal, and career issues. To contact your child's counselor, call the numbers provided below.

Counselors may be reached in the Student Services office. A student should sign up for an appointment with his/her counselor before/after school or during lunch hours. Appointments should be made for a time when the student is not in class, preferably during a study, before or after school, or during lunch period. Counselors are available at 7:40 a.m. Parent conferences with the counselors should be scheduled in advance. Appointments may be made by calling the counselor during the day.

**Ruby Aleman (ELL Counselor)**

718-4449

**Heather DeCook**

718-4451

**Scott Deutsch**

718-4453

**Anna Foecking**

718-4448

**Paul Genovese (College & Career)**

718-4441

**Steve Gordon**

718-4454

**Maria Mroz**

718-4450

**Debra Ohler**

718-4516

**Alex Sanchez (ELL Counselor)**

718-4607

## **HOW TO REPORT DAILY ABSENCES**

If a student is absent from school, parent/legal guardian/legal guardian needs to call the attendance office by 10:00 a.m. 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/legal guardian/legal guardian 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.

## **THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN DISCIPLINARY ACTION:**

Causing or attempting to cause damage or vandalism to school property or another person's personal property.

Stealing or attempting to steal school property or another person's personal property.

Disruptive or disrespectful behavior on the school bus.

Continued lack of academic preparedness.

Disrespect shown towards a staff member or a student.

Disruptive behavior that interferes with the educational process.

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.

Continual dress code violation or appearance that disrupts learning.

Failure or refusal to show proper authorization (pass) when in halls or washrooms during class time.

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Failure to carry or refusal to show student I.D. card as requested.

Gambling (including card playing)

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, recorders, cell phones, iPods, mp3 players, etc. in unauthorized areas

Students with a record of repeated or serious misconduct or disobedience.

Truancy and attendance violations or unexcused absenteeism.

Use of vulgar or profane language and gestures.

Using, possessing, distributing, purchasing, or selling, tobacco materials.

Using, possessing, distributing, purchasing, selling or being under the influence of a controlled substance, drugs, look-alike drugs, drugs or controlled substances prescribed for another use, or drug paraphernalia.

Using, possessing, distributing, or transferring an object constituting a weapon as defined both herein and under the relevant provisions of the Illinois School Code.

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Wearing sunglasses, hats, caps, bandanas, or coats in the building. All hats must be placed in students' locker until the end of the school day. Hats may **not** be carried with a student during the school day.

## **DRUG AND ALCOHOL VIOLATIONS and SAFETY RISKS**

Students who violate the substance abuse policy may lose privileges including but not limited to: open lunch, open study, enrollment in the behind-the-wheel component of the driver's education program, class(es) with dangerous equipment (i.e. automotive, woods), on-campus parking, and overnight fieldtrips and excursions.

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.

## **RADIOS/ /MP3'S/IPODS/IPADS/CELL PHONES\***

Students may use any of these electronic devices including cell phones in the common areas. Common areas are the foyer outside the gym, inside the cafeteria, and outside areas of the building. They may also be used in the hallways during passing periods and in the cafeteria during their scheduled lunch period, as long as the volume is at an acceptable level. Cell phone will not be permitted in the classrooms or any instructional area.

Radios/MP3's/IPODS/IPADS use will be permitted at the staff member's discretion in an instructional area this includes computer labs, library, study halls and resource rooms. Consequences for violations include, but are not limited to, confiscation of the item for a minimum of 10 school days.

**Refusal to turn over any electronic device to a staff member will result in additional consequences.**

## **DRESS CODE**

While allowing diversity of taste, fashion and individual preference, the school expects every student to dress in a manner that does not disrupt the educational process. All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. When the school deems that a student's appearance is disruptive to the

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educational process, the student will be directed to change his or her appearance. The school prohibits clothing, which depicts alcohol or other drugs, which has sexual or obscene connotations, which advocates violence or which states ethnic or racial superiority. Clothing or accessories that may damage school property or be readily used as a weapon are prohibited. Consequences for violation of the dress code include but are not limited to: change of clothing, detentions assigned for missing class, unexcused absences, and other standard disciplinary consequences.

The following items (although not limited to) will not be permitted while in attendance during the school day:

- Coats and garments designed as cold weather outerwear
- Hats, caps, bandanas, headbands, visors, hoods, and other head coverings
- Clothing that reflects gang membership, gang activity or gang affiliation
- Clothing such as halter tops, tube tops, sleeveless undershirts, strapless tops, spaghetti strap tops, low cut tops, racer back tops, backless tops, tops with one shoulder, bare midriff tops, mesh tops, crochet tops, swim wear, short shorts, short skirts, underwear worn as outerwear, low riding pants displaying boxers or sweatpants
- Sunglasses

As used in this policy, the word “clothing” includes accessories such as all jewelry, backpacks, purses, chains and footwear.

## **STUDENT ID**

Students are required to have their ID card in their possession at all times during the school day and at school-sponsored functions including school dances. This card will serve as a bus pass, library card, and payment for prepaid food services. The student’s ID card will be color coded with the appropriate open or closed lunch period. There is a fee of \$5.00 to replace lost ID cards.

## **EXTRA-CURRICULAR ACTIVITIES, FIELD TRIPS AND DANCES**

All school rules that govern student behavior during the school day also apply to extracurricular events and field trips. Involvement in extracurricular activities such as, but not limited to, student council officers, queen or king court nominations, 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 extracurricular and co-curricular

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behavior are contained in the Co-Curricular Code.

Students who leave the dance area will not be allowed back in the dance. Students arriving one and a half hours late or more may not attend the dance and there will be no refunds. Students, who violate any school rule while attending a dance, may be excluded from attending future school dances.

## **STUDENT DRIVING and PARKING INFORMATION**

Juniors and seniors are permitted to park on school premises with the purchase of a parking sticker 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.

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 may only park in the back parking lot. The front parking lot is reserved for staff and visitors. Spaces in back with white lines are designated for staff. 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 properly within the designated area upon arrival at school.

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/legal guardian permission and Administrative permission. 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.

Parking lot fees are:    Full Year - \$190.00    2nd Semester - \$95.00  
   4<sup>th</sup> Quarter - \$47.50

## **VISITORS**

Visitors will be limited at the discretion of school officials. All visitors must have a scheduled appointment with school personnel prior to arriving. While on campus, the issued visitor's pass must remain visible at all times. Pre-high school age visitors are not allowed on campus unless they have a scheduled appointment through Student Services and are accompanied by their parent/legal guardian. All visitors to our campus must obtain a visitor's pass and have their license scanned. The school officials or security personnel at the front and/or back foyer will issue the visitor's pass.

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All visitors must provide the following information when entering:

1. Valid Driver's License
2. Name of school personnel with whom you are meeting

## **STUDENT DETENTIONS**

### **STAFF DETENTIONS**

Staff members may detain students after school for make-up work or disciplinary action related to tardiness, truancy, inappropriate behavior, or lack of preparedness.

### **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. Electronic devices are **NOT** allowed during an assigned detention and will be confiscated by the supervisor. 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 a classroom. Students assigned Restricted Lunch Detention must report to the classroom at the beginning of their lunch period. Failure to appear will result in a cut on their attendance record. Electronic devices are **NOT** allowed during an assigned detention and will be confiscated by the supervisor.

### **SATURDAY DETENTIONS**

Saturday detentions are alternatives to out-of-school suspensions. Saturday detentions are held once a month from 8:00 a.m. to 12:00 p.m. 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. Electronic devices are **NOT** allowed during an assigned detention and will be confiscated by the supervisor.

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## **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 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 1st hr. with all necessary materials and their lunch. Electronic devices are **NOT** allowed during an assigned detention and will be confiscated by the supervisor.

## **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/legal guardians 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. Students and parents have the right to appeal any suspension.

## **EXPULSIONS**

The Board of Education is authorized to expel students for gross disobedience or misconduct as set forth in Section 4.9. 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. In exceptional circumstances the Board may permit an expelled student to enroll prior to the end of the school term (year).

## **DUE PROCESS**

The superintendent, principal, associate principals, and deans are authorized to suspend students for gross disobedience or misconduct committed on school property or at school related activities for a period not to extend ten school days.

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Special Education students may be suspended in accordance with law and regulations for special education. In all cases involving suspension, students have the right to due process.

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