

SCHAUMBURG HIGH SCHOOL



2018-2019

Calendar/Handbook



SCHAUMBURG HIGH SCHOOL

1100 West Schaumburg Road • Schaumburg, Illinois 60194-4150



Timothy J. Little
Principal

For Information...

Often students and parents need specific information. Here is a handy checklist reference:

Academic Problems	Teacher/Counselor
Appeal/Grievance Procedures	Assistant Principal
Attendance Problems	Attendance Office
Bus Information	Student Services
Club Information	Activities Director
Compulsory Study Hall Appeal	Assistant Principal
Driver Education Information	Athletic Office
Free Lunch Program	Student Services
Guest Pass for Social Event	Assistant Principal
Locker Questions	Student Services
Lost and Found	Switchboard/Main Office
Medical Problems	Health Service/Nurse
Night School/Summer School/ G.E.D. Test Information	Student Services
Off-Campus Lunch Permit Form	Attendance
Pay for Lost Books	Cashier/Main Office
P.E. Excuses	Health Service/Nurse
Refunds on School Fee	Student Services/Registrar
Replacement of I.D. Card	Attendance Office
School Events Calendar	Activities Director
Sports Information	Athletic Office
Theft	Assistant Principal/Police Consultant
Title IX Information	Principal
Vehicle/Parking Permit Registration	Police Consultant
Vending Machine Malfunction	Cafeteria Manager
Visitor's Pass	Security Desk - Main Entrance
Work Permit	Student Services

The V.I.P. — Parent Boosters!

What is a V.I.P.? A Very Interested Parent

What does the V.I.P. Club do?

The main objectives are:

- To support any high school activity approved by the staff of Schaumburg High School in a manner agreeable to them, but in no way interfering with school policy
- To boost the attendance and participation in all activities of Schaumburg High School
- To promote good sportsmanship on the part of the participants as well as the spectators of all activities
- To bring the home and school into closer relationship, and to develop between educator and the general public, such united efforts as will secure for every child the highest advantages in physical, mental and social education
- To provide funding for academic and extra-curricular programs, as well as award students' scholarships annually

Mission Statement

Focused on student learning and personal accountability, the Schaumburg High School community is dedicated to fostering a respectful, committed, and collaborative environment to maximize student success.

To accomplish this mission, our goals are to

- Provide students with the skills and knowledge necessary to be successful
- Model dignity, respect, honest communication, responsibility, and personal integrity in a safe learning environment
- Develop students' critical thinking and problem-solving skills
- Promote adaptable technological skills
- Encourage awareness and appreciation of cultural diversity

SHS Student Value Statements

In order to advance our shared vision of "We Are SHS,"

1. We will challenge ourselves to academic excellence.
2. We will take personal responsibility for our actions and demonstrate our best efforts both in and out of the classroom.
3. We will maintain a respectful environment through a positive attitude.
4. We will commit ourselves to success through the choices we make.
5. We will encourage the opportunity to share ideas.

SHS Parent Value Statements

In order to advance our shared vision of "We Are SHS,"

1. We will be respectful of the SHS community by encouraging unity through listening to concerns and challenging ourselves to resolve differences while honoring the dignity of individuals.
2. We will support collaboration in the school community through active listening, shared ideas, and mutual respect, and will invest our time and talent to maximize our child's success.
3. We are committed to encouraging our child's efforts in both academics and extracurriculars, supporting personal growth and maturity, and building positive relationships within the school, the community, and home.
4. We will create a positive and supportive learning environment to provide our child the tools to succeed with assignments and homework and utilize online technology to partner with teachers in achieving success.
5. We will respect and support our child through open communication and positive examples, providing parental availability in the home and school environments.

Saxon Victory Song

Fight on all you Saxons, Lead us on to victory tonight, Raise your voice to the highest, For the red, for the gold, we will fight. Keep your spirit forever, As we'll cheer our alma mater dear. So keep fighting for Schaumburg For victory is near!	Schaumburg High has got the stuff, We move, we fight, we're really tough. With victory as our battle cry, We'll go, we'll fight, we'll never die. Cheer the red, hail the gold, Come on Saxons, LET'S GO!!
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Team Name: Saxons

Colors: Gold and Cardinal Red

Telephone Numbers

(847) 755-4600

Main Number

(847) 755-4616

Activity Director

(847) 755-4770

Athletic Director

(847) 755-4670

Attendance

(847) 755-4630

Student Services

Bell Schedule

Regular Day

Period 1	7:30-8:20 a.m.
Period 2	8:25-9:15 a.m.
Period 3	9:20-10:10 a.m.
Period 4	10:15-11:05 a.m.
Period 5	11:10 a.m.-Noon
Period 6	12:05-12:55 p.m.
Period 7	1:00-1:50 p.m.
Period 8	1:55-2:45 p.m.

Activity Bus — 4:00 p.m. (Tues., Wed., Thurs.)

Activity Bus — 5:25 p.m. (Daily)

Shortened Day

Period 1	7:30-7:58 a.m.
Period 2	8:03-8:32 a.m.
Period 3	8:37-9:05 a.m.
Period 4	9:10-9:38 a.m.
Period 5	9:43-10:11 a.m.
Period 6	10:16-10:44 a.m.
Period 7	10:49-11:17 a.m.
Period 8	11:22-11:50 a.m.

No Activity Bus (4:00 p.m.)



If you require assistance while visiting our school, please contact the assistant principal's office at (847) 755-4612.

For individuals who are deaf or hard of hearing, please access the following TTD/TTY telephone number: (847) 755-4654.

STUDY HALL OPTION

Privilege Based System

When students demonstrate appropriate behavior and academic success, they create the opportunity to earn privileges. As students advance through Schaumburg High School, they may earn specific privileges through the Privilege Option Program. Examples of potential earned privileges include, but are not limited to, unscheduled time, off-campus opportunities, parking passes, and permission to attend dances, social events, and athletic events. Failure to demonstrate appropriate behavior, follow school rules, or meet academic criteria may result in loss of privileges and/or assigned time in the Loss of Privilege Room (LOP). **You must maintain a satisfactory discipline, academic, and attendance record in order to retain privileges.**

Goals associated with the privilege based system: (1) To increase academic success. By increasing time spent in structured academic settings such as a study hall and/or Saxon Academic Center, students will have additional academic remediation opportunities. (2) To provide students with the opportunity to gain a deeper understanding of our school culture and climate: WE ARE SHS! This will be done through increased contact with staff and exposure to our Saxon PRIDE program. (3) To provide additional structure for incoming freshmen in order to create a more successful transition from junior high school.

Privilege Option Program

The Privilege Option Program at Schaumburg High School exists to give students a variety of choices as to how they use their study hall and lunch periods. With this freedom, comes responsibility. Students must demonstrate academic achievement and mature use of the privileges. Students who show a lack of general responsibility will be placed in LOP for up to 6 weeks. Freshmen are only eligible for the Privilege Option Program during their lunch periods. The options for freshmen include: The Saxon Academic Center, the media center, and cafeteria. Sophomores, juniors, and seniors will have the additional option of the showcase hallway with the proper identification.

Privilege Option Program Behavioral Expectations

Students are expected to use the Privilege Option Program maturely and responsibly, demonstrating appropriate behavior. Specifically, students are expected to:

1. Respond to staff direction and requests without argument.
2. Use courteous, respectful language and behavior throughout the building toward all staff and students. Noise in all hallways must be kept at a minimum because academic classes should not be disturbed.
3. Walk throughout the building. Running in confined areas is dangerous to students and staff.
4. Comply with off-campus policies and procedures.
5. Comply with all Saxon Pride behavioral expectations posted throughout the school.
6. Use hallways as a means to get from one place to another. Loitering and walking through the hallways without a destination is not permitted. Students need passes in all non-option hallways.
7. Refrain from excessive public display of affection.
8. Comply with the Freeze (during the last 10 minutes of each period, students may not use option areas without a pass).
9. Refrain from accessing lockers unless they have a pass to do so.
10. Wear I.D. cards with school-issued lanyards at all times.

Academic Options

Option	Location	Description
Media Center	Media Center	Research, reference, and media
AP Resource Lab	Room 259	Resources, and use of study areas
STAR Lab	Room 5	SAT prep
Math Tutoring	Room 164	Math tutoring
Science Tutoring	Room 164	Science tutoring
Reading/Writing Lab	Room 202	Reading and writing skill development

Service Options

Option	Location	Description
Guidance	Guidance Office	Students can schedule appointments to see their counselor, the school psychologist, social worker and police consultant. They can explore career and college catalog information

School Safety and Security Information

Safety and security are of utmost importance at Schaumburg High School. Students or parents who hear or witness something which they think might jeopardize student or staff safety or security should share this information in a confidential way with an administrator, teacher, or counselor. This can be done in person or by contacting a staff member directly. Another alternative is to use the Information Hotline at (847) 755-4911.

Option	Location	Description
Test Make-up	Room 163	Students can make up tests or quizzes that were missed due to absence. I.D. cards must be presented to receive the exam. Test make-up is open from 7:00 a.m. to 3:45 p.m. A late bus is provided on Tuesday, Wednesday, and Thursday at 4:00 p.m.

Administration Attendance		Students can obtain admits and request pre-arranged office absences and obtain replacement I.D.s.
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Other Options

Option	Location	Description
Commons	Cafeteria	An area for relaxing and socializing. Snacks and concession machines are provided.
Showcase Hallway	Hallway Area Near Entrance 1	This area is for juniors and seniors Only. It is an area for quiet and appropriate studying and socializing.

Other Options (continued)

Option	Location	Description
Outside	Exit 2	Freshman through senior students may use the patio outside Exit 4 as a place to relax. Throwing objects or making loud noises are not acceptable. Students may not go onto the fire lane, parking lot, or sidewalk area.
Off-Campus	Area outside of the 40-acre SHS site. This does not include parking lot, practice field, tennis courts, etc.	Junior and Senior privilege only with parent permission and if student meets academic, behavioral, and attendance criteria. Revocation of off-campus likely for any violations
Media Center	Library Area	Students may enter the Media Center any time before the freeze.

NO matter what option you choose, you must stay there during the last ten minutes of the period. (Ten minute Freeze)

Loss of Privilege Room (LOP)

Students will be assigned to LOP when they:

1. Violate the Behavioral Expectations of the Privilege Option Program.
2. Violate Off-Campus Program rules.
3. Demonstrate inappropriate behavior in the cafeteria or hallways. In LOP no socializing or game playing is allowed.

Personal electronic devices are not permitted in LOP.

Privilege Option Program Violations

Students who violate the Privilege Option Program will be assigned to the Loss of Privilege Room.

Students assigned to the LOP during lunch periods report to the room during the first half of the period (4a, 5a, 6a). Students assigned during 7th period lunch will report to LOP room the last half of the period (7b).

Compulsory Study Hall

Students will be assigned Compulsory Study Hall (Loss of Privilege Room) when they:

1. Violate the Behavioral Expectations of the Option Program.
2. Violate Off-Campus Program rules.
3. Drop a class or are issued a P.E. medical excuse.
4. Demonstrate inappropriate behavior in the cafeteria or hallways.

Students assigned to Compulsory Study Hall may leave only with teacher-issued passes. Passes must be written **before** students enter Compulsory Study Hall. Students with passes must sign the study hall log when leaving and returning to study hall. Students who fail to do this will lose pass privileges. A student who wanders into areas not authorized by a pass will lose pass privileges. Students who violate the Option Program will be assigned to Compulsory Study Hall (Loss of Privilege Room).

Students assigned to Compulsory Study Hall during lunch periods report to study hall the first half of the period (4a, 5a, 6a). Students assigned during 7th period lunch will report to study hall the last half of the period (7b).

In Compulsory Study Hall, no socializing or game playing is allowed. ***Personal electronic devices are not permitted in Compulsory Study Hall (Loss of Privilege Room).***

Attendance

All students who have assigned study hall periods 1, 2, 7, and 8 must report for attendance if study hall is their first or last class of the day. Students must report for attendance at the beginning of 1st and 2nd periods and during the last 10 minutes of 7th and 8th periods.

Student I.D. Cards

All students must wear an I.D. card. Failure to do so may result in assignment to LOP. I.D. card replacements cost \$3.00 and may be obtained in the Attendance Office.

Off-Campus

Freshmen and sophomore students are not allowed off-campus. Junior and Senior students are allowed to use off-campus privileges during their scheduled LUNCH PERIOD ONLY, and upon written parental approval. If the student is not meeting academic, behavioral, or attendance criteria, the Off Campus Privilege may be revoked at an administrator's discretion at any time. Written approval forms for off-campus may be obtained in the Attendance Office. Students who request off-campus permission must complete and return the approval form prior to being allowed to leave campus. In order to leave campus, students must show their I.D. Option study hall is not a lunch period. Students are not allowed off campus during scheduled study hall periods. Once students arrive on school property, they may not leave the property except when using the authorized off-campus lunch privilege. Failure to comply with this policy may result in loss of the privilege or assignment to the LOP Room. Disciplinary action may be taken against students who visit another school during their off-campus lunch period.

Supervision of Hallways by Faculty and Support Staff Members

District 211 staff members will be located throughout the hallways to maintain an orderly and safe learning environment. ***If asked by a staff member to show their I.D. or to identify their destination, students must comply with these requests.*** Failure to comply will result in disciplinary consequences.



On the Cover ...

The artwork for the 2018-2019 Schaumburg High School Calendar/Handbook cover was designed by Jennifer Zaragoza, Class of 2018.

2018 -2019 High School District 211 Calendar

First Semester

2018

<i>Wednesday, August 8</i>	Teacher Institute — <i>No Classes</i>
<i>Thursday, August 9</i>	Teacher Institute — <i>No Classes</i>
<i>Friday, August 10</i>	Teacher Institute — <i>No Classes</i>
<i>Monday, August 13</i>	Opening Day of School
<i>Monday, September 3</i>	Labor Day — <i>No School</i>
<i>Monday, October 8</i>	Columbus Day — <i>No School</i>
<i>Wednesday, November 21</i>	Non-Attendance Day — <i>No School</i>
<i>Thursday, November 22</i>	Thanksgiving Day — <i>No School</i>
<i>Friday, November 23</i>	Thanksgiving Holiday — <i>No School</i>
<i>Friday, December 21</i>	End of First Semester Winter Vacation Begins at Close of School

Second Semester

2019

<i>Monday, January 7</i>	Teacher Institute — <i>No Classes</i>
<i>Tuesday, January 8</i>	Opening Day of Second Semester
<i>Monday, January 21</i>	Martin Luther King, Jr. Day — <i>No School</i>
<i>Monday, February 18</i>	Presidents' Day — <i>No School</i>
<i>Friday, March 22</i>	Spring Vacation Begins at Close of School
<i>Monday, April 1</i>	Opening Day of School After Vacation
<i>Friday, April 19</i>	Non-Attendance Day — <i>No School</i>
<i>Tuesday, May 21</i>	Schaumburg High School Graduation
<i>Friday, May 24</i>	Last Day of School

High School District 211

Township High School District 211 serves the educational needs of 11 communities in Palatine and Schaumburg Townships through five high schools: Palatine, William Fremd, James B. Conant, Schaumburg, and Hoffman Estates; and two alternative schools: District 211 North Campus and Higgins Education Center.

Mission Statement

Township High School District 211 serves the educational needs of the community inspiring all students to successfully contribute to the world.

Approved by Board of Education: August 18, 2016

Value Statements

Academic Rigor – Our District values engaging curriculum built upon high-quality educational experiences to develop critical thinking.

Accountability – Our District values the charge of providing thorough and accurate information with all shared stakeholders.

Communication – Our District values an open exchange of information and perspectives.

Compassion, Dignity and Respect – Our District values and honors the strengths and diversity of all individuals.

Education and Learning – Our District values the continuous pursuit of knowledge, preparation and readiness to pursue future endeavors.

Efficiency – Our District values systemic measures and practices to optimize the community's resources throughout the organization.

Financial Integrity – Our District values strong fiscal management and reporting practices to ensure the highest degree of financial stewardship.

Innovation – Our District values continuous improvement to advance educational and operational practices.

Opportunity – Our District values fostering a comprehensive array of enrichment experiences to support all aspects of student development.

Safety – Our District values safeguarding the welfare of all by providing a positive and respectful environment.

Wellness – Our District values cultivating the healthy physical, social and emotional well-being of all.

Approved by the Board of Education: August 18, 2016

Statement of Organizational Commitment

We who serve the students and parents of Township High School District 211 pledge our continued commitment to:

- demonstrate courtesy and patience in our dealings with students, parents, and the community;
- respect the individual differences within our student body;
- respond on a timely basis to inquiries and requests for help;
- maintain our professionalism through appearance, communications, and care of school facilities;
- offer consistent, dependable service to the young people of our school community.

Board of Education

The Board of Education meets at 7:30 p.m. at the G.A. McElroy Administration Center, 1750 South Roselle Road, in Palatine. A meeting schedule is posted on the District's website (<http://adc.d211.org>). The public is welcome to attend.

- Mucia Burke**, *President*
- Will Hinshaw**, *Vice President*
- Anna Klimkowicz**, *Secretary*
- Peter Dombrowski**
- Robert LeFevre, Jr.**
- Steven Rosenblum**
- Edward Yung**

District Administration

- Daniel E. Cates**, *Superintendent of Schools*
- Lisa A. Small**, *Associate Superintendent for Instruction*
- Mark J. Kovack**, *Associate Superintendent for Student Services*
- Lauren C. Hummel**, *Chief Operating Officer*
- James A. Britton**, *Director of Human Resources*
- Dianne S. Cieslak**, *Accounting Supervisor*
- Renée J. Erickson**, *Director of Special Education*
- Gary R. Gorson**, *Chief Technology Officer*
- David G. Grelyak**, *Facilities & Energy Manager*
- Danielle L. Hauser**, *Director of Instructional Improvement*
- Matthew J. Hildebrand**, *Director of Administrative Services*
- Christopher J. Kontney**, *Director of Facilities & Business Services*
- Mary Pat Kroner**, *Assistant Director of Special Education*
- Stacy L. Lenihan**, *Director of Food Services*
- Kathe E. Lingl**, *Assistant to the Superintendent/ Assistant for Human Resources*
- Diana J. Mikelski**, *Director of Transportation*
- Kimberly S. Obrochta**, *Assistant Director of Food Services*
- Thomas D. Petersen**, *Director of Community Relations*
- Barbara J. Peterson**, *Controller & Treasurer*
- Kara Prusko**, *Assistant Director of Special Education*
- Anita M. Seaholm**, *Human Resources Assistant*
- Jerry Treviño**, *Director of Summer School & Community Outreach*
- Eric P. Wenckowski**, *Director of Athletics and Activities*

Directory

Call the school first with questions about the school, individual students, or school policies.

Contact the teacher concerning the classroom and your child's progress. Call the teacher or send a message to arrange a conference.

Contact the principal concerning school operations and policy. Some of these areas are handled by assistant principals. The school switchboard operator will direct you to the proper person.

District Information 847-755-6631
community events, district publications, media relations, general information

Continuing Education 847-755-6820
adult evening classes, alternative high school, senior citizen gold cards

Food Services 847-755-6680
federal government free lunch program

Human Resources 847-755-6618
employment opportunities

Special Education 847-755-6835
programs for students with learning and/or behavioral disabilities

Summer School *call the school*
in your attendance area

Transportation 847-755-6796
school attendance areas, bus policies

Vocational Education 847-755-6700
career programs

District 211 Buildings

G.A. McElroy Administration Center ... 847-755-6600
1750 S. Roselle Road, Palatine, IL 60067-7336
Daniel E. Cates, Superintendent
adc.d211.org

Palatine High School 847-755-1600
1111 N. Rohlwing Road, Palatine, IL 60074-3777
Gary P. Steiger, Principal
phs.d211.org

William Fremd High School 847-755-2600
1000 S. Quentin Road, Palatine, IL 60067-7018
Kurtis A. Tenopir, Principal
fhs.d211.org

James B. Conant High School 847-755-3600
700 E. Cougar Trail, Hoffman Estates, IL 60169-3659
Julie C. Nowak, Principal
chs.d211.org

Schaumburg High School 847-755-4600
1100 W. Schaumburg Road, Schaumburg, IL 60194-4150
Timothy J. Little, Principal
shs.d211.org

Hoffman Estates High School 847-755-5600
1100 W. Higgins Road, Hoffman Estates, IL 60169-4050
Joshua D. Schumacher, Principal
hehs.d211.org

District 211 North Campus 847-755-6700
335 E. Illinois Avenue, Palatine, IL 60067-7132
Francesca Anderson, Program Administrator
ncam.d211.org

Higgins Education Center 847-755-6640
1030 W. Higgins Road, Hoffman Estates, IL 60169-4200
Jessica Orstead, Program Administrator
cntr.d211.org

Emergency Procedures

In cooperation with local and State authorities, all precautions are taken for the safety and protection of students and staff.

Safety drills are held periodically, including fire, severe weather, and lock-downs. During any emergency situation or drill, it is important for students to follow directions from staff. Specific exiting directions are posted in all classrooms and hallways.

In the case of severe weather or other particular emergency situations, students will stay in the building in safe areas. They will not be released from school until allowed to do so by authorized personnel.

If school is not in session and severe weather or another emergency will cause school to be closed, High School District 211 utilizes a district-wide communication system. Parents are encouraged to keep all phone numbers and email addresses up to date in order to receive such communications. Parents also are advised to log-on to the District 211 website (adc.d211.org) or listen to the radio or television. In the event of an emergency, please try to avoid calling the school as this will tie up emergency telephone lines.

Index

<i>Page</i>		<i>Page</i>	<i>Page</i>
Absence Procedures & Policies	4	Expulsion & Expulsion Procedures	8
Absence & Participation in After-School Activities ...	12	False Fire & Safety Alarms	7
Academic Dishonesty	18	Fifth or Sixth Subject Drop Procedure	18
Acceptable/Unacceptable Use (of technologies).....	6	Food & Nutrition Services	17
Accessibility Accommodations	14	Gangs	11
Activities	11, 12	Grading	17, 18
Admission Requirements	4	Graduation Requirements	18, 19
Alternative High School Completion Programs.....	21	Gross Disobedience or Misconduct	8, 9
Alternative Learning Academy	9	Hall Passes	7
Athletic/ Activity Board	13, 14	Hazing	10
Athletics & Competitive Activities.....	12, 13, 14	Health Services	14, 15
Attendance	4	Homebound & Hospital Instruction	15
Automobiles & Parking	16	Honor Roll	19
Behavior	5	I.D. Cards	7
Board of Education	2	I.H.S.A. Eligibility Rules	24, 25
Bullying/Harassment.....	7	Illinois State Seal of Biliteracy	20
Bus Services	16, 17	In-Progress Grade Reports	19
Career Programs	20	Injuries	15
Certificate of Completion.....	19	Instructional Supplies/Textbook Rental Fees	19
Clubs	11	Internet Use Agreement	21
Code of Behavior for School Events	12	Interscholastic Eligibility.....	13
Collegiate Sports Eligibility	13	Leaving Campus	8
Community Use of Schools	21	Local Wellness Policy Overview	17
Communicable/Chronic Infectious Diseases	15	Lockers	17
Course Credit	19	Loitering	8
Cyber-Bullying	6, 7	Loss of Parking Privileges.....	8
Detention	8	Mandate to Report Clear and Present Danger.....	9
Disabling Products	10	Meal Application Program (free or reduced-price meals)...	17
Discrimination	9	Meal Charge Procedure.....	17
District Administration & Buildings	2, 26	Media Center	17
Dress Code (Student Appearance Policy)	5	Medications in Schools	15
Drug & Alcohol Policy	5, 6	National Honor Society	12
Drug & Alcohol Prevention	15	Network Use for Students	21
Early Graduation	19	Off-Campus Courses	20
Electronic Devices	6	Optional Student Insurance.....	15
Emergency Procedures	2	Pass/Fail Grading.....	18
Excessive Show of Affection	7	Peer Mediation	15
		Physical Education Uniforms	17
		Police Consultant	16
		Pranks	10
		Promotion	20
		Reciprocal Reporting Agreements	16
		Release of Information to Military Recruiters	23
		Respiratory Sensitivity	5
		School-Community Relations	21
		School Discipline	5
		School Visitation Rights Act	14
		Search & Seizure	11
		Smoking/Tobacco/E-Cigarettes	11
		Social Probation and Suspension.....	12
		Special Education	15
		Student Evaluations	15
		Student Final Examinations.....	18
		Student Government	12
		Student Records	22, 23
		Student Services	16
		Student Supervisors	16
		Student-Teacher Meetings	19
		Summer School	20
		Suspension & Suspension Procedures	8
		Tardiness	5
		Test Makeup	20
		Title IX and Sexual Harassment/ Athletics & Activities ...	10
		Transfer Students.....	4
		Truancy	5
		United States Constitution Test.....	19
		Vandalism	11
		Video Surveillance Monitoring.....	11
		Vision and Hearing Screening.....	15
		Visitors	11
		Weighted Grades.....	18
		Withdrawing from School	20
		Work & Social Events	4
		Work Permits	20

Important Notice

Information contained in this calendar/handbook is intended as a guide, and not as legal advice. Official School District policies may be examined in the District office or school library, or online at the District website (adc.d211.org). From time to time, the Board of Education and Township High School District 211 administration may develop additional policies and procedures that modify or supplement this information. The School District's policies and procedures incorporate the Illinois School Code and applicable state and federal statutes and regulations. The guidelines are, therefore, subject to change, and should be interpreted consistent with state and federal law. The application of the guidelines is subject to discretionary judgment based upon circumstances.

Admission and Attendance

Admission Requirements

To enroll a student in a District 211 school, a parent or legal guardian must present the following: (1) the student's registered birth certificate; (2) results of a student's physical examination; (3) record of a series of immunizations; and (4) proof of residency in the school's attendance area. Proof of residency may include a current lease, mortgage agreement, contract to purchase, or gas or electric utility bill.

The birth certificate must be presented within the first 30 days of enrollment. Birth certificate verification is necessary for driver education, athletic eligibility, and work permits.

The physical examination must have been completed within 12 months of the first day of class.

Immunization records must include, but are not limited to the following immunizations against measles, mumps, rubella, tetanus, diphtheria, T-dap, polio, varicella, pertussis, meningococcal, and hepatitis B. To protect the health of all students, a student whose records are not current will not be permitted in school. A tetanus-diphtheria booster is required if it has been 10 years since the previous immunization.

Transfer students must meet admission requirements. The birth certificate must be submitted within the time period stated above. The physical examination and immunization record must be submitted within 30 days of enrollment unless your child is an incoming ninth grader transferring from a school within Illinois. If your child is a ninth grader transferring from an Illinois school, the physical and immunization requirements must be met before your child can begin school. If records from the school previously attended include a report of a physical examination and immunizations taken after completing eighth grade, transfer of these records may meet the requirement. Transfer students from out of state must submit a physical examination completed within the previous twelve months.

Attendance

Daily attendance at school is required by State Law.

Success in school is linked closely with being in the classroom, joining in class discussion, and doing the assigned work on a regular basis. In the classroom, students can take full advantage of classmates' ideas, teacher explanations of assignments, and other material that enriches learning.

There is no way to duplicate the same classroom experience after a student has been absent.

Absence

Parents should call the attendance office by 10:00 a.m. when a student is too ill to attend school. This telephone call allows the student to come to class the next day with little or no delay. Parents are requested to notify school personnel no later than 24 hours after the absence. If parents do not call, the student's absence will be considered truant until a parent authorizes the absence. School staff will attempt to contact parents when students are absent and a parent call has not been received.

An authorized absence means the student is not present in the school, assigned classroom, or on the campus.

Students are not to leave school before their regular dismissal time without the permission of an administrator or the nurse. Once students have permission to leave, they must sign-out in the attendance office and leave the building.

While daily attendance is required, students may occasionally miss school for the following reasons:

- Serious illness or death in the family (inform the school as soon as reasonably possible).
- Court appearance.
- Doctor or dental appointments.
- Pre-arranged college visits (must be made two days in advance).

If one of these situations occurs, parents should call the attendance office *at least* 24 hours in advance of the absence. For court, doctor, or dental appointments during the day, the student must sign out in the attendance office. **Students may not be excused from any class in order to complete work, make-up work, or take a test or quiz.**

All work assigned when the student was absent is to be made up after the student's return to school.

Results of Excessive Absences

Absences will be recorded on a per semester basis. Any student with excessive absences may be required to produce a medical authorization verifying the reason for his or her absences. Any of the following interventions or procedures may be utilized for students who accumulate six or more absences:

- **6 Days of Absence:** Parents may be notified by letter, email or other direct communication.
- An administrator may meet with the student to discuss the reason for the absences. A justified reason could postpone a conference with the parent.
- An administrator may request a parent conference.

- If no extenuating circumstances exist, the number of courses in which student participation and credit is allowed may be reduced.

If a student is absent for 15 consecutive days, it is possible that the student may not earn course credit.

Work and Social Events

A student who is too ill to attend school may not attend work-study jobs, social, or athletic events.

Special Absence Policies

Family Vacations: The District discourages vacations which keep students from school because lost time from school places students at a disadvantage. Requests from parents to excuse students for vacations with members of the immediate family (family vacations) are considered on an individual basis. *The school will not excuse a student for a vacation in which the student is not accompanied by a parent or guardian.*

To obtain approval for a family vacation, please follow these steps:

- Parents should make the request by telephone far enough in advance so students can have their teachers sign the excusal form *five school days in advance of the vacation*. The signed form must be submitted to the attendance office.
- A school administrator must approve the request.
- Students are responsible for asking their teachers for homework assignments *at least five school days in advance of the vacation*. To receive credit, the student is expected to make arrangements with each teacher for turning in daily work missed during the absence.

College Visitations: College-bound juniors and seniors may be excused for two days for college visits. These absences must be prearranged through the attendance office.

Transfer Students

Transfer students must meet admission requirements. The birth certificate must be submitted within the time period stated above. The physical examination and immunization record must be submitted within 30 days of enrollment unless your child is an incoming ninth grader transferring from a school within Illinois. If your child is a ninth grader transferring from an Illinois school, the physical and immunization requirements must be met before your child can begin school. If records from the school previously attended include a report of a physical examination and immunizations taken after completing eighth grade, transfer of these records may meet the requirement. Transfer students from out of state must submit a physical examination completed within the previous 12 months.

Behavior

School Discipline

Students who attend District 211 schools are expected to attend assigned classes, work conscientiously in all classes, exhibit good school citizenship, and obey the policies established by the Board of Education. Teachers and school officials maintain order and safety in the classroom and school environment so that all students may learn. If a student's behavior becomes so offensive or disruptive that it interferes with the instructional process or learning environment, the student will be sent directly to the discipline office to be seen by an administrator. A student may be addressed for inappropriate behavior or for the investigation into a possible disciplinary or school safety incident by any school administrator. The use of corporal punishment is not permitted in High School District 211.

Class Truancy

Students are truant when they are absent from classes or school without permission (see *Absence*, page 4). Students who are truant from class will be dealt with an increasing measures of discipline including parent telephone conferences, after school detentions, lunch detention, loss of half of lunch period, revocation of privileges, written notification sent home to parents, in-school suspensions, and assignment to reassigned learning time, and possible loss of course credit.

Students who are truant will be expected to make arrangements with the teacher to complete all work assigned when the student was absent.

School Truancy

Incidents of school truancy may include any of the following progressive sequence of consequences:

- Four detentions assigned; telephone conference with parent; lunch detention; loss of half lunch period; revocation of privileges; written warning of truancy ticket; written notification sent to parent.
- Saturday school assigned; parent in-person conference; lunch detention; referral to police consultant for truancy ticket; reassigned learning time.
- In-school suspension pending parent conference; referral to county truancy officer.
- Repeated truancy may result in referral to local police authorities and may result in a local ordinance ticket or court proceedings. Students who are repeatedly truant may be referred to the county truancy officer.
- Audit

High School District 211 does not authorize or condone "ditch days." Students who are absent on "ditch days" may not be involved in afterschool events.

Tardiness

A student is tardy if not in the assigned seat or area at the start of the bell. A student is allowed three tardies per semester. The school will notify parents when the third tardy occurs. Upon the fourth incident of tardiness and each incident thereafter, a student may be subject to the following progressive sequence of consequences:

- Loss of privileges;
- Detentions;
- Notification sent to parents; student may not be admitted to classes on the day following repeated tardiness until a parent telephone conference is held;
- A student may be suspended pending a successful parent conference;
- The administrator may assign penalties at his or her discretion, including possible reduction in the number of credits a student may earn.
- If tardiness persists, a student may be considered insubordinate and face additional consequences.

Dress Code (Student Appearance Policy)

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

- a. Clothing which depicts tobacco, alcohol, or illegal substances in any way.
- b. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- c. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- d. Coats, jackets, caps, bandanas, "do-rags," and hats, except when arriving at, or departing from school or attending after-school activities. Coats, jackets, blankets, caps, bandanas, "do-rags," and hats are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). This policy, also enforced during summer school, is established to ensure the health, security, and safety of students. For the purpose of this policy, jackets or coats are defined as any outer garments which are usually worn over indoor clothing for protection from outside elements.

- e. Students may wear a hooded sweatshirt or other shirt that has a hood. Students may not wear the hood over their head during the school day and must comply with any request to remove the hood. Failure to comply will be considered insubordination and will result in disciplinary consequences.
- f. Clothing or accessories that may damage school property or be readily used as a weapon.
- g. Clothing with graphics or wording which depicts violence in any form.

Students who do not comply with the student appearance policy are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, and the interference or threat of interference with the operation of the school or the safety and security of students or staff, students may be warned, asked to change objectionable clothing, assigned to Saturday School, excluded from school activities or events, suspended from school pending a parent conference, and/or recommended for expulsion. As used in this policy, the word "clothing" includes accessories such as rings, earrings, necklaces, purses, backpacks, chains, and shoes.

The Superintendent or designee may develop administrative regulations and/or school rules which facilitate implementation of this policy, including identification of particular types of clothing deemed to violate this policy.

School administration reserves the right to make judgment as to whether a student's clothing is consistent with District standards.

Respiratory Sensitivity

Use of fragrances including perfumes, colognes, and hair sprays can cause difficulties for individuals who suffer from asthma or other respiratory illnesses. Students should minimize use of fragrances and consider others when using these products. Students may be required to remedy the issue by changing clothing, etc.

Drug and Alcohol Policy

Students will be subject to immediate suspension and/or expulsion from school after a proper hearing and review when:

- They are in violation of the laws governing the sale, possession, or use of drugs, alcohol, other intoxicating substances, or "look alike" substances;
- They are under the influence or are impaired, or exhibit the odor, of alcohol "look alike" beverages, or any illegal drug, narcotic, controlled substance, or un-prescribed prescription medications, or for the misuse of medications prescribed to the student (*see page 15 for additional information on school procedures regarding prescription medication in the school building*);

(continued on next page)

Drug and Alcohol Policy *(continued)*

- They are in possession of any drug paraphernalia as defined in the Drug Paraphernalia Control Act.

Students who are suspended for alcohol or drug violations may be referred to the student assistance staff for counseling. Students suspected of violating these laws may be reported to the appropriate school officials and police for further investigation and action which could include a wellness check performed by a certified nurse. Suspected violation of this policy may result in a referral to police and a breathalyzer may be used. Students refusing to submit to a wellness check or a breathalyzer test may be considered to be in violation of the drug and alcohol policy.

Electronic Devices

Appropriate use of electronic devices can enhance and improve student learning opportunities. Students are permitted to possess and utilize District-owned or personal electronic devices while on school property. Students are permitted to utilize electronic devices in a classroom or other instructional setting when such use is directly associated with an academic purpose and is authorized by the classroom teacher. A teacher may restrict the use of or access to electronic devices depending on the nature of a given assignment. Student use of electronic devices without authorization from a teacher or other staff member, in an unauthorized location, for an unauthorized purpose, or in violation of the District's student conduct policy may result in disciplinary action as outlined in the student conduct policy. Electronic devices – whether personal or provided by the District – are subject to search by school personnel as permitted by law and District policy. Refusal to comply with a staff member's request may result in the confiscation of the device.

Acceptable Use

The District 211 Network exists for students to access educational and informational resources for, and in support of, educational and research purposes related to their coursework. The network may only be used for lawful, non-commercial activities in support of these purposes. Students may use the network in conjunction with assigned classroom activities or assignments consistent with these purposes.

Unacceptable Use

Responsible Use of District 211 Electronic Technologies

Electronic technologies, including District network and District Internet access, are assets of the District and are protected from unauthorized access, modification, destruction or disclosure.

1. The District may monitor, read or copy any item on or using the District's electronic technologies, including its network.
2. Students will not vandalize, damage, disable or hack into District electronic technologies. Students are not permitted to install clients VPNs or configure proxy servers.

3. The District retains control over materials using District electronic technologies. Users should **not** expect privacy in the contents of personal files on District-owned devices or on student personal devices brought into the school.
4. Routine maintenance and monitoring of electronic technologies, including the District network, may lead to a discovery that a user has violated the Student Responsible Use Guidelines, another District policy or the law.
5. The proper use of the Internet and District educational technologies is the joint responsibility of students, parents and employees of the District.

Unacceptable Uses of District 211 Electronic Technologies

The following uses of District electronic technologies, including District network and District access, are considered unacceptable and also may be in violation of state and federal statutes:

1. Users will **not** use the District's electronic technologies to create, access, review, transfer, upload, download, store, print, post, receive, transmit or distribute:
 - a. Inappropriate personal photos, videos, music or files.
 - b. Any unauthorized audio- or video-recording of students or staff members, or the public distribution of any such recording without the full, knowledgeable consent of the individual being recorded.
 - c. Pornographic, obscene or sexually explicit material or other visual depictions.
 - d. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
 - e. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination, or that threatens the safety of others.
 - f. Any image, message, photo, file or other electronic content that may violate District policy.
 - g. Any illegal act or violation of any local, state or federal laws.
2. Users will **not** use the District's electronic technologies, including District network and District access, to vandalize, damage or disable the property of another person or organization. Users will **not**:
 - a. Make deliberate attempts to degrade or disrupt District educational technology performance by spreading computer viruses, engaging in "spamming" or by any other means.
 - b. Tamper with, modify or change the District educational technology or take any action to violate the District's security system.
 - c. Disrupt the use of the District's electronic technologies by other users.
 - d. Gain unauthorized access to information resources or to another person's materials, information or files without the implied or direct permission of that person.

- e. Delete or modify a student or employee file without the owner's permission.
- f. Post information in public access areas regarding private or confidential information about another person.
- g. Attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.

Violation of the Responsible Use Guidelines

Students who violate a portion of the Electronic Technologies Acceptable Use Agreement may be subject to disciplinary actions. Depending on the severity of the offense, students may be restricted or suspended of network, technology or computer privileges; assigned detentions; assigned Saturday School; suspended from school pending a parent conference; reported to law enforcement and/or recommended for expulsion.

Notification for Social Media Password Requests

According to state law, a school must notify students and parents that the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account in a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Cyber-Bullying

Students are **not** permitted to use personal devices in school or to use the District's technologies, including District network and District access to:

1. Take pictures of anyone that will cause embarrassment and/or harm to that individual. Any unauthorized audio or video recording of any student or staff member, and/or any unauthorized distribution of any image or recording of any student or staff member without the full knowledge and consent of the individual being recorded is not permitted. Such conduct may also be illegal.
2. Create, post, repost, or transfer any discriminatory, confidential, threatening, libelous, obscene or slanderous comments about District 211, its employees, students, parents or community members.
3. Send mean or threatening email. Students should never discuss inappropriate topics when emailing, texting or posting on social media – even if such discussion is considered to be in a joking manner by students. Likewise, students should never respond to messages or posts that are suggestive, obscene, belligerent or harassing.

Bullying/Harassment

Township High School District 211 believes in providing all students equal access to a safe learning environment in curricular and extracurricular programs by preventing students from engaging in bullying behaviors, identifying disruptive bullying acts, and intervening should bullying occur.

State law expressly prohibits bullying in schools.

Bullying on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the

creation of a webpage or weblog, or a social media account in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying may take various forms, including without limitations one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Students who believe they have been the subject of bullying are encouraged to report the matter immediately to the principal, assistant principal, or a Title IX/ADA compliance administrator. Students may choose to report to a person of the student's same gender. Anonymous reports are also acceptable. All schools maintains an anonymous electronic Safety Concern Center on the school website as well as a telephone tip hotline to report incidents of bullying. An administrator will investigate the complaint as soon as possible or appoint a qualified person to undertake the investigation on his or her behalf.

Any student who is determined, after an investigation, to have engaged in bullying in violation of this policy, and the bullying behavior is within the scope of the school's jurisdiction, will be subject to disciplinary action, including, but not limited to, suspension, and/or expulsion consistent with the District's discipline policy; and/or athletic/activity board review. Students engaged in bullying behavior may be referred to local law enforcement authorities.

By law, bullying is also prohibited through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by District 211 if the bullying causes a substantial disruption to the educational process or orderly operation of the school.

Consistent with rules governing student privacy rights, the parent(s)/guardian(s) of every student involved in an alleged incident of bullying shall be promptly informed and made aware of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be subject to disciplinary action, including, but not limited to, suspension and/or expulsion consistent with the District's discipline policy and/or athletic/activity board review.

A student will not be punished for reporting bullying or supplying information, even if the administrator's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

Excessive Show of Affection

Excessive physical demonstrations of affection are inappropriate in school.

False Fire & Safety Alarms

A false fire or safety alarm triggered by a student is a serious offense that endangers the safety of students and staff and causes significant disruption to the school environment. Examples of false safety alarms can include, but are not limited to, maliciously or intentionally activating a fire or lockdown alarm when no threat to safety exists, causing a fire or smoke alarm to activate as a result of prohibited behavior such as vaping or smoking, or acting in any way that prompts the school to enter into a lockdown. Students engaging in such behavior are subject to arrest and may be recommended for expulsion or placement at an alternative education setting.

Hall Passes

Students must have a hall pass when in any non-option area. Altering passes or failing to produce a pass while in these areas results in restriction of hall pass privileges. Students are to report directly to the destination indicated on the hall pass.

I.D. Cards

Students are required to wear and properly display a current school I.D. card and upon entering the building, throughout the school day, and during school related afterschool activities. The I.D. card must be worn around the neck and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Any I.D. lanyard other than the school-issued lanyard must be approved at the discretion of school staff. Students may not embellish their I.D. card with any drawing or writing. Students must have their I.D. card in their possession when participating in, or attending, any school-related extra-curricular activity. I.D. cards must be surrendered upon request of any staff member, including bus drivers and student supervisors. The card must be shown to the staff member on duty when entering the building, when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering and leaving the school for any purpose. Students without an I.D. card on a school-issued lanyard must obtain a replacement card or lanyard immediately upon entering the school building. A \$3 fee may be charged to replace a lost or invalid I.D. card or school lanyard. If a temporary I.D. is issued to a student, privileges such as off campus may be revoked, and a fee of \$1 may be charged. Further disciplinary consequences may apply for failure to properly wear and display the current I.D. card.

Leaving Campus

Once students have arrived at school, they may not leave the school campus without permission of a school official. Students must check-in and out of the attendance office if they arrive late or have plans to leave early.

Loitering

Loitering in corridors, washrooms, and parking lots is prohibited and may result in disciplinary action. Students must be in assigned areas during the scheduled school day. Loitering in the hallways can disrupt learning for other students. Students should leave the campus after their last class. Exceptions to this are: a teacher or administrator conference, detention, or extra-curricular activities. Students who cause a disruption after school, and who are not participating in a sanctioned, supervised extracurricular activity or in an approved area of the building, may be subject to disciplinary consequences.

Detention

Detention is the assignment of an additional period of supervised study. Primarily, students are assigned to detention to make up class time lost as a result of behavior violations, truancy, or tardiness. Failure to serve detention can result in additional detentions and the issuance of additional consequences including suspension. Student jobs and extra-curricular activities are not valid reasons for missing detentions.

Loss of Parking Privileges

Students may lose the privilege of parking on school property as a consequence for conduct that violates the student conduct policy or behavioral expectations. At the discretion of school personnel, the loss of this privilege may be temporary or permanent without refund. Students who manipulate and/or use counterfeit permits will be subject to disciplinary action including loss of permit and future parking privileges.

Suspension

Students can be suspended from school for continued misbehavior or a single act of gross disobedience or misconduct for a maximum of 10 consecutive school days. A suspended student is not permitted in school or on school grounds during the day, in the evening, or on a weekend while the suspension is in effect. In addition, students who are suspended are not permitted to attend work-study jobs or participate in extra-curricular activities or school events. A parent conference may be required for a student to be readmitted to school after suspension. Students are responsible to make arrangements with the classroom teacher to complete all work missed during a suspension.

A student who is suspended may be prohibited from attending any night school program.

Social suspension from any event taking place outside of the school day may also be utilized by the principalship. The

principalship may invoke social suspension in addition to school suspension.

Students may be offered the opportunity to attend an in-school suspension or alternative consequence at the discretion of the principalship for certain offenses in place of an out-of-school suspension. Failure to attend an assigned consequence may result in an out-of-school suspension.

Suspension Procedures

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. When the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process, a pre-suspension conference is NOT required and the student can be immediately suspended. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and provide notice to the parent(s)/guardian(s) of their right to a suspension review hearing.
4. When parent(s)/guardian(s) disagree with a suspension, the parent(s)/guardian(s) may seek to appeal the suspension to the principal. Should the parent(s)/guardian(s) not be satisfied with the outcome of an administrative appeal with the principal, the parent(s)/guardian(s) may request a formal hearing to review the suspension in accordance with established Board of Education policies for such hearings.
5. Upon written request of the parent(s)/guardian(s), a formal review of the suspension shall be conducted and a hearing will be held. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer appointed by the Superintendent. The student may be represented by counsel. After presentation of the evidence by the student and school, the hearing officer will prepare a written summary of the evidence for the Board of Education. After review of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion

The Board of Education may expel a student for gross disobedience or misconduct for a definite period of time not to exceed two calendar years. A student may be suspended for up to a maximum of 10 consecutive school days pending action on the recommendation of the administration to expel. Due process will be observed.

Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of Education. The hearing officer shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and evidence, and cross-examine witnesses. At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After receipt of the hearing officer's written summary of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.
3. In lieu of a recommendation of expulsion, the student may be administratively transferred to an alternative school established under the Safe Schools Act (105 ILCS5/13A) where appropriate.
4. All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion before enrolling in District 211.

Gross Disobedience or Misconduct (*Suspension, Expulsion*)

Gross disobedience or misconduct can occur at school or school activities, on or off school property, on a school bus, at a school-sponsored function, at a school-related event, or at an event reasonably related to school, and applies to interactions and communications that take place involving person-to-person contact between individuals, written communication, or via any form of electronic transmission or communication, including the use of social media.

The *Illinois School Code* states that students may be suspended or expelled for gross disobedience or misconduct.

Types of behavior that are considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Insubordination to any school personnel (administrators, teachers, and all Certified and non-certified staff).
- Acts which endanger or harm the health, safety, and welfare of others.
- Behavior in which the student tries to harass, intimidate, or frighten, directly or indirectly, any student or school employee.
- Sexual harassment or assault of any student or school personnel.

(continued on next page)

Gross Disobedience or Misconduct *(continued)*

- Possessing, distributing, or accessing lewd or pornographic images, including of oneself, whether stored, transmitted, or generated electronically or in the form of written material or pictures.
- Fighting or assaulting any person.
- Direct threat against the life of a student, staff member, or other person associated with a school event.
- Hazing, bullying, or taunting; or attempting to intimidate or harass, directly or subtly, any school personnel, student, or other individual present at any event associated with the District.
- Use of profane or obscene language.
- Excessive truancy, tardiness, or class-cutting after warnings.
- Theft, destruction of property, or possession of stolen property belonging to the school, staff, or other students or any other person associated with a school event.
- Unauthorized access or misuse of a computer program or network, and/or any creation or use of Internet web pages, social media, or email which materially or substantially interferes with, disrupts, or deleteriously affects any staff member, student, or the educational process.
- Any unauthorized audio or video recording of any student or staff member, and/or any unauthorized distribution of any image or recording of any student or staff member without the full knowledge and consent of the individual being recorded.
- Unauthorized use of electronic communication devices.
- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, “look-alike” alcoholic beverage, illegal drug, “look-alike” drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any attempt to sell or solicitation to obtain an illegal substance.
- Possession, control, transfer, use or attempt to use, threat to use, conspiracy to use, or aiding or abetting use of a weapon. For purposes of this policy, a weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, chains, bombs, flares, smoke bombs, explosives, incendiary devices, devices designed to incapacitate through electro-shock (ie. Tasers and stun weapons), or any item defined by applicable federal or state law as a weapon, and look-alikes of these types of weapons.
Such items as baseball bats, tools, bottles, locks, sticks, pencils, laser pointers, or pens also will be considered weapons when used or attempted to be used to cause bodily harm. Attempt to use includes any threat to use.
- Participation in games of chance.

- Commission of a felony.
- Act(s) of arson.
- Gang activity.
- Bomb threat.
- Setting off a false fire alarm.
- Possession and/or use of any laser device.
- Any student behavior or activity which actually causes or reasonably forecasts the occurrence of substantial disruption or interference with school or school activities.

A “look-alike” is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples are a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun; or a green leafy plant material which is not, but is claimed, believed, or appears to be, marijuana.

“Possession” means having any knowledge of, or 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 or the item is not the student’s. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, such substances as tobacco, alcohol, drugs, and look-alikes of such items or substances.

A “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 activity” includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire.

“Harassment” includes any unwelcome verbal or physical conduct, contact or communication, whether by in-person contact, written communication or via any form of electronic transmission that is motivated by or related to race, creed, color, age, religion, ancestry, national origin, gender, marital status, sexual orientation, disability, military service, being a victim of domestic or sexual violence, use of lawful products while not at school, or any other unlawful basis of discrimination, and that creates

an intimidating, hostile or offensive educational environment. Although harassment may take many different forms, examples include name-calling and other derogatory comments, jokes, gestures, posting or distribution of derogatory pictures, notes or graffiti (whether written or conveyed electronically), and pushing or hitting or other forms of physical aggression.

Mandate to Report Clear and Present Danger

As a component of legislation pertaining to the legal right of individuals to carry a concealed weapon, Illinois State Law also requires school personnel to report to the Illinois State Police any person determined to pose a “Clear and Present Danger.”

Any student may be considered to pose a Clear and Present Danger if the individual demonstrates threatening physical or verbal behavior; violent, suicidal, or assaultive threats; or other actions or behaviors deemed potentially dangerous by school personnel. Upon making this determination, school personnel will notify the student’s parent(s) of the potential danger and will submit documentation to the Illinois State Police.

It is important that parents and students understand the legal mandate that compels school personnel to report behaviors deemed to pose a clear and present danger.

Alternative Learning Academy

Township High School District 211’s Alternative Learning Academy is a school intended to educate disruptive students who would otherwise be subject to suspension or expulsion. This program will provide such students with a direct connection to District 211 programming and offer students additional academic and social-emotional support. After reviewing due process, such students may be administratively transferred to the Alternative Learning Academy or another alternative school created under the Safe Schools Act (105 ILCS5/13A).

Discrimination

Students and staff have a right to learn and work in an environment in which all are respected and valued. Such an environment is free of all forms of harassment and discrimination due to race, sex, sexual orientation, religion, ethnicity, national origin, or disability.

It is the policy of High School District 211 to prohibit discrimination. It is your right to be treated fairly. Any student who violates the discrimination policy may be suspended up to five (5) days, or may face expulsion.

It is a violation of the discrimination policy to:

- Make stereotypical or demeaning remarks. Such remarks include name calling, racial slurs, or “jokes” pertaining to one’s race, sex, sexual orientation, religion, national origin, or disability.

(continued on next page)

Discrimination *(continued)*

- Display or circulate written or visual materials in which the language or conduct:
 - a. results in a substantial interruption of school or school activities; or
 - b. creates a hostile, intimidating, or offensive environment that interferes with or disrupts any student's right to fully participate in school or activities.
- Deface school property or materials with the intent to demean.
- Damage, deface, or destroy the private property of an individual.
- Make threats which harass or intimidate another person.
- Physically threaten or harm someone.

Students who believe they have been the object of harassment or discriminatory behavior may report their complaints by:

- Directly telling the alleged harasser to stop the offensive behavior.
- Notifying a teacher, counselor, or administrator who shall report the incident to the affected student's assistant principal.

Hazing

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group, activity, sport, or club, regardless of that student's willingness to participate. Hazing is a violation of the Athletic and Competitive Activity Policy, as well as Board of Education policy. Penalties may include suspension or expulsion from school, as well as suspension or expulsion from athletic and competitive activities.

Title IX and Sexual Harassment

The Board of Education has adopted policies which prohibit sexual harassment in its schools. The policies define forms of verbal or physical sexual conduct which constitute sexual harassment.

The school has a responsibility to provide students with a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and forced physical contact of a sexual nature.

Conduct which has the effect of creating a hostile or offensive environment might include sex-oriented, uncomfortable or inappropriate physical contact, verbal joking, teasing, questions, anecdotes, or offensive personal remarks of a sexual nature. Any student who abuses another student through any sexually harassing conduct or communication, whether via in-person contact, written communication, or via any form of

electronic transmission or communication, shall have violated the policy whether such conduct occurs on school grounds, at school events, or on the school bus. Depending on the incident, violators of the policy can either be suspended from school or face expulsion.

A student who feels he or she has been sexually harassed by any person (1) directly tell the alleged harasser to stop his or her offensive behavior; and/or (2) report the incident to a teacher, counselor, or administrator who shall report the matter immediately to the principal. Each school has a designated ADA/Title IX Coordinator designated to respond to matters of sexual harassment. The student making the complaint is not required to file a complaint with a particular administrator and may request to speak with a person of the same gender. The ADA/Title IX Coordinator at Schaumburg High School is Assistant Principal Russell Cummings, and he can be reached at 1100 West Schaumburg Road, Schaumburg, IL 60194-4150; 847-755-4612; or via email at rcummings@d211.org.

Regardless of how the student chooses to report the alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline.

Title IX and Athletics & Activities

Eric Wenckowski, director of athletics and student activities, serves as the Title IX coordinator for the purposes of ensuring gender equity in regard to activities and athletic opportunities. Any concerns regarding limited access to the District's extra-curricular programs or activities based on sex discrimination can be communicated to Mr. Wenckowski, who can be reached at 1750 S. Roselle Road, Palatine, IL 60067-7336; 847-755-6770; or via email at ewenckowski@d211.org.

Pranks

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

- Exclusion from any regular or special event(s) or activity (example: prom, homecoming, etc.).
- Exclusion from any athletic contest(s) or activity program(s).
- Loss of privileges.
- Athletic/activity board review, if applicable.

- Exclusion from final examination exemption.
- Exclusion from graduation exercises.
- Restitution.
- Suspension.
- Expulsion.
- Possible referral to the police and arrest.

Disabling Products

Any student who possesses and/or discharges a "stink" bomb, mace, pepper spray, any noxious substance, or other disabling products on or adjacent to school property or at a school event will be subject to discipline.

Possession or use of these devices or substances is reckless conduct which:

- a. can cause fear, mass alarm, disturbance, disruption, and bodily injury;
- b. endangers the health and safety of students and staff by exposing them to acrid, debilitating odors which these devices and substances can emit;
- c. may cause the evacuation of any area of the school, thereby imposing additional risks while emergency measures are used to exit the school, particularly during severe weather conditions.

Any student who possesses, uses, or threatens to use these devices or substances, or acts in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent commits gross misconduct. Administration of this policy shall be consistent with Board policies concerning student discipline, specifically sub-section JG. Disciplinary action may include any or all of the following, depending upon the nature and severity of the disabling products and the circumstances of their possession and/or use or threat to use:

- Suspension;
- Loss of off-campus privileges for the duration of high school years;
- Restitution;
- Exclusion from any (special or regular) event(s), athletic contest(s), or activity program(s);
- Athletic/activity board review, if applicable;
- Expulsion (in accordance with the provisions of Student Conduct Policy-JFC).
- Possible referral to the police and arrest.
- Referral to an alternative school.

Smoking/Tobacco/E-Cigarettes

Students may not smoke, possess, or use tobacco or any “look-alike” tobacco substance in any form anywhere on school property. This policy applies to *all* tobacco derivatives and Electronic Cigarettes. For the purpose of this policy, the term Electronic Cigarettes is defined as the following:

“Electronic cigarette” refers to any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

This Policy applies to activities before, during, and after school hours. Penalties for violating the smoking/tobacco policy are: Students may be subject to citation by the police where local ordinance prohibits possession and /or use of tobacco products.

First Offense: The student may be assigned to in-school suspension and require a parent conference. The student may be referred to attend a smoking/ tobacco health awareness seminar at a later date (if available) or other consequences may be applied. Failure to attend the seminar, if offered, may result in further consequences.

Repeated Offense: The student may be suspended from school and a parent conference will be held.

Smoking/tobacco products/devices will be confiscated by administration at which time a student’s parent/guardian will be contacted to discuss returning the confiscated property to the parent/guardian. Administration will not return smoking/tobacco products/devices to any student, regardless of age.

Gangs

Students may not recruit other students in school for membership in non-school sponsored clubs or organizations, including gangs, hate groups, and/or cults. A student who possesses, displays, or uses gang language, emblems, or symbols may be suspended and a parent conference held. Continued such misconduct may result in a recommendation of expulsion or transfer to an alternative school program. Students engaged in any gang related behavior, which may include recruitment, intimidation, or threat to safety may be subject to suspension and referral to law enforcement agencies. A second incident of gang-related misconduct or intimidation may result in an indefinite suspension and a recommendation of expulsion. If a student commits violence on other students, staff, or school property the student will be suspended, pending a possible recommendation of expulsion or transfer to an alternative school program.

Students who are approached by individuals or groups representing a gang or engaging in gang activity should immediately inform a counselor, assistant principal, or police consultant.

Visitors

For the protection of students and school property, visitors are subject to administrative approval. All visitors must secure permission at the office or front receiving desk upon entering the school. Visitors are required to show a valid I.D. and will

be asked to wear a visitor I.D. and lanyard. *Advance* approval must be obtained for student visitors. Students wishing to bring a visitor to school must submit a written request, signed by their parents, several days in advance of the visit. Requests must be approved by the assistant principal. Schools reserve the right to restrict visitors.

Vandalism

A student who vandalizes or abuses school property will be suspended pending a parent conference. The length of the suspension will be determined at the conference. The student must pay for the damage, may face expulsion proceedings, may be referred to an alternative setting, and may be referred to the police.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student’s person and/or personal effects, including but not limited to purses, wallets, bookbags, backpacks, electronic devices of any kind, cell phones, networks, the student’s electronic storage locker or student email account, and/or automobile and may seize any contraband materials discovered in the search in accordance with Illinois law and the authority and guidelines established by the United States Supreme Court, and other federal law, state law, and school policies and procedures. Students who refuse to cooperate or fully comply with the terms of a search conducted by school personnel may be determined to have violated the student conduct policy for the behavior in question and may be subject to disciplinary consequences.

Repeated incidents of refusal to submit to search or cooperate with school administrators is considered Gross Disobedience or Misconduct and will result in referral to the principal.

School officials will conduct occasional searches using canine units. Canine searches may include any area of the school or parking lot.

Video Surveillance Monitoring

Board of Education Policy KKB established and authorizes the use of overt video surveillance cameras and monitors on District property to promote safety and security, deter inappropriate or illegal activity, and to provide evidence of crime or violation of school code. To ensure the proper use of the recorded images, the use of the system for surveillance shall be limited to the functions delineated in Board Policy. Only those authorized by the designated administrative agent or the Superintendent of Schools will have access to ongoing operation and/or use of the video images produced. Any review of the video images shall be conducted consistent with the Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Video files commonly qualify as a student record and their release must be authorized by school authorities. Images may be archived if, in the opinion of the designated administrator, it documents an event considered to be of such significance that a historical record is desirable.

Activities

Clubs and Activities

Participation in clubs and activities provides excellent opportunities for students to broaden their experiences and to meet other students and teachers. With this opportunity comes the responsibility that students exhibit behavior that does not infringe upon privileges of others or reflect poorly upon themselves or the school. Students who wish to participate in extracurricular activities must agree to abide by an activity code of conduct provided to them by their activity sponsor. In addition, certain clubs and activities are subject to the same academic eligibility requirements as athletics (see following list). Consult your school’s activity director for these requirements.

There are more than 60 organizations to meet the needs and interests of all students. Among the many groups available at our five schools are:

Competitive Groups (*all participants are subject to the same behavior policies and procedure as athletes*)*

Chess Team*	Science Olympiad*
Debate Team*	Special Olympics*
Flag Squad*	Speech Team*
Math Team*	Student Congress Club*
Model United Nations*	Worldwide Youth in
Pom Pon Squad*	Science & Engineering
Scholastic Bowl Squad*	Club*
Science Bowl Team*	

Performing Arts

Band	Drama Club	Orchestra
Choir	Dramatic Productions	Variety Show
Color Guard	Orchestr	Dance Club

Career Clubs

Business Professionals of America**	Family, Career & Community Leaders of America (FCCLA)
Health Occupation Students of America (HOSA)	Secondary Work Experience Program**

Publications

Literary Magazine	Newspaper	Yearbook
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Student Government

Class Officers	Student Council*
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Clubs and Activities *(continued)*

Honors

Modern Music Masters National Honor Society*

Special Interest

Art Club	Freshman Mentors
Auto Club**	Gaming Club
Best Buddies	German Club
Color Guard	International Club
Computer Club	Medical Careers Club
Cultural Awareness Club	Model U.N.
Drama Club	Open Mic Acoustic Club
Engineering Club	Pep Club
Environmental Club	Photography Club
Film Club	Poetry Club
Fishing Club	Spanish Club
French Club	Student-Athlete Leadership Training

* All participants in these activities must meet the same academic rules as student-athletes

** Participants in these activities who are involved in competitions must meet the same academic rules as student-athletes

National Honor Society

Each school has a chapter of National Honor Society which must follow the guidelines established by the national organization. One of the highest school honors a student can receive is membership in National Honor Society.

Membership is based on scholarship, service, leadership, and character. The criteria of scholarship is used only to determine a student's initial eligibility. To be a candidate for membership, a junior must have a cumulative grade point average of at least 3.000 for grades 9 and 10. A senior must have a cumulative average of at least 3.000 through grade 11. From these candidates, National Honor Society members are selected based on excellence demonstrated in the remaining areas of service, leadership, and character.

A faculty member council selects the students who will become members of the National Honor Society. This committee evaluates each eligible candidate, with input from other staff members. When the selection process is complete, the eligible candidates are notified whether or not they have been granted membership. Questions regarding the selection process should be addressed to the principal or the National Honor Society sponsor.

More detailed information regarding the National Honor Society process is available on the school website, under Activities/NHS.

Student Government

The amount of student government in District 211 schools is determined by students' willingness to accept responsibility for conduct and control of activities. Student government is a valuable part of education in a democratic society; thus, student participation is encouraged.

Student Council represents and serves the entire student body. Student concerns and opinions are relayed by council members to the administration. The council supervises financial projects for activities and charitable purposes, plans and promotes social events (such as homecoming activities), and consults with school officials when an anticipated policy change will affect students.

Absence and Participation in After-School Activities

Students attending activities must follow the same rules that apply during the school day. **A student who is absent from school for all or part of a school day may not attend or participate in any after-school event without the permission of the principalship.** Rules apply to off-campus as well as on-campus activities. Students will be expected to abide by the Code of Behavior outlined below. **Unacceptable conduct at a social or athletic event may result in suspension from school, social probation, and/or social suspension.**

Code of Behavior for School Events

Participation in extra-curricular activities is a privilege extended to all students in High School District 211. Students have an opportunity to participate in and enjoy social and athletic events within the intended purposes of the function. With this opportunity comes the responsibility that students exhibit behavior which does not infringe upon the privileges of others. With this in mind, I understand that I am expected to adhere to the following code of behavior at all school events:

- I will display respect, consideration, and courtesy for students, staff, and visitors in our school.
- I will show self-control at all times and accept the decisions of school officials.

- I am responsible for my own behavior at all times and will not let the crowds control my actions.
- I understand that any behavior expected of me during the regular school day must also be exhibited at all activities.

If a student's behavior infringes on another person's privileges and opportunities, that behavior is unacceptable.

Social Probation and Suspension

Whenever it has been determined that a student's conduct has been disruptive at a school-sponsored social or athletic event, or when the student fails to follow the rules of acceptable conduct at such an event, the principalship may invoke social probation or suspension. Social suspension also may be utilized when the principalship deems a student's behavior as gross misconduct (reference Board of Education Policy JFC) or could jeopardize the safety of students and staff. In these cases, the principalship may invoke social suspension in addition to school suspension. The duration of the social probation or social suspension is established at the discretion of the principalship in consideration of the severity and frequency of the student's misbehavior up to a maximum of 12 months.

Athletics & Competitive Activities

High School District 211 athletic programs adhere to the by-laws of the Illinois High School Association (I.H.S.A.) that governs interscholastic athletics. District 211 competes in interscholastic athletics in badminton, baseball, basketball, bowling, cross-country, football, golf, gymnastics, lacrosse, indoor and outdoor track, soccer, softball, swimming, tennis, volleyball, water polo, wrestling, and cheerleading.

High School District 211 schools are members of the Mid-Suburban League. In addition to league contests, many teams engage in non-conference competitions. At the conclusion of each season, each school participates in I.H.S.A. sponsored tournaments.

Interscholastic Eligibility

To be eligible for participation in interscholastic athletics, students must have a current physical on file with the school nurse. Physicals are valid for thirteen months; therefore, students are advised to schedule physical examinations annually prior to expiration of their previous physical to ensure eligibility throughout the following school year. They also must have a signed parent permission form and an athletic emergency medical authorization card. These are found online on each of the schools' athletic sites.

In order to be eligible to participate in athletics and competitive activities, students must satisfy the eligibility requirements of both the Illinois High School Association and District 211. High School District 211 eligibility standards require a student to achieve a minimum 2.0 grade point average at the end of semester 1 and semester 2, as well as pass all courses. Failure to satisfy either of these requirements will result in athletic or extra-curricular probation and may result in ineligibility. Students on probation must adhere to specific academic interventions to continue to compete in athletic or extracurricular programs. Information regarding the specific criteria within the District's standards is available from the athletic director's office or the guidance department.

Many competitive activities, including, Chess, Debate, FCCLA, Flags, HOSA, Math Team, Model United Nations, National Honor Society, Pom Pons, Scholastic Bowl, Science Bowl, Science Olympiad, Special Olympics, Speech, Student Congress, Student Council, Worldwide Youth Science & Engineering, Auto Club, and Business Professionals of America require that participants meet the same academic eligibility rules as student-athletes.

Students also must meet the state requirements dealing with residence, school attendance, out-of-school competition in sports, outside awards, and age limits.

In all sports, coaches recommend athletes for awards based on participation, training, sportsmanship, cooperation, and attitude.

Coaches may drop athletes from squads for irregular attendance at practice. In addition, athletes may be dropped for lack of ability to perform at the standards set for squad membership. **Training rules are in effect for all 12 months.**

Collegiate Sports Eligibility

To be eligible to participate in intercollegiate athletics during their freshman year at an N.C.A.A. Division I or Division II college, high school graduates must satisfy the requirements of the N.C.A.A. bylaw. There also are special requirements for students who wish to compete at the N.C.A.A. Division III or N.A.I.A. level.

These requirements vary depending on the year the student-athlete will first enter college and whether enrollment is at a N.C.A.A. Division I, II, III, or N.A.I.A. college. Included in the requirements are successful completion of core curriculum courses in addition to attaining a specified combination of grade point average and S.A.T. or A.C.T. composite score.

A detailed explanation of these requirements is available from your school's athletic director or in the student services office.

Athletic and Competitive Activity Policies and Procedures

One purpose of an athletic and competitive activity program is to provide students wholesome competition on an interscholastic level. A necessary corollary to this purpose is the development in students of a sense of dedication and establishment of high standards of conduct and attitude. Because participants represent their school, they are expected to represent high standards of morality and conduct the year around.

To participate in the Athletic and Competitive Activity Program, the student and his/her parents shall be required to attend a mandatory "meet the coach/sponsor" team meeting at which parents and the student will be informed about training and participation rules and the function of the Athletic/Activity Board.

Misconduct among participants shall include offenses such as the possession or use of tobacco in any form, vaping, possession or use of alcohol or drugs, theft, dishonesty, and other misconduct.

Students who are found to be involved in such misconduct will face disciplinary action according to procedures outlined in section B, Disciplinary Procedures. When alcohol or drugs in any form are present at student parties, it is recommended that students involved in athletics or activities leave the party immediately.

A participant who admits to a drug, alcohol, or tobacco related problem to a school staff member before a reported training rule violation occurs will be referred to the athletic/activity director. A conference with the student and his/her parents will be conducted. After considering all information pertinent to the student's problem, the athletic/activity director will confer with the principal before releasing a decision.

All participants in I.H.S.A. athletics or competitive activities must sign a consent to random testing for all performance enhancing banned substances.

A. Athletic/Activity Board

The Athletic/Activity Board is the disciplinary arm of the athletic/activity program. It is composed of the Athletic/Activity Director (as Chair), selected members of the coaching/activity staff, and a High School District 211 central administration representative.

The Board shall meet after a request has been presented to the athletic/activity director to consider a disciplinary case involving an athlete or individual in a competitive activity (Auto Club, Business Professionals of America, Chess Team, Debate Team, Flag Squad, FCCLA, Math Team, Model United Nations, Pom Pon Squad, Scholastic Bowl Team, Science Bowl Team, Science Olympiad, Special Olympics, Speech Team, Student Congress Club, and Worldwide Youth Science & Engineering Club). The Board shall weigh the evidence that is presented and, after considering the best interests of the student and the school, make a decision on the student's case.

B. Disciplinary Procedures

After a participant has been given an opportunity for due process and there is reason to conclude that the student has violated Athletic/Activity Policies based upon available information, he/she may be suspended from practices and/or competition pending a disciplinary review and decision by the Athletic/Activity Board. Parents will be notified of the training rule violation and will be requested to attend a Board meeting related to their student. The Board will meet at the earliest opportunity to consider the status of the student and render a decision. Generally, the following process will be observed for both in/out of season violations:

(continued on next page)

Programs and Services

Athletic and Competitive Activity

Policies and Procedures *(continued)*

1. The Athletic/ Activity Board verifies that the participant has been made aware of rules of the sport or activity.
2. Upon notice to the administration, either verbal or written, of an alleged violation of the rules, the student will be informed by the athletic/ activity director of the nature of the offense and suspended from practice and/ or competition. The athletic/ activity director will notify the student to appear at a meeting of the Board. Parents will be notified of the violation and requested to appear at the meeting. If the violation occurs out-of-season, the participant will be informed by the administration and the same procedures will be followed.
3. The Athletic/ Activity Board will meet to review the situation. The Board may invoke one or more of the following:
 - a. Dismiss the charges.
 - b. Place the student on probation for a specific length of time.
 - c. Invoke a suspension.
 - (1) A minimum penalty for first violation of possession/ use of alcohol, tobacco in any form, or drugs will be 25 percent of the scheduled contests. (Tournaments, multiples, invitationals, and doubleheaders may count as one contest at the participant's level of competition.)
 - (2) When a suspension is invoked for a drug, alcohol, or tobacco violation, the student is required to attend and successfully complete an educational program recommended by the Athletic/ Activity Board. The cost of educational programs will be the responsibility of the student's parent.
 - (3) The penalty for theft and dishonesty will be established by the Board after review of the severity of the infraction.
 - (4) When a suspension is invoked, the Board will determine the season in which the penalty will begin.
 - d. Drop the student from the sport for the remainder of the season.
 - e. Drop the student from participation in athletics or activities for the remainder of his/ her time in high school.
4. The decision of the Board will be communicated in writing to the parent of the student.

C. General Rules

Suspected violations and/ or rumors are to be directed to the student's immediate coach or sponsor who can serve in a counseling role and directly inform the participant of the allegations and the importance of correcting an improper image. The District's Director of Student Activities should be consulted if any doubt exists regarding the convening of an Athletic/ Activity Board.

Mid-Suburban League

East Division

Buffalo Grove (Bison)
 Elk Grove (Grenadiers)
 Hersey (Huskies)
 Prospect (Knights)
 Rolling Meadows (Mustangs)
 Wheeling (Wildcats)

West Division

Barrington (Broncos)
 Conant (Cougars)*
 Fremd (Vikings)*
 Hoffman Estates (Hawks)*
 Palatine (Pirates)*
 Schaumburg (Saxons)*

**District 211 schools*

Sport Seasons

	<u>Boys</u>		<u>Girls</u>
Fall	Cross Country Football Golf Soccer Cheerleading (spirit)	Fall	Cross Country Golf Swimming Tennis Volleyball Cheerleading (spirit)
Winter	Basketball Swimming Wrestling Cheerleading (comp.)	Winter	Basketball Bowling Gymnastics Cheerleading (comp.)
Spring	Baseball Gymnastics Lacrosse Tennis Track Volleyball Water Polo	Spring	Badminton Lacrosse Soccer Softball Track Water Polo

Accessibility Accommodations

Township High School District 211 will not discriminate on the basis of disability against any qualified individual in accordance with the provisions of the Americans with Disability Act (ADA) of 1990.

If an individual with a disability would like to request an accommodation or auxiliary aid or service from the District, the individual should make that request to the school's designated ADA administrator. The request should be made at least one week in advance of the time that the accommodation will be needed. While the District will make reasonable attempts to accommodate requests made with less than one week advance notice, the District will not be obligated. In most instances, the District cannot be expected to fulfill such requests with less than 72 hours advance notice. Requests for a sign language interpreter may be made to the ADA coordinator or to the District's assistant to the superintendent.

In considering the request, the ADA Administrator may ask for additional information from the individual making the request in order to understand the nature and extent of the accommodation being sought. The ADA Administrator will inform the individual making the request within three days whether the accommodation will be provided. If the individual's request is denied, the individual may appeal the decision according to the District's Uniform Grievance Procedure. The Uniform Grievance Procedure may be found on the District 211 website or may be requested from the ADA administrator.

The School Visitation Rights Act

The School Visitation Act makes it mandatory for private employers, local governments, and school districts to permit employees unpaid time off from work to attend necessary educational or behavioral conferences at the school where their children attend if the employer employs at least 50 employees. Another provision of the act requires schools to make time available for visitation during regular school hours and evening hours. If you would like to see a copy of the act, or if you have any questions about the School Visitation Rights Act, please contact the Student Services Director at your school.

Health Services

A student who is ill may obtain a pass from a teacher and go to the nurse's office. If the student must be sent home, a parent, guardian or other responsible adult must give permission through the nurse's office for the student to leave school.

(continued on next page)

Health Services *(continued)*

No student who is ill may leave school without permission of the nurse.

A student who is ill and absent from school due to a communicable disease must see the nurse before returning to classes. Some communicable diseases require a doctor's release when the student returns to school.

If a student is unable to participate in the regular physical education class for more than three days, the nurse must be given a medical excuse from a physician stating the nature and time limitation of the condition. A parent note is acceptable if the time out of class is three days or less.

Vision and Hearing Screening

School nurses conduct vision and hearing screenings for all transfer students and students receiving special education services. Most screenings are done in the fall of each school year. These screenings **are not** a substitute for a complete examination and evaluation by a doctor.

Medications in Schools

Prescriptions and non-prescription medications will be given according to the High School District 211 medication policy. Signed authorization from the student's physician and parent must be on file in the health services office. Only those medications which are necessary to maintain the student during school hours shall be administered by the school nurse. Medication must be brought to the school in the original package and given to the nurse. Medications will be stored in a secure area in the nurse's office. At the end of the treatment regime, the parent will be responsible for removing any unused medication from the school. If not picked up by the end of the year, the school nurse will dispose of the medications. High School District 211 retains the right to reject requests for the administration of medication.

Communicable/Chronic Infectious Diseases

Some communicable/chronic infectious diseases may pose potential health problems for students in the school district. A student known to have a communicable/chronic infectious disease will be evaluated to determine if the student's condition poses a risk to others. An appropriate educational program for the student will be determined by the Superintendent and school staff after consultation with a team consisting of a medical advisor, school nurse, school administrator, physician, and the student's parents. A student with a chronic infectious disease will be allowed to attend school in a regular classroom setting unless the evaluation determines the

need to place specific limitations on attendance. A student will be excluded from school for the period in which there is high risk of transmitting the disease to other students or employees. The privacy of a student known to have a chronic infectious disease will be respected by maintaining confidential records in accordance with federal and state privacy laws. In certain cases, the Cook County Department of Public Health may be informed of a student's condition, and direct that student's attendance.

Optional Student Insurance

High School District 211 does not carry individual student accident insurance coverage. Should parents feel student accident coverage is necessary, information is available on the District 211 website at <http://adc.d211.org/parentsstudents-2/student-insurance/>.

Injuries

Any school injury should be reported immediately to a teacher. The student will be sent to the nurse for medical attention. If parents have purchased student accident insurance and need to make a claim, they may ask the school nurse to send details of the accident report to them.

Homebound and Hospital Instruction

Home and hospital instruction is a short term service for students who will be out of school more than 10 consecutive school days for medical reasons. Pregnant students may be eligible for homebound instruction and are encouraged to continue their education. High School District 211 is committed to eliminating barriers to the education of pregnant students.

Instruction time for assigned certified teachers shall total up to five hours per week. A medical certification form signed by a physician must include a diagnosis and the length of absence and must be submitted before homebound instruction begins. *Requests for homebound instruction should be made through the student services director's office.*

Drug and Alcohol Prevention

High School District 211 is aware of the chemical abuse problem among some adolescents and is concerned about students' welfare. Your school has a team of specially trained personnel which provides services and programs to students and their families affected by alcohol or drug use and abuse.

Students or parents who want help in treating this health problem should call the school's guidance office and ask for the Student Assistance Program coordinator. The school may refer students and parents to outside agencies for help.

Special Education

Students with disabilities of vision, hearing, orthopedic impairment, learning disabilities, intellectual disabilities, autism, emotional disabilities, and other health impairments are served through a wide range of special education programs, ranging from minimal supplementary resource assistance to total instructional programs. Students or parents may contact their school's student services department for information related to eligibility and special education services.

High School District 211 also provides a range of related services such as speech and language therapy, occupational therapy, physical therapy, nursing services, and/or counseling. The school district may receive Medicaid funding for these services. If parents have a question or concern regarding their eligible student, please contact **Renée Erickson**, director of special education, at 847-755-6835.

Behavioral Intervention Policy

Behavioral interventions shall be used with a student with a disability to promote and strengthen desirable behaviors and to reduce behavior that impedes the learning of others. Practices surrounding behavioral interventions encourage positive interventions which are based upon consideration for physical freedom, social interaction, and respect of a student's dignity. Positive, non-restrictive interventions alone may not always control gross disobedience or misconduct. Generally, restrictive interventions shall be considered when non-restrictive interventions have been attempted and failed. A copy of the policy is available upon request from the Student Services department.

Peer Mediation

The peer mediation process gives students an opportunity to resolve conflicts confidentially with their peers using a structured format facilitated by specially trained students. The goal is to develop a win-win solution to which both parties agree. Anyone can refer two disputants to mediation, but the process is voluntary. For further information, contact your counselor or administrator.

Student Evaluations

Staff meet regularly to review students who are experiencing difficulties which impact educational performance. If needed, interventions and strategies may be developed and implemented. If warranted, a full and individual evaluation may be conducted to determine need for special education services.

Student Supervisors

District employees monitor student behavior and assist in controlling building security and safety. *Students should treat these supervisors with the same respect shown to teachers.*

Police Consultant

Each school is assigned a sworn police officer who is employed by the local police department. The police consultants' or school resource officers' primary role is to provide for the security of the school and the safety of students and staff. All police-related matters that occur within or connected to the school are handled by the police consultant in coordination with school administration. Police consultants are involved in school safety planning, preparedness, and response. Additional functions of the police consultant includes prevention of student delinquency, provide law enforcement consultations and counseling, participate in classroom presentations, assistance with staff development activities, and response to all other student and school police-related matters.

Reciprocal Reporting Agreements

In compliance with the *Illinois School Code*, High School District 211 has developed agreements with local law enforcement agencies for the reciprocal reporting of criminal offenses committed by students. The intent is to exchange information, to the extent permitted by law, in order to maintain safe, healthy, and non-violent school environments to which all students are entitled.

Student Services

The Student Services Department at each school provides social, personal, and academic counseling, as well as college and career planning. When students enter high school, a school counselor is assigned to help them in these areas. Counselors see their students several times per year. Students also can schedule appointments with their counselor. Parents are encouraged to contact the counselor at any time.

Students may meet with a counselor:

- During a study hall or lunch.
- Before or after school by appointment.
- When an emergency exists.

Additional school services include:

- **Student Support Groups:** Students who have concerns relating to divorce, grief or loss, eating disorders, or anger should contact their counselor about participating in school support groups on these issues.

- **Psychologist:** conducts psychological evaluations and interprets results for students, parents, and staff. The psychologist also provides counseling and helps locate outside referral agencies.
- **Social Worker:** Provides individual, group, and family counseling and serves as a liaison between the school and community agencies.
- **Speech and Language Therapist:** Identifies and assists students who need help with communication skills.
- **Nurse:** Provides health services within legal guidelines.
- **Student Assistance Team:** Specially trained personnel who provide services and programs to students and their families affected by alcohol or drug use and abuse.
- **Community Resources:** A list of community agencies that provide assistance for families may be obtained by contacting the school social worker.

Automobiles and Parking

Driving to school is a privilege, not a right. District 211 students who have a valid license, a properly registered vehicle, and permission from their parents are eligible to use the student parking lot at their school. Due to space limitations at some buildings, not all eligible students will receive permission to purchase a parking permit. Students who receive permission to purchase a parking permit must pay a \$75 per semester fee. In cases where parking spaces are limited, a lottery may be used. There will be no refund of the student parking user fee for the current semester. Parking stickers or tags must be displayed properly according to school directions. Parking tags are non-transferable. Students who produce, possess, or distribute a counterfeit parking permit may be subject to disciplinary consequences.

Vehicles must be parked in designated areas only as permitted by each school's parking regulations. Local law enforcement officials monitor school parking lots. Vehicles that are improperly illegally parked, violate local ordinances, or fail to display village or registration stickers may be ticketed and/or towed.

Violators of parking regulations or the student parking user fee policy are subject to school disciplinary action up to and including suspension, loss of parking privileges, ticketing, fine, towing at student expense, and/or arrest. Automobiles may be searched by authority of the principalship and when there is reason to believe that there are illegal or harmful materials in an automobile. By obtaining a parking permit, students give consent to the possible search of vehicles. Authorities will be notified regarding cars parked illegally, and cars parked illegally also may be searched.

Students are expected to drive safely and responsibly on school property. Students and parents are reminded to obey all local and state vehicle laws while on school property and in the vicinity of the school.

Bus Services

Free bus transportation is available to students who live 1½ miles or more from school and within school attendance boundaries. Students who live less than 1½ miles from school may elect to pay for transportation. The cost is \$200.00 a year, payable in advance. A late fee of \$35.00 will be added after June 29. Please be advised that it may take up to three (3) school days for your student to be eligible to ride the bus after payment is received.

Transportation also is provided for regular bus riders who stay after school under a teacher's supervision. A special pass or sticker on I.D., issued by the teacher or coach, is required for either the late/activity bus which runs on Tuesdays, Wednesdays, and Thursdays, or the evening/athletic bus which runs all five days. Students must present a valid I.D. to the driver before they will be allowed to ride.

Students who are scheduled to start after period 1 or are dismissed before period 8 must provide their own transportation. Students who are dismissed early must leave school after their last regularly assigned class.

Guidelines: The student I.D. card also is used as a bus pass and must be shown to the driver. The bus route number appears on the I.D. card.

The bus route and times are set as a general guide. However, buses do not stop more often than every block (corner) in town or about every 400 feet outside a town area. If a bus does not arrive on schedule, students are expected to wait until the bus does come. All students should be at their bus stop 5 minutes before the route start time.

Students must cross the road in front of the bus while the stop arm is out and the flashers are operating. *Extreme caution should be observed when entering or leaving the bus. Students may not loiter or walk through parking lots before entering or after leaving buses.*

School rules apply on the buses. Aside from a possible suspension from school, bus privileges may be suspended for misconduct such as vandalism, fighting, or violation of safety procedures. Behavior expected of students during the regular school day also must be exhibited on the bus. Smoking is not permitted on the bus. To promote safety and welfare of students and staff, audio and video recording may be used on buses. A brochure detailing bus guidelines is available on the District website, and rules are posted in each bus.

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Academics

Bus Services *(continued)*

To ride a bus other than one regularly assigned, an eligible bus rider must have a special need. Requests from parents should be sent to **Diana Mikelski**, director of transportation, at dmikelski@d211.org.

Media Center

The media center (library) does not charge for overdue materials. However, students have the responsibility to return materials on or before the due date so that other students and faculty members may use them. Students will be charged for lost or damaged materials.

Physical Education Uniforms

Physical education uniforms and locks may be purchased at the start of school during physical education class and are the responsibility of the student.

Lockers

Each student is assigned a school locker. *Lockers are not to be shared, and locker combinations should be kept confidential.* A student has no reasonable expectation of privacy in a school locker or in personal effects left therein and has the responsibility to store only those items needed for school or school-related activities and other items needed for non-school activities which are neither harmful or illegal. The student to whom the locker is assigned will be held responsible for illegal or harmful materials kept in his or her locker by another individual. Lockers will not be opened for students not assigned to that locker. In the event of mechanical failure, a student's locker will not be opened without student I.D.

School officials will periodically inspect all lockers for reasons of health, safety, and the recovery of property which is not to be in lockers, or for other reasons in their discretion. Lockers may be searched only by authority of the principalship.

Each student also is assigned a physical education locker. Heavy-duty locks must be purchased at the school. Students should use locks to prevent theft. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

Food & Nutrition Services

The Food & Nutrition Services Department provides breakfast, lunch, and à la carte options daily. Multiple entrees are offered for lunch as part of a well-balanced meal or available to be purchased à la carte. Daily items include freshly made sandwiches, salads, pizza, and yogurt parfaits. Students may pay for meals in cash or through prepayments. Information on prepayment options is available from the Food Service Manager at the school. A valid student I.D. is required to access prepayment funds and/or free and reduced-price meal benefits

Meal Application Program

Free or reduced-price meals are available to students whose families meet federal guidelines. A student's household must complete a meal application annually. An application can be completed online through the school or District website, or a printed copy is available at the school or by request. *All households will receive either a printed or electronic copy of the meal application in July.* Additional forms are available from the school. The Food & Nutrition Services Department can be reached at 847-755-6680.

Meal Charge Procedure

The purpose of the meal charge procedure is to establish consistent meal account practices throughout the District. Any student without funds for breakfast or lunch will be offered a complete meal, but must repay the loan the following day. À la carte items are not part of the USDA meal program and cannot be charged. A complete meal includes choice of entrée, grains, milk, fruit and vegetable options. Students will be allowed to charge up to five complete meals.

Parents can select to receive a low-balance email notification. Parents whose children owe money to the Food & Nutrition Services Department will receive a phone call if payment is not received promptly, as well as a written request for payment when a student has an outstanding balance. All charges not paid before the end of the school year will be carried forward to the next school year. Graduating seniors must pay all charges in full.

A parent may request a refund of any remaining prepayment account funds by emailing or writing the Food & Nutrition Services Department. All refunds must be requested within one year.

Local Wellness Policy Overview

High School District 211 is committed to providing a school environment that enhances learning and development of lifelong wellness. Several school-related activities help make this possible:

- Access to student nutrition programs that meet regulations and guidelines established by the U.S. Department of Agriculture
- All foods and beverages available on campus during the school day are consistent with the current Healthy, Hunger-Free Kids Act
- All foods available on campus adhere to food safety and security regulations
- Physical activity and nutrition education are part of the school curriculum

Grading

The school year is divided into two semesters, each 18 weeks in length. Students receive in-progress grades at 6 and 12 weeks each semester.

In most courses, the semester examination represents 20%. In some designated courses, there is a final project and no examination. Only semester grades are recorded on a student's permanent record; the in-progress reports are informational reports.

The following is an explanation of the grading scale used on report cards:

- A.....A superior grade for exceptional or outstanding work.
- B.....A commendable grade for an above-average degree of accuracy and knowledge of the subject.
- C.....A passing grade reflecting adequate and satisfactory performance.
- D.....A passing grade reflecting below average work.
- E.....A passing grade for demonstrating maximum effort and/or minimum skills.
- F.....A failing grade indicating that no credit was awarded.
- AUD.....Special permission to take a course for no grade and no credit.
- EXC.....Excused for the grading period and/or from taking the semester examination. Credit for the course may depend on any existing grades earned during the course.
- PASS.....A passing grade for a course taken on a Pass/Fail basis. Credit is given but no grade point is recorded.

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Grading *(continued)*

FAIL.....A failing grade for a course taken on a Pass/Fail basis. No credit is given and no grade point is recorded.

W/P.....Withdrew from course with passing grade. No credit is given and no grade point is recorded.

W/F.....Withdrew from course with failing grade. No credit is given, and grade point reduction is recorded.

SATSatisfactory grade.

INC.....Required work is incomplete. Students should discuss a schedule for completion of work with their teachers as soon as possible. **Parents take special note!** If work is not completed within an agreed time frame, the student may be ineligible to take a final examination and may fail the course by default.

–Following a letter grade indicates “minus” (i.e., “C-” means a low “C” grade).

+Following a letter grade indicates “plus” (i.e., “C+” means a high “C” grade).

Student Final Examinations

All students will be required to take final examinations. Seniors may qualify for an exemption from their last semester final examinations in all courses if the student: has at least a “C” average in the course; has fewer than six absences from the class; has never been truant from the class; has never been suspended from the class; and is not incomplete on assignments required by the teacher. Seniors who are not exempt from last semester final examinations will take their examinations at the regularly scheduled times for semester examinations.

Weighted Grades

High School District 211 provides colleges with a student’s grades computed two ways — weighted and non-weighted. This procedure allows colleges to select each student’s grade-point according to their standard practice for use in determining college admissions. **Weighted grades are used for college admissions purposes and selection of academic scholars only.**

Pass/Fail Grading

In most departments, the pass/fail method of grading is available for juniors and seniors who wish to explore subject areas for academic and personal enrichment without affecting their grade point average. A passing grade is any grade of “D-” or higher. The following guidelines are used for pass/fail grading:

- The pass/fail option is available in approved courses for junior and senior students only. (Counselors can identify approved courses.)
- The pass/fail option is not available in required courses.
- Only one pass/fail course per semester may be taken.
- Full credit, but no grade-point, is awarded for successful completion of a course taken with the pass/fail option.
- Students’ pass/fail permission forms must be signed and on file by the end of the 25th school day of the semester.
- Once students choose pass/fail, they may not change that option after the 27th school day of the semester.

Fifth or Sixth Subject Drop Procedure

Students may drop a fifth or sixth class without penalty until the 25th day of the semester. Thereafter, the student will be given “W/F” or “W/P” based on academic standing at the time of the drop. **The “W/F” grade will be included in the calculation of grade point average.** Students who drop after the 25th day will be assigned compulsory study hall instead of attending class for the remainder of the semester.

Academic Dishonesty

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one’s own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to, the following:

- looking at another student’s answers, or using a “cheat sheet” during a test; or, providing other students with the means to copy answers;
- downloading material from an online source and representing it as one’s own without citing sources or crediting the author;

- copying in any form another person’s computer program or software file and representing it as one’s own;
- submitting work received through purchase or transfer as one’s own;
- copying text in any form from a source, without proper citation, and submitting as one’s own;
- falsifying, or attempting to alter, course grades, test grades, grade point averages, credits earned, or other confidential information about oneself or others;
- acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means.

Students determined to have been academically dishonest are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project or test, lose class or course credit, be suspended pending a parent conference, or be recommended for expulsion.

Graduation Requirements

Students must complete a minimum of twenty (20) units of credit, including the following:

- a. Four (4) units of English
- b. Two (2) years of writing-intensive courses, one (1) of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- c. Three (3) units of mathematics with at least one (1) course at the 300-level or higher. One (1) of the three (3) required units must be Algebra I, one (1) unit must include geometry content, and at least one (1) course must be at the 300-level or higher. (The superintendent may grant exceptions to the requirement of a 300-level course on a case-by-case basis.)
- d. Two (2) units of science
- e. One (1) unit of American history
- f. One (1) unit of social science survey or one-half (½) unit of economics and one-half (½) unit of government
- g. One (1) unit of world language, art, music, or vocational education
- h. One-half (½) unit of consumer education (or equivalent)
- i. One-half (½) unit of health, ending with the Class of 2021

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Graduation Requirements *(continued)*

- j. One (1) unit of Freshman Wellness (incorporates physical education and health education), beginning with the Class of 2022
- k. Physical education for each semester of attendance (or equivalent) after freshman year, beginning with the Class of 2022; OR physical education for each semester of attendance (for the Classes of 2019, 2020, and 2021)
- l. Thirty (30) hours of instruction in safety education (driver education classroom instruction). If determined by an Individualized Education Program (IEP), a student may be exempted and be allowed to participate in another curriculum that provides safety education.

Additional requirements:

- a. Pass a qualifying examination on the State and Federal Constitution, Declaration of Independence, use of the American flag, and the Australian (secret ballot) method of voting
- b. Participate in the assessment testing system as established by the State of Illinois, except as excused by State regulations
- c. Music will receive full credit. A student will be allowed to earn no more than one (1) credit per year in instructional music. Likewise, a student shall be allowed to earn no more than one (1) credit per year in vocal music.

Additional physical education requirements:

- a. Swimming will be a unit at both the freshman and sophomore levels
- b. Seniors who are enrolled in six (6) academic subjects, maintain at least a 3.0 grade point average, and have no free periods, excluding lunch, during the eight (8) period day will be excused from taking physical education courses provided that:
 - 1. At least one (1) of the six (6) academic courses in which the student is enrolled is required for admission to an institution of higher learning and that student's failure to take such class(es) will result in the student being denied enrollment to the institution of the student's choice; or
 - 2. Enrollement in at least one (1) of the six (6) academic courses which was previously failed or missed because of change in schools and is required for graduation from this high school district, and that failure to take such class(es) will result in the student being unable to graduate

To validate eligibility to be excused, a student must present either: an admission application, statement of intent to apply, or acceptance from an institution of higher learning verifying the facts in sub-paragraph one (1) above, or a statement from the student's counselor certifying the facts in sub-paragraph two (2) above.

Additionally, the District shall maintain records showing that, in disposing of each request to be excused from physical education, the District has applied the criteria set forth in Section 27-6 of the School Code to the student's individual circumstances as provided in paragraph C above.

- c. Juniors and seniors participating in inter-scholastic athletic programs and enrolled in at least five (5) subjects will be eligible to be excused from taking physical education during their athletic season(s). Students excused under this provision will be assigned to study hall.

Certificate of Completion

A student who is eligible to receive special education services and who requires continued public school educational experience to facilitate his/her integration into society shall be eligible for such services through age 21. In such a case, the student may receive a Certificate of Completion after the student has completed four years of high school and the issuance of the diploma may be deferred so that the student will continue to be eligible to receive special education services. The student is encouraged to participate in the graduation ceremony with his/her high school class and may only participate in one graduation ceremony.

Early Graduation

Students who plan to graduate in less than four years must see their counselor at least one semester in advance of graduation for clarification of graduation requirements.

Honor Roll

An honor roll is announced each semester. Students with an unweighted semester grade point average (GPA) of at least 3.0 but less than 3.5 are placed in the honors group. Students with an unweighted semester grade point average (GPA) of 3.5 or higher are placed in the high honors group. Grade points are assigned as follows: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points. Grades in physical education, driver education, and pass/fail classes are not assigned grade points and are not included in determining honor roll status. An incomplete grade will prevent a student from being placed on the honor roll.

Students taking accelerated and/or honors courses receive a weighted GPA boost each semester. The weighted GPA is used for college admissions and to determine academic scholar status. Weighted GPA is not considered when placing students on the honor roll.

United States Constitution Test

State law requires that Illinois students pass a Constitution test as a graduation requirement.*

**The minimum score on the Constitution Test is set by the social studies faculty. For further information, contact your school's Social Studies Department Chair or Student Services Director.*

Instructional Supplies/Textbook Rental Fee

Students must pay a \$170 instructional material/textbook rental fee each year. Cost of the physical education uniform is not included. The fee must be paid before class schedules will be issued. Transfer students will pay a prorated portion of the fee at the time of enrollment. Students whose families face a financial hardship should call the principal to discuss special arrangements for paying fees.

Student-Teacher Meetings

A student is required to remain after school to discuss their performance or for individual instruction when a teacher thinks it is necessary. Such meetings may be necessary if a student is not working up to capacity, work is incomplete, the student is in danger of failing, or there is a need to discuss the student's class performance and attitude. The teacher will give the student a day's notice, and then the student can be excused only by an administrator. Failure to meet with the teacher may result in suspension from classes until the meeting is held.

In-Progress Grade Reports

Six and 12 weeks into each semester in-progress grade reports are sent to parents. An in-progress grade report provides information about the student's status in each course on the student's current schedule. Parents are encouraged to contact teachers to discuss student progress. The student's counselor also is available for consultation.

Course Credit

Students who drop a full-year course at the end of the first semester will receive one-half unit of credit if they are passing at the time. However, students are advised that one semester of a one-year course seldom meets college entrance requirements.

Credits transferred from another school must be earned in the same or equivalent courses offered in High School District 211 in order to count toward graduation.

Refer to the *Curriculum Guide* for details on courses, prerequisites, and credits. This publication is given to students prior to freshman year and also is available in the Student Services Department and online at the District website adc.d211.org/academics-home/curriculum-home/.

Promotion

Promotion depends solely on the acquisition of the requisite number of credits. These credits need to include credit in core academic subjects. A student's class is determined by the following:

3.5 credits = sophomore

8.0 credits = junior

12.0 credits + completion
of state testing requirement = senior

Students who fail to earn enough credits in a year to be promoted to the next class will meet with a counselor to identify appropriate supportive services and develop a plan to address the credit deficit. Individualized program planning by the counselor to facilitate promotion includes, but is not limited to, additional course work during the school year, summer school classes, correspondence courses of study, evening school classes, and courses taken at other accredited institutions.

Career Programs

High School District 211 provides many opportunities for students to explore career possibilities. The *Curriculum Guide* outlines career programs offered at each school, as well as some off-campus sites. Students also may explore their interests through shadowing experiences, career treks, and guest speakers. Additional assistance is available from the career advisor at your school and at <http://www.d211careercluster.org>.

All career programs are offered without regard to race, color, national origin, sex, sexual orientation, or disability. For further information, **Lisa Small**, associate superintendent for instruction, may be contacted at the G.A. McElroy Administration Center, 847-755-6616.

Illinois State Seal of Biliteracy

Students can earn the Illinois State Seal of Biliteracy by demonstrating high levels of proficiency in English and an additional language. Illinois public universities will accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she received the State Seal of Biliteracy. Current languages available are Arabic, Chinese, French, German, Hindi, Italian, Korean, Japanese, Polish, Portuguese, Russian, Spanish, and Thai. For more information go to (<https://adc.d211.org/academics-home-seal-of-biliteracy/>).

Test Makeup

Students who miss tests because of absence are responsible for making up this work as soon as possible. The teacher will set guidelines providing a reasonable amount of time to makeup tests after an absence. Tests will be on file in the test makeup room. The student should get a pass from the teacher and make up this work during non-class time. An after-school job does not excuse a student from completing examinations or required assignments. An I.D. card must be presented to make up tests.

Withdrawing from School

The procedure for withdrawing from school is:

- Obtain written parent approval
- Discuss reasons for leaving school with a counselor
- Obtain a check-out slip signed by an administrator
- Return to the registrar all property owned by the school, including but not limited to: textbooks, library books, and school I.D. card
- Secure the signature of all required personnel on the check-out slip (Signatures indicate that all student obligations have been met, making the student eligible for a refund of book rental fees based on a prearranged schedule)

A student transferring to another school will have an official transcript of credits and disciplinary records mailed to the new high school when all obligations to High School District 211 have been met.

Summer School

Summer School is an academic enrichment program for students who desire or need additional learning opportunities. Most Summer School courses are for credit and count toward graduation, just as courses taken during the regular school year. A Summer School course catalog listing offerings is mailed to parents each spring and is also available online. Many students attend Summer School to take a wider range of courses, repeat a failed course or make up credit lost by failure, repeat a course for a higher grade (subject to Student Services Director approval), or to move into more advanced work. Summer School fees are determined by the Board of Education.

The same rules and regulations are in effect during summer school as during the regular school year. In addition, the following rules apply:

- Regular attendance is required. Students absent the first two days of school will not be admitted into class in that semester. Any student who accumulates three days of absence will forfeit credit and fees. Any tardy beyond one hour counts as an absence, and any two tardies less than one hour count as an absence. Truancy will result in loss of course credit.
- Because Summer School is a concentrated program, vacations should not be scheduled during the summer school period.
- Students who engage in possession or use of tobacco or controlled substances; are truant or excessively tardy; or commit acts of gross misconduct will be immediately dismissed from Summer School and will forfeit credit and fees. These behaviors may be considered relative to the previous school year or the coming school year's behavioral expectations and terms.
- Attendance is mandatory on the last day of each semester when final examinations are scheduled. Students not in attendance will forfeit credit and fees. *Final examinations will not be given early.*
- Students may not wear hats or coats during school.

Work Permits

Attention Parents: There have been changes in the child labor laws regarding work permits issued to 14 and 15 year old students. To obtain a work permit, these students must have a current physical examination done within the last year. The application for a work permit must be signed by the parent or guardian *at school* in the Student Services Department.

Off-Campus Courses

Students who enroll in off-campus courses are subject to school regulations while attending and en route to and from these classes. **Enrollment in these courses may commit students to attending on days other than those regularly scheduled in the District, to securing additional transportation, or to accepting other uncommon responsibilities.**

Network Use for Students

District electronic technologies access is provided to students for specific educational purposes. Students are expected to use their assigned 1:1 iPad and other District electronic technologies to further the District's educational mission, goals, and strategic direction. Students are expected to use the District's electronic technologies to support classroom activities, educational research or professional enrichment and effectiveness.

Use of the District's assigned iPad and District electronic technologies is a privilege, not a right. Misuse of the District's electronic technologies may lead to discipline of the offending employee or student. The District's network, an educational technology, is a limited forum; the District may restrict participation for educational or safety reasons. Guidelines in the use of electronic technologies are outlined in the District 211 "Electronic Technologies Acceptable Use Agreement."

Students have been provided with 1:1 iPad devices. In addition, computers are provided in specific locations throughout the school for a variety of student uses, including:

- School-related assignments
- Accessing school-approved apps, technologies, systems, and learning software
- Internet research
- Class-related and/or Athletics and Activity related information

Students understand:

- Electronic technologies are assets of the District and are protected from unauthorized access, modification, destruction or disclosure.
- The District reserves the right to monitor, read or copy any item on or using the District's electronic technologies, including its network.
- Students will not vandalize, damage, disable or hack into any electronic technology or system used by the District.
- By authorizing use of the District's electronic system or devices, including the electronic network, the District does not relinquish control over materials on, or connected to, the system or contained in files on the system or District-owned or operated devices. Users should not expect privacy in the contents of personal files on the District system or the assigned District iPad.

- Routine periodic maintenance and monitoring of electronic technologies, including the District network, may lead to a discovery that a user has violated this policy, another school District policy or the law.

Violations of these conditions, or others prescribed in the District 211 "Electronic Technologies Acceptable Use Agreement" or other student policies, may result in a referral to an administrator, suspension of computer, iPad, and/or network privileges, loss of credit, or other disciplinary action if deemed appropriate.

Internet Use Agreement

The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the District. Students have access to Internet resources through the District's wireless network, classrooms, media centers, District-provided electronic devices, District-issued iPads, and school computer labs. Access to the District's wireless network can be found throughout each school and while on the school campus outside the school building. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information, as stated above out of their postings.

Students have access to a student email account issued by the District. Users of the network have no expectation or assurance of privacy for information transmitted or received via the network or contained in District-owned storage media, including but not limited to, electronic mail. The District reserves the right to search, examine, or copy at any time without cause or suspicion, the contents of District-owned storage, media, District-issued student email accounts, or data stored or accessed on the assigned electronic device(s). The "Electronic Technologies Acceptable Use Agreement" can be viewed online at https://adc.d211.org/wp-content/uploads/2016/07/AUA_2012.pdf.

Community Use of Schools

The Board of Education values the district's partnership with charitable, municipal, civic, and church groups within the district and will work closely with such groups to accommodate requests to use the five high schools. Among the facilities available are classrooms, cafeteria, gymnasium, auditorium, swimming pool, and outdoor athletic practice facilities. Priorities for use include: school instructional programs, school extracurricular programs, Continuing Education programs, and community programs.

District custodial and related costs determine charges for use. Applications for use of the facilities are available from the director of administrative services, 847-755-6626.

School-Community Relations

The District's community relations office serves as a liaison between individuals and groups in the community and the school district. It is responsible for District publications as well as maintenance of the District's website (adc.d211.org).

Parents and other residents may call **Thomas Petersen**, director of community relations, at 847-755-6631, with suggestions for improving communications between the schools and community.

For news information about District 211 and its schools, log on to the *D211 Post*, a news website featuring community stories, teacher and student profiles, photos, videos, and more. The *D211 Post* is accessible via the District 211 website or directly at <http://www.d211post.org>.

High School District 211 has a Mobile App that is available for smartphones and tablets. The D211 Mobile App provides direct access to some of the District's and schools' most frequently used online tools. The Mobile App is available for download at the App Store and Google Play by searching "District 211."

Alternative High School Completion Programs

High School District 211 Diploma

Individuals 17 years of age or older who are no longer enrolled in high school may earn a regular High School District 211 diploma by completing a prescribed set of courses. Courses include evening classroom work. Students must present a withdrawal letter from their previous school in order to be eligible for the program. Educational counseling services are available. For more information, call the Continuing Education Office at 847-755-6820.

G.E.D. Certificate

Persons over 17 years of age whose high school education has been interrupted may obtain a high school equivalency certificate from the Illinois State Board of Education by passing the General Education Development Tests. The certificate is accepted for college entrance at some institutions. District 211 does not offer GED preparation classes nor is it an approved GED testing site. GED preparation classes are available through Harper College and information about the GED can be obtained from a guidance counselor.

Student Records

The following information describes the contents of Student Records plus procedures for inspecting, accessing, challenging, and maintaining the contents of the records.

Definition of Student Records

Student Records refer to any recorded information maintained by the district by which a student may be individually identified. Recorded information maintained by a staff member for his or her exclusive use, and not disclosed to any other person except temporary substitute, is not a part of the Student Records. Student Records consist of a Permanent Record and a Temporary Record.

The term “*Parent*” refers to the biological parent of the student, or other person who has the primary responsibility for the care and upbringing of the student. All rights afforded to a parent become exclusively those of the student upon the student’s:

1. 18th birthday,
2. graduation,
3. marriage, or
4. entry into military service, whichever occurs first except that a parent retains — concurrent with the student — the right to inspect and review special education records. These rights may also be exercised by the student at any time with respect to the Student Permanent Record.

Student Permanent Record

The *Student Permanent Record* consists of:

1. Basic identifying information: student’s and parents’ names and addresses, student’s birth date and place, and gender.
2. Academic transcript, including grades, class rank*, graduation date, grade level achieved, Prairie State Achievement Exam scores, and scores on college entrance examinations.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of Permanent Record information.

*Class rank was discontinued beginning with the class of 2013.

Student Temporary Record

The *Student Temporary Record* means all information in the Student Records but not in the Student Permanent Record. Examples of this information are family background, test results,

participation in extracurricular activities, special education documents, discipline reports, reports from non-educational entities, and release of Temporary Record information.

Inspection of Student Records

1. A parent has the right to inspect, review, and copy their child’s Student Records, except:
 - a. no person prohibited by an order of protection from access to Student Records, will be allowed access;
 - b. communication otherwise protected by law as privileged or confidential shall be protected; and
 - c. the confidentiality of information communicated by a student or parent in confidence to district personnel shall not be impaired.
2. Student Records will be made available to a parent within 15 school days from the time a written request is received by the official records custodian.
3. When a parent inspects the Student Records, a qualified staff member will be present to interpret the information contained in these records.
4. Copies of Student Records will be provided to a parent upon request. The cost for duplicating Student Records may be charged to the parents at the current rate established by the Board of Education. Fees must be paid upon receipt of copies. No parent or student shall be denied a copy of student records for inability to bear the cost of copying.
5. A non-custodial parent has the same rights as a custodial parent unless specifically denied by a court order. Either parent may be asked to provide documentation regarding his or her legal access to student records.

Access to Student Records

No Student Record, or information in a Student Record, may be released except:

1. To a parent or person specifically designated as a representative by a parent.
2. To District or Illinois State Board of Education personnel with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
Personnel who must review Student Records to fulfill their professional responsibilities have a demonstrable interest.
3. To the official records custodian of another high school in which the student has enrolled or intends

to enroll, upon the request of the records custodian or the student. Disciplinary and special education information contained within a Student’s Temporary Record will be included in the transferred record.

4. To any person for research, statistical reporting or planning, provided that no student or parent can be identified from the information released.
5. Pursuant to a court order.
6. To any person as specifically required by state or federal law.*
7. In connection with an emergency, to appropriate persons if the knowledge of the information is necessary to protect the health or safety of the student or other persons. This information may be released without parental consent; parents will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.
8. When relevant to court action, against a student or parent, initiated by the district.
9. To any person with the prior specific dated written consent of a parent, designating the person to whom the records may be released, the reason for the release, and the specific records to be release. When the consent is requested or obtained, the district will advise the parent in writing that the parent may inspect and copy the records, challenge their content, and limit the consent to designated records or portions of the information.

**The District will give the parent prior written notice of the nature and substance of the information proposed to be released and up to 10 calendar days in which to inspect and request a copy of the Student Records and challenge their content in the case of transfer to another school and up to five calendar days in all other cases.*

School “*directory information*” may be released to the general public at the District’s discretion unless a parent requests in writing that any or all of the information not be released. The written request should be sent to the principal. Directory information is the:

1. Student’s name, address, gender, grade level, birth date and place, and parents names, addresses, and email addresses.
2. Academic awards and honors.
3. Information in relation to school sponsored activities, organization, and athletics.
4. Period of attendance in the school.

Release of Information to Military Recruiters

Under the Federal Every Student Succeeds Act, school districts must provide access to high school students' names, addresses, telephone listings, and email addresses when requested by military recruiters. A student or his/her parent/legal guardian may request that his/her individual information not be released to military recruiters. To have this information withheld, the student's or parent/legal guardian must submit a written request to the student services director's office.

No person may condition the granting or withholding of any right, privilege or benefits — or make as a condition of employment, credit or insurance — the securing by any individual of any information from a Student Temporary Record which the individual may obtain through the exercise of any right under Illinois law.

Amendment and Challenge Procedures

1. A parent has the right to request an amendment concerning, or a hearing to challenge, the accuracy, relevance or propriety of any entry in his or her child's Student Records, exclusive of grades. If the challenge is being made at the time the student's school records are being forwarded to another school to which the student is transferring, parents shall not have the right to challenge references to expulsions or out-of-school suspensions.
2. The request must be made in writing to the school's registrar and must state the specific entry or entries requested to be amended or challenged, and the basis of the proposed amendment or challenge.
3. The registrar and an administrator will conduct an informal conference with the parent within 15 school days of the receipt of the request.
4. If the request is not resolved by the informal conference, formal procedures shall be initiated in accordance with the Illinois Administrative Code governing student records challenge procedures, 23I.A.C. 375.90.
5. A parent has the right to insert in the Student Records a statement declaring the parent's position on any disputed information in a record. The District will include a copy of the statement in any subsequent dissemination of the information in dispute.

6. A parent has a right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with federal law on Student Records. Complaints should be directed to:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605*

Maintenance of School Records

1. The Student Permanent Record is maintained for 60 years after the student transfers, graduates, or permanently withdraws from school. This record is destroyed after the 60-year period.
2. The Student Temporary Record is maintained for five years after the student transfers, graduates, or permanently withdraws from school. The record is destroyed shortly after the five-year period, typically within six months. Exercise of the right to copy student records before destruction must be made, in writing, to the records custodian within 30 days after the end of the five-year period.
3. A parent or individual student has a right, upon written request, to copies of the Student Permanent and Temporary Records any time before the destruction of, or deletion from, these records. The records may be needed by the student or the parent for social security benefits or other purposes.

High School District 211 Facts

- Township High School District 211 is one of the largest high school districts in Illinois
- **Communities served:** Hoffman Estates, Inverness, Palatine, and Schaumburg and parts of Arlington Heights, Elk Grove Village, Hanover Park, Rolling Meadows, Roselle, Streamwood, and South Barrington, in the Northwest suburbs of Chicago
- **Geographic area:** Palatine and Schaumburg Townships, serving a community of over 250,000 residents in 62 square miles
- **Five high schools:** James B. Conant, William Fremd, Hoffman Estates, Palatine, and Schaumburg High Schools; **Two alternative schools:** District 211 North Campus and Higgins Education Center.
- **Projected 2018-2019 Enrollment:** 11,800, a 0.12% increase from the previous school year (*includes off-campus enrollment from District 211 North Campus, Higgins Education Center, and private facilities*)
- 76% of District 211 graduates from the Class of 2017 enrolled in post-secondary education within 12 months of graduation (*based on data from the National Student Clearinghouse and the Illinois State Board of Education Student Information System*)
- **Districtwide ACT examination composite (Class of 2017):** 22.6 (*statewide composite 21.4 and 21.0 national composite*)
- 31 students were named 2018 National Merit Scholars and 568 students were named 2018-2019 Illinois State Scholars
- **Operating expense per pupil (fiscal year 2017):** \$18,721
- 890 licensed staff (*including teachers, psychologists, social workers, and counselors*), 90% with master's degrees or beyond
- **Student/Teacher Ratio:** 13.1:1
- Comprehensive curriculum with over 270 courses, advance placement opportunities in 34 subject areas, and 62 dual credit courses offered
- Over 67% of students participate in extra-curricular activities or sports; more than 60 clubs and organizations at each school, comprehensive program of 29 interscholastic sports



Key Provisions Regarding I.H.S.A. Rules

(For 2018-2019 School Term)

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 some of 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 <http://www.ihsa.org>.

You may lose eligibility for interscholastic competition if you are not 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-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit towards graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full-time with your parents, parent who has been assigned custody by the court, or court-appointed legal guardian.

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. In the case of a multiple school district, you attend the public high school in the attendance area where you live full-time with your parents, custodial parent or court-appointed guardian; or
- C. 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 guardian, and you continue to pay tuition as a high school student in that same district; or
- D. 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
- E. 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 8th grades; or

- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. 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 (30) 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 **the IHSA sport season has begun**, 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:
1. 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 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.

(continued on next page)

IHSA (continued)

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- 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 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 is good for 395 days 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 IHSA 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. 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 sanctioned 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. 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.

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

The complete set of IHSA By-laws and Policies is available at <http://www.ihsa.org>.

District 211 Buildings



Palatine High School
 1111 North Rohlwing Road
 Palatine, Illinois 60074-3777
 Telephone: (847) 755-1600
 Gary P. Steiger, Principal
 Website: phs.d211.org

William Fremd High School
 1000 South Quentin Road
 Palatine, Illinois 60067-7018
 Telephone: (847) 755-2600
 Kurtis A. Tenopir, Principal
 Website: fhs.d211.org

James B. Conant High School
 700 East Cougar Trail
 Hoffman Estates, Illinois 60169-3659
 Telephone: (847) 755-3600
 Julie C. Nowak, Principal
 Website: chs.d211.org

Schaumburg High School
 1100 West Schaumburg Road
 Schaumburg, Illinois 60194-4150
 Telephone: (847) 755-4600
 Timothy J. Little, Principal
 Website: shs.d211.org

Hoffman Estates High School
 1100 West Higgins Road
 Hoffman Estates, Illinois 60169-4050
 Telephone: (847) 755-5600
 Joshua D. Schumacher, Principal
 Website: hehs.d211.org

District 211 North Campus
 335 East Illinois Avenue
 Palatine, Illinois 60067-7132
 Telephone: (847) 755-6700
 Francesca Anderson, Program Administrator
 Website: ncam.d211.org

Higgins Education Center
 1030 W. Higgins Road
 Hoffman Estates, Illinois 60169-4200
 Telephone: (847) 755-6640
 Jessica Orstead, Program Administrator
 Website: cntr.d211.org

G.A. McElroy Administration Center
 1750 South Roselle Road
 Palatine, Illinois 60067-7336
 Telephone: (847) 755-6600
 Daniel E. Cates, Superintendent
 Website: adc.d211.org





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 IHSA Football and Golf Begin	7 Freshman Kickoff 10:00 a.m. - 12:30 p.m. VIP Meeting 7:00 p.m.	8 Teacher Institute (No Classes) IHSA Fall Sports Begin	9 Teacher Institute (No Classes)	10 Teacher Institute (No Classes)	11
12	13 Opening Day of School	14	15 Freshman/Sophomore Yearbook Pictures Periods 1-8	16 Junior/Senior Yearbook Pictures Periods 1-8	17	18 Fall Sports Photos 7:00 a.m.
19	20	21 Student Late Start SHS Activity Showcase 3:00-5:00 p.m.	22	23	24	25
26	27	28	29	30 Early Dismissal Kick-off to College Applications & Financial Aid - 5:30 p. m. Parent Open House 7:00 p.m.	31	



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Labor Day (No School)	4 Student Late Start VIP General Meeting 7:00 p.m.	5	6 Improv Show 7:00 p.m.	7 Improv Show 7:00 p.m.	8
9	10	11	12	13	14	15
16	17	18 Student Late Start	19 First Generation College Symposium at Palatine High School 6:30 - 8:30 p.m.	20 Music Mosaic Concert 7:00 p.m.	21	22 VIP Craft Fair 9:00 a.m. - 4:00 p.m.
23	24 6-week In-Progress Grades Recorded Powder Puff Game 6:00 p.m.	25 Class Club Hall Decorations 3:00 p.m. Directions College & Career Fair (Special Education College & Career Night) at Forest View Education Center 6:00 - 8:00 p.m.	26	27 Coronation Period 3	28 Spirit Rally - Period 8 Homecoming Games Soccer - 4:45 p.m. Football - 7:30 p.m.	29 Homecoming Dance 7:00 p.m.
30						



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Marching Band Concert 7:00 p.m.	2 Student Late Start VIP Meeting 7:00 p.m.	3	4	5	6
7	8 Columbus Day (No School)	9	10 Early Dismissal Practice SAT PSAT/NMSQT (Juniors) College Night at Palatine High School 6:30 - 8:30 p.m.	11 SHS Blood Drive Periods 1-8	12	13 Incoming Freshman Testing 8:00 a.m.
14	15	16 Student Late Start	17	18	19 Variety Show 7:00 p.m.	20 Debate Tournament 7:00 a.m. Variety Show 7:00 p.m.
21	22	23 Fall Orchestra Concert 7:00 p.m.	24	25 Fall Choral Concert 7:00 p.m.	26	27 National ACT Exam 8:00 a.m.
28	29	30 NHS Induction 7:00 p.m.	31			



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Early Dismissal	3
4	5 12-week In-Progress Grades Recorded	6 Student Late Start VIP Meeting 7:00 p.m.	7 Realtors Against Homelessness (RAH) Event 5:00 - 9:00 p.m.	8	9	10
11	12	13	14 Senior Portrait & Yearbook Retakes 7:00 a.m.-5:00 p.m.	15 Fall Play 7:00 p.m.	16 Winter Sports Photos 3:00 p.m. Fall Play 7:00 p.m.	17 D211 Speech- Turkey Tournament 8:00 a.m. Fall Play 7:00 p.m.
18	19	20	21 Non-attendance Day (No School)	22 Thanksgiving Day (No School)	23 Thanksgiving Holiday (No School)	24
25	26	27	28	29	30	



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 MSL Scholastic Bowl Tournament - 7:00 a.m.
2	3	4 VIP Meeting 7:00 p.m. Holiday Band Concert 7:00 p.m.	5 Cap and Gown Measurements Periods 1-8 Holiday Band Concert 7:00 p.m.	6	7	8
9	10 Incoming Freshman Night 6:00 p.m.	11 Holiday Choral Concert 7:00 p.m.	12	13 Holiday Orchestra Concert 7:00 p.m.	14	15 Student Congress Tournament 7:00 a.m.
16	17	18	19 Final Exams	20 Final Exams	21 Final Exams End of 1st Semester Winter Vacation begins at close of school	22
23	24 ←	25	26 Winter Vacation (No School)	27	28	29 →
30	31					



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Winter Vacation (No School)	3	4 Orchesis Winter Workshop 9:00 a.m. - 3:00 p.m.	5 Orchesis Winter Workshop 9:00 a.m. - 12:00 p.m.
6	7 Teacher Institute (No Classes)	8 First Day of Classes Second Semester VIP Meeting 7:00 p.m.	9	10	11	12
13	14 Pep Band Concert 7:00 p.m.	15	16	17	18	19
20	21 Martin Luther King, Jr. Day (No School)	22 Student Late Start	23	24	25	26
27	28	29	30 Club Photos 3:00 p.m.	31 Club Photos 3:00 p.m. Winter Play 7:00 p.m.		



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Winter Play 7:00 p.m.	2 GEMS 2019 at Conant High School Winter Play 7:00 p.m.
3	4	5 Student Late Start VIP Meeting 7:00 p.m.	6 SHS/D54 Band-O-Rama 7:00 p.m.	7	8 VIP Trivia Night at Seville 6:00 p.m.	9 District 211 Honors Orchestra Concert 7:00 p.m.
10	11	12	13	14 MSL Scholastic Bowl Meet 3:00 p.m.	15	16 Winter Formal 7:00 p.m.
17	18 Presidents' Day (No School)	19 Student Late Start 6-week In-Progress Grades Recorded College Planning Night for Juniors 7:00 p.m.	20 Band-Aid Concert 7:00 p.m.	21 Band-Aid Concert 7:00 p.m.	22	23
24	25	26 Winter Orchestra Concert 7:00 p.m.	27 Prom Fashion Show 7:00 p.m.	28 D211/D54 Choral Festival 7:00 p.m.		



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Operation Snowball at HEHS 7:00 a.m.-11:00 p.m.
3	4	5 Student Late Start VIP Meeting 7:00 p.m. Jazz 'n Joe Coffeehouse 7:00 p.m.	6	7	8 SHS Blood Drive Periods 1-8 Spring Sports Photos 3:00-5:00 p.m.	9
10	11	12	13	14	15 Orchesis Dance Show 7:00 p.m.	16 Orchesis Dance Show 7:00 p.m.
17	18	19 Student Late Start Night of Percussion 7:00 p.m.	20 Graduation Announcement Distribution Periods 1-8	21	22 Spring Vacation begins at close of school Diversity Fair Periods 4-7	23
24	25	26	27	28	29	30
31						



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Opening day of school after vacation	2 VIP Meeting 7:00 p.m.	3	4	5 Poetry Showcase Periods 1-8	6 D211 All District Choir Concert at FHS 4:00 p.m.
7	8 12-week In-Progress Grades Recorded	9 State-req'd SAT Test (Jr.)	10	11 World Language Awards 7:00 p.m.	12	13 Prom Ticket Sales 10:00 a.m.-12:00 p.m.
14	15	16 Student Late Start Graduation Cap, Gown and Ticket Distribution Periods 1-8	17	18	19 Non-Attendance Day (No School)	20
21	22	23 The Future Begins Today (Special Education Resource Night) at Palatine High School 6:00 - 8:30 p.m.	24	25 Musical 7:00 p.m.	26 Musical 7:00 p.m.	27 Musical 2:00 p.m. 7:00 p.m.
28	29 Honors Convocation 7:00 p.m.	30 Saxon Pride Breakfast Period 2 Spring Orchestra Concert 7:00 p.m.				



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Band Awards Concert 7:00 p.m.	2 Spring Choral Concert 7:00 p.m.	3	4 Prom - Westin 6:00 p.m.
5	6 ←	7 VIP Meeting 6:00 p.m.	8 Advanced Placement Exams	9	10	11 →
12	13 ←	14	15 Advanced Placement Exams	16	17 Early Dismissal	18 Senior Picnic →
19	20 Graduation Rehearsal 7:30 a.m. Senior Brunch - Seville 10:30 a.m.	21 Graduation Sears Centre 7:30 p.m.	22 Final Exams	23 Final Exams	24 Final Exams End of 2nd Semester Last day of school	25
26	27 Memorial Day	28	29	30	31	



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 1st Semester Summer School begins VIP Meeting 7:00 p.m.	5	6	7 No Summer School	8
9	10	11	12	13	14 No Summer School	15
16	17	18	19	20	21 No Summer School	22
23	24	25 1st Semester Summer School Ends	26 2nd Semester Summer School begins	27	28 No Summer School	29
30						



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day (No Summer School)	5 No Summer School	6
7	8	9 VIP Meeting 7:00 p.m.	10	11	12 No Summer School	13
14	15	16	17	18 2nd Semester Summer School ends	19	20
21	22	23	24	25	26	27
28	29	30	31			



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Teacher Institute (No Classes)	8 Teacher Institute (No Classes)	9 Teacher Institute (No Classes)	10
11	12 Opening Day of School IHSA Football and Golf Begin	13	14 IHSA Fall Sports Begin	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day (No School)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Schaumburg High School



Second Floor Plan



First Floor Plan



Ground Floor Plan

SCHAUMBURG HIGH SCHOOL

1100 West Schaumburg Road • Schaumburg, Illinois 60194-4150

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TOWNSHIP HIGH SCHOOL DISTRICT 211

Timothy J. Little
Principal



Daniel E. Cates
Superintendent

UNITED STATES DEPARTMENT OF EDUCATION
BLUE RIBBON SCHOOL OF EXCELLENCE

Administrators

Timothy Little *Principal*
Russell Cumings..... *Assistant Principal*
Michele Napier.....*Assistant Principal*
Daniel Lanser*Assistant Principal*
Rico Matarazzo.....*Assistant Principal*
Whitney Gbur..... *Dean of Students*
Yassila Delgado..... *Student Services Director*
Martin Manning..... *Athletic Director/Division Head*
John Woods.....*Building & Grounds Manager*

Student Council Executive Board

Rishi Syed <i>President</i>	Alvin Reji <i>Vice President of Philanthropy</i>
Sol Kim <i>Vice President of Finance</i>	Sachi Shah <i>Vice President of Membership</i>

V.I.P. (Booster Club Executive Board)

Kathy Pyde <i>Co-President</i>	Carolyn Trinka <i>Co-President</i>	
Kirti Parmar <i>1st Vice President</i>	Brandy Wilson <i>2nd Vice President</i>	
Stacy Ruscheinsky <i>Treasurer</i>	Amy Ciminello <i>Recording Secretary</i>	Robi Vollkommer <i>Corresponding Secretary</i>

Schaumburg High School

1100 W. Schaumburg Road
Schaumburg, Illinois 60194-4150
shs.d211.org

(847) 755-4600
Main Number

(847) 755-4911
Hotline Number/Tips

(847) 755-4616
Activity Director

(847) 755-4770
Athletic Director

(847) 755-4630
Student Services

(847) 755-4670, 4671, 4672
Attendance Office

Call the Principal's Office to join the Very Interested Parents organization.