

**GIFFORD STREET HIGH SCHOOL
46 S. GIFFORD ST.
ELGIN, IL 60120
847-888-5000 EXT. 4232
ATTENDANCE EXT. 5176
FAX 847-888-5087**

WELCOME

Welcome to Gifford Street High School. We hope that our program offers you new opportunities to achieve academic success. Our educational program is designed to respond to the individualized needs of students in a structured setting.

Our faculty and administration are dedicated to the belief that our school can affect **“SUCCESS FOR ALL STUDENTS.”**

The policies and procedures contained in this handbook provide information which will help students to be successful in our program. We believe that students do better when they know what is expected of them. We also ask parents to be active participants in the educational process by becoming involved in our school activities.

The ultimate purpose of education is to provide the student with sufficient knowledge and training to become a responsible citizen in a democratic society. It is our belief that we can help prepare our students for constructive adulthood through the presentation of course work which focuses on personal growth and interpersonal relationship skills.

We sincerely hope that you will take every advantage and every opportunity offered to you so that your time here is both meaningful and enjoyable.

We are Proud of our Program. We are Proud of our Students. We are pleased to welcome you to our educational community.

**GIFFORD STREET HIGH SCHOOL
LEARNING COMMUNITY**

Gifford St. High School is located on the third floor of the east wing of the U-46 Educational Services Center. Entrance should be made through the doors at 46 S. Gifford Street. All visitors upon entry must report to Room 202 for directions.

This Handbook/Planner Belongs to:

NAME _____

I.D. NUMBER _____

ADDRESS _____

PHONE NUMBER _____

SCHOOL CALENDAR 2010-2011

FIRST SEMESTER

Aug. 23 District Programs–morning
Building Programs–afternoon

Aug. 24 Institute Day–Building Programs

Aug. 25 Classes Begin

Sept. 6 Labor Day–No Classes/Offices Closed

Oct. 8 School Improvement Plan (SIP) Day
No Classes

Oct. 11 Columbus Day Observance
No Classes/Offices Closed

Oct. 22 End of First 9-week Period

Nov. 11 Veteran’s Day Observed
No Classes/Offices Closed

Nov. 22 Institute Day – No Classes

Nov. 23 Parent/Teacher Conferences – No Classes

Nov. 24 Non-Attendance Day/Thanksgiving
Recess Begins

Nov. 29 Classes Resume

Dec. 17 Holiday Recess Begins at
Close of School Day

2011

Jan. 3 Classes Resume

Jan. 14 End of First Semester

SECOND SEMESTER

Jan. 17 King’s Birthday Observance
No Classes/Offices Closed

Jan. 18 Second Semester Begins

Feb. 21 Presidents Day Observance
No Classes/Offices Closed

Feb. 25 Institute Day–District & DuPage
County Programs –No Classes

Mar. 25 End of Third 9-week Period

Mar. 25 Spring Recess Begins
at Close of School Day

Apr. 4 Classes Resume

Apr. 22 Spring Holiday–No Classes/
Offices Closed

May 13 School Improvement Plan (SIP) Day
No Classes

May 28 High School Graduations

May 30 Memorial Day Observance
No Classes/Offices Closed

June 6 Last day of School **WITHOUT**
Emergency Days

June 13 Last day of School **WITH ALL 5**
Emergency Days

U-46 Administrators

Dr. José M. Torres, Superintendent
Greg Walker, Assistant Superintendent, Secondary
Education

Board of Education

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

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

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

Educational Services Center and High Schools

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

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

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

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

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

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

DIRECTORY

GIFFORD STREET HIGH SCHOOL DIRECTORY

Main Phone 847-888-5000 x4232

Administrators

Morris Mallory, Director/Principal.....ext. 5317
Jerry Cook, Dean of Students.....ext. 2761

Secretary

Teresa Withall to the Director/Treasurer ext. 4225
Sibylle Davis, to the Director/Registrar..... ext. 4232
Debbie Cox, Dean of Students.....ext. 5755
Lydia Solórzano, Attendance.....ext. 5176
Helen Becker, Clerical Assistantext. 5319

Faculty

Grant Carter, PE.....ext. 4023
grantcarter@u-46.org
TBA, PE/Health ext. 5319
Sharlene Montgomery, English ext 5319
Sharlenemontgomery@u-46.org
Rodrick Watson, Social Studies ext. 5319
rodrickwatson@u-46.org
C.J Nemec, Social Studies..... ext. 5319
cjnemec@u-46.org
Toni Johnson, Beginning Parenthood / CWT.....ext. 8081
tonijohnson@u-46.org
TBA, Science.....ext 5667
Mike Kielhack, Science.....ext. 5667
mikekielhack@u-46.org
Charlene Boehm, Mathext. 4022
charleneboehm@u-46.org
Dianne Craine, Math ext. 5319
diannecraine@u-46.org
TBA, Math..... ext. 5319
Teena Bolton, English/Communications..... ext. 5319
teenabolton@u-46.org
Laura Harms, English.....ext. 5666
lauraharms@u-46.org
Tresa Tolley, Readingext. 5666
tresatolley@u-46.org
TBA, English/Reading-.....-ext. 5666
TBA, Social Worker.....ext. 4025
Jessica Cullinane, Counselorext. 4228
jessicacullinane@u-46.org
TBA, ROE.....ext. 7622

Middle School

TBAext. 7165
Michael Preston.....ext. 7165
michaelpreston@u-46.org

Dean's Assistants

Martin Romero.....ext. 4212
Ken Arrington.....ext. 4233
TBAext. 4233

School Liaison Officer

Det. Kathy Schreiner, School Officer ext. 4227

DISTRICT CONTACTS:

- **The Main Office 847-888-5000 ext. 4232** the main office will direct you to the proper person.
- **District Transportation Office 847-888-5097** on school attendance areas, bus policies
- **District Special Education Office 847-888-5000 ext. 5056** on physically, mentally, and socially disabled students
- **District Food Services 847-888-5000 ext. 5034 or ext. 5035** on free and reduced lunch program
- **District Vocational Education 847-888-5000 ext. 5309** on career programs
- **Human Resources 847-888-5000 ext. 5024** on employment opportunities
- **Communication Office 847-888-5000 ext. 5040** on district publications, general information.

Notification of parents regarding asbestos containing material

Information regarding asbestos containing material, located at each school in School District U-46, is available in the office of the principal.

History of Gifford Street HS

Gifford Street High School (GSHS) has been in existence for twenty-five years. As the alternative education setting, our goal is to decrease the truancy and dropout rates of School District U-46 High Schools. Students are referred to GSHS from the four comprehensive high schools in the District on a continuous basis throughout the school year. Students are referred for a variety of social, emotional, and academic reasons which make it difficult for them to experience success in the traditional high school environment. The flexibility of our programs and scheduling allow us to serve more students by assigning them to the programs that best fit their needs and our staff expertise. Gifford Street High School is a transition school, and our ultimate purpose is to help students stay in school and graduate by returning them to their home high schools prepared to succeed. A small school setting with smaller class sizes, student-centered curriculum, high expectations for success, a structured environment, a dedicated and caring staff, and strong support from our learning community, helps students to assume their responsibility to make positive choices to improve their interpersonal skills and enhance their personal growth.



School Motto: Success For All Students

School Colors: Purple and Silver

Team Name/Newspaper: Vikings

GIFFORD STREET HIGH SCHOOL SCHEDULE 2010-2011

Gifford Street School

MOD 1	7:40-9:16
MOD 2	9:18-10:54
MOD 3	(Lunch) 10:56-11:38
MOD 4	11:41-1:47
MOD 5	1:19-2:55

Evening School

3:30 PM-6:30 PM

ROE Safe Schools

High School/Middle School..... 7:40-1:47

GSHS Mission Statement

The mission of Gifford Street High School is to provide alternative educational options that nurture, challenge, and maximize students individual potential to become responsible, productive, contributing members of our school, community, and society.

GSHS VISION

The Gifford Street High School Learning Community will provide an education that successfully meets the needs of a diverse student population and effectively prepares each student for the future. Success will result in improved social skills, attitudes, behaviors, attendance, and academic performance for students who realize the value and meaning from their school experience and personal lives.

Students, parents, staff, and community will share as partners in the educational process. All will be committed to operating a highly respected school that has a shared sense of purpose, common goals, effective communication, trust, goodwill, accountability, fiscal responsibility, and pride. Success for all students is enhanced with our student-centered curriculum and instruction, smaller structured environment, high expectations for positive choices, active participation from all learning community members, and students' focus on self-improvement of their social and academic skills for personal growth.

DAILY STUDENT LIFE

ATHLETICS

Students at GSHS may participate in the athletic programs at their home high school if they meet the academic and behavior eligibility requirements. Students who are involved in extra-curricular activities must be eligible under the eligibility (no pass/no play) guidelines.

AUTOMOBILE REGULATIONS

Driving a motor vehicle to school is a privilege and a necessity for many of our students who have after school employment. Student parking is not permitted in the District's lot adjacent to our school building or in the church parking lot across the street from our school. Student parking is limited to on-street locations. Students who violate this regulation may be towed at their own expense. Speeding or careless driving on the streets bordering the school is not permitted.

BUS REGULATIONS

All school rules and regulations apply to transportation services. A student who becomes a discipline problem on the bus will be deprived of the privilege of riding on the bus and may be suspended from school.

BUS TRANSPORTATION

Students who live in Elgin or South Elgin will receive free city bus passes for transportation to school. Students who live outside of Elgin or South Elgin will receive free transportation on a school bus.

DAILY BULLETIN

A student bulletin is printed weekly, read during second mod classes, and posted on the classroom TV. All student announcements must be signed by a faculty member and approved by the Assistant Principal.

DRIVERS EDUCATION

Drivers Education is offered to students who are classified as sophomores. Students at GSHS may participate in the Drivers Education program at their home high school if they meet the eligibility requirements.

EMERGENCY CARDS

It is necessary that an accurate emergency card with the required information be completed by the parent or guardian of each student to be on file in the Main Office. Any changes should be reported to the Main Office immediately.

FEE WAIVERS

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

FOOD POLICIES

A pre-packaged hot or cold meal is available for students in the cafeteria. Students may not order food from businesses outside or inside the building during the school day.

Daily Student Life (con'd)

GLASS CONTAINERS

For safety reasons, glass containers, including pop bottles, may not be brought to school.

LOCKERS

All students must use the locker assigned to them. Students should not share lockers, their combinations with other students, and they must keep the locker locked at all times. Personal valuables or money should never be left in the locker. Locker problems should be reported to the Main Office immediately. The school **cannot** assume responsibility for lost or stolen articles. Lockers are school property and may be searched by school officials, with or without the student's permission.

LOST, STOLEN AND FOUND ITEMS

Personal property brought on school grounds remains the responsibility of the student. If an item is lost, the school may maintain a "Lost and Found" as a courtesy to the students. The Lost and Found is located in room #307. Items will be held for two weeks before they are discarded or donated to local service agencies.

Articles may be claimed before and after school and during the lunch hours by properly describing or identifying the items.

Please remember that lost, stolen or damaged items are not the responsibility of the school. The school will not reimburse students for any lost, stolen or damaged personal items brought on to school property

HEALTH SERVICES

Students are encouraged to take prescription medication at home. No medications will be administered. Prescribed and over-the-counter medication brought into school must have a doctor's order. Most medical problems that arise are not so acute in nature that students cannot finish the day. All students have their temperature taken and their condition evaluated. Parents are notified of most injuries, elevated temperatures, and nausea.

Illinois State Law requires a physical examination for all incoming ninth graders. A written record of physical examinations and immunizations on a state approved form signed by a physician is required before students will be allowed to attend school.

ORGANIZATIONS AND CLUBS

Student groups are an important part of campus life. They permit students to enjoy academic and social experiences beyond the classroom. They also emphasize the development of student leadership, scholarship, creativity, and cooperation. Extracurricular activities can enrich students' social lives, improve their self-esteem, and enhance their education with service opportunities. Students are encouraged to participate in activities at GSHS and at their home high schools.

PARENT COUNCIL: Students help organize the quarterly Parent Council meetings, choose topics for discussion, and decide on activities or events to present. Students assist with gathering data for the quarterly GSHS newsletter.

PRINCIPAL'S ADVISORY COMMITTEE:

Open by invitation of the Principal. Activities include monthly meetings with the Principal to discuss school issues and resolve conflicts.

SAFE & DRUG FREE SCHOOLS: Students work towards presenting a drug-free image and help staff to provide prevention messages, activities and assemblies throughout the school year.

STUDENT GOVERNMENT: Student Government is established to represent the student body and to promote activities and worthwhile school improvements for the school community. Student Government Officers are elected by their peers.

VICA CLUB: Students in the Cooperative Work Training (CWT) courses may participate in the Vocational Industrial Club of America (VICA). Activities include monthly meetings, civic and social activities, visiting local businesses, exposure to different career possibilities, and participation in annual contests at the state and national level. A Spring banquet is organized to recognize employers and student-employees.

PHYSICAL EDUCATION

Each student must wear the District U-46 approved uniform. The uniform consists of a navy and gold reversible top and navy nylon shorts. The U-46 logo is on the navy side of the shirt and on the shorts. All students should wear white socks and any color tennis shoes. Student's names should be placed on all uniform items. Students may bring sweatsuits in case of foul weather.

School clothes are not permitted in place of the uniform. Students refusing to dress for class are subject to academic penalties.

Any student who reports to physical education class and cannot participate because of a medical excuse will dress in uniform and stay with the class. A medical excuse will be allowed three consecutive days and must be excused in writing by the student's parent/guardian.

If a student has a medical excuse from a physician for an extended period of time, the written excuse must be given to the nurse, teacher, and Main Office. If a student brings a medical excuse after an absence, the student will not be excused for absences prior to the medical excuse regardless of the dates covered by the excuse.

Physical education is a graduation requirement. Students failing a physical education course may retake it during summer school.

REFERRALS TO GSHS

All referrals to GSHS originate from the home high schools. Students will have their performance evaluated and standardized tests and academic records reviewed. The home schools will initiate building interventions before referrals are made to the GSHS Alternative Review Team for program recommendations. Each home school has a building liaison in charge of the referrals in their Dean's Office. Gifford Street High School is a transition school, and our ultimate purpose is to help students stay in school and graduate by returning them to their home high schools prepared to succeed.

SCHOOL PROPERTY

A student involved in vandalizing school property must pay for the cost of the damage, may be suspended from school, may be recommended to the Board of Education for expulsion and arrested for criminal prosecution.

SCHOOL VISITATION

Parents are always welcome to visit the school. Arrangements should be made with the Principal in advance so that notification can be given to the staff. All others must obtain prior approval from the school administration in accordance with established policies. No school-age visitors are permitted during the school day unless accompanied by a parent/guardian. State law requires that all visitors obtain a visitors ID from the Main Office upon entering the school.

SMOKING POLICY

This building and all other School District U-46 schools are smoke-free buildings. Any person smoking in the building or on the school grounds are in violation of **State, City, District**, and building laws or policies. Any student in violation of the above may be suspended, arrested and/or fined.

STUDENT HALL PASSES

Students will be discouraged from being in the hall during the class periods. If an emergency arises, students must have an approved pass indicating their destination.

STUDENT I.D. POLICY

The safety of students of this building is a major concern of the Board of Education. To promote safety and security in our school, all students and employees are required to wear photo identification badges while at school. The following procedures will be followed regarding **ID** badges:

1. Students who report to school without an **ID** may report to the office before class to obtain a temporary ID for \$1.00.
2. Students who are referred to the Dean's office for failure to have an **ID** or **defacing an ID** will be logged and required to purchase a temporary **ID**. The next violation may result in disciplinary consequences.
3. Students who are referred a second time for not having an **ID** may receive additional consequences up to or including suspension for insubordination.

STUDENT WITHDRAWAL PROCESS

Students withdrawing from school due to a transfer to another school or termination of their education must originate this action in the Main Office. Refunds will be paid only to those who follow the check-out procedure and turn in all books and equipment.

A student who was withdrawn from school and would like to re-enter must arrange a parent/guardian conference with the Assistant Principal to re-enroll.

STUDENT WORK PERMITS

In most cases students under 16 years of age must have a permit to work. Students may obtain a work permit from the Main Office with a verification-of-work form completed by their employer and a copy of their birth certificate. Child labor laws indicate where and when teenagers can work based on the following guidelines:

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

Daily Student Life (con'd)

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

TELEPHONES, MESSAGES AND GIFTS FOR STUDENTS

Telephone calls from parents or guardians to students should be made to **847-888-5000 ext. 5176** and are limited to important matters. Students will not be called to the phone except in an emergency; only emergency messages will be delivered to students. Calls from any other person generally will not be accepted. The telephone in the office is for **business purposes**.

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

EMERGENCY PROCEDURES

FIRE

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

TORNADO

When the Principal announces that a tornado is in the vicinity, teachers and students, if possible, should move to the lowest floors in the building. Stay near an interior wall. Directions for moving to a safe area are posted in each room.

INCLEMENT WEATHER

When the weather is inclement (icing, heavy snow, fog, or blizzard conditions) prior to school opening in the morning, notification of cancellation will be released for broadcast over WRMN (AM 1410); WEPS (FM 88.9); WGN (AM 720); and the district web site (www.u-46.org), as soon as possible, but not later than 7:00 a.m.

DISCLAIMER

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

ACADEMICS

The counselor and social worker provide academic and social guidance and direction for students. The social worker helps students better understand themselves, resolve conflicts, make positive decisions, and develop activities for peer mediation. The counselor works with students to choose courses, develop individual career plans, deal with problems with classes and schedules, meet graduation requirements, plan for college, testing and test results, study skills and solve personal problems and choices. The counselor and social worker work with parents and students to develop their Individual Optional Education Plan (IOEP)

ACADEMIC DISHONESTY

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

CLASSIFICATION OF STUDENTS

Students are classified by their year in school unless they fall behind in credits. For the classes of 2012, and 2011, the minimum required is eight (8) to become sophomore, eighteen (18) to become a junior, and twenty-eight (28) to become a senior.

Effective with the freshman class of 2009-2010 (graduating class of 2013), grade level designation will be as follows:

Grade Level Designation	Credits	Additional Criteria
Freshmen	0 – 9 credits	Students must pass the required English and math courses before advancing to the next grade level.
Sophomores	10 – 19 credits	
Juniors	20 – 29 credits	
Seniors	30 + credits	

Students will be reclassified at mid-year with a subsequent change in their grade level designation if they have earned the following minimum number of credits:

Grade level designation	Credits Needed for Mid-Year Reclassification
Sophomores	15
Juniors	25
Seniors	35

Currently, students are classified based upon credits earned at the end of each semester and after summer school. These intervals for classification would not change with this recommendation.

In addition, students who move up to the next sequential class (sophomore, junior or senior) at the beginning of the school year will not lose their grade level designation at mid-year should they fail to successfully earn the required number of credits that would ordinarily be used for mid-year reclassification.

CORRESPONDENCE COURSES

Approval by the Director of Guidance prior to enrollment is required. A maximum of two credits will be accepted toward graduation.

COURSE LOAD

A full-time student must be enrolled in three (3) credit courses per quartermester. The maximum course load is four (4) credit courses per quartermester or five (5) per semester with the Cooperative Work Training Job Course. All students must be in attendance for class instruction at least 300 minutes per day.

FINAL EXAMS

All students must be in attendance in class and given a final examination or culminating activity at the end of each quartermester. Final examination grades appear on the report card and constitutes a portion of the semester grade.

GRADING SCALE

A standard grading scale is as follows:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – below	E (Failure)

GRADUATION REQUIREMENTS

AREA	DURATION	CREDITS
English*	3 years	6
Mathematics	3 years	6
Biology/ Physical Science	2 years	4
U.S. History	1 year	2
Health	1 semester	1
Civics	1 semester	1
Economics (includes consumer education as required by law)	1 semester	1
Art, Music, Career/Tech., or Foreign Language	1 year	2
Physical Ed.	7 semesters	7
Electives		9

(Pass the U.S. and Illinois Constitution Test)

*For class of 2010 and beyond, two years of writing, one as an English course, the other included in any course that meets graduation writing requirements; (4) four years of English required for class of 2011 and beyond.

GRADE WEIGHTING FOR CLASS RANK

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

The top 45 courses will be counted:

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

All classes, including Physical Education, will count.

PROGRAMS

School District U-46 offers a variety of academic programs to help students be successful and graduate

high school. Adult Education, Optional Education, and GED programs are available. GSHS offers Beginning Parenthood, Dual Enrollment, Evening School, Learning Center, Computer Assisted Program, Independent Learning Lab, and Safe Schools Alternative to Suspension/Expulsion programs. Contact our Main Office for more information about these programs.

PROGRESS REPORTS

Progress reports, in the courses that teachers feel a parent needs to be informed of positive or negative information about the class/home/test work of their student, are completed at the four and one half (4 1/2) week mark in each quarter. Parents are encouraged to call or conference with the teacher(s) upon receipt of a progress report to discuss the status of their child in the class.

REPORT CARDS

Report cards are given each nine weeks (Quartermester). The quartermester marks from grade nine through grade twelve become part of each student's permanent record and are used to compute grade point average and class rank. Parents are encouraged to pick up student report cards from the Main Office or they will be mailed home at the end of each quartermester.

STUDENTS SCHEDULE

Parents, students and the counselor develop the students schedule of courses to meet the graduation requirements. Schedules are established during the registration and intake process. Schedule changes must be initiated by the counselor and can be made at any time for health and safety reasons or documented evaluation of progress or ability. Schedule changes that are made for disciplinary or attendance reasons may result in a failing grade.

Students will have five (5) school days to change their schedules. All late changes will result in a \$5.00 charge.

SUMMER SCHOOL

The School District U-46 Summer School Program is offered to students for remediation or acceleration. Tuition is charged for Summer School. A maximum of two credits may be earned in Summer Schools towards graduation. Students should register for Summer School with the counselor. The following required courses may be taken during Summer School after the specific grade level: U.S. History after the sophomore year; Health after the freshman year, and Economics and Civics after the junior year.

TEST DATES 2010–2011

AMERICAN COLLEGE TESTING PROGRAM (ACT)

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
Sept. 11, 2010	Aug. 6, 2010	Aug. 7 – Aug. 20, 2010
Oct. 23, 2010	Sept. 17, 2010	Sept. 18 – Oct. 1, 2010
Dec. 11, 2010	Nov. 5, 2010	Nov. 6 – Nov. 19, 2010
Feb. 12, 2011	Jan. 7, 2011	Jan. 8 – Jan. 21, 2011
Apr. 9, 2011	Mar. 4, 2011	Mar. 5 – Mar. 18, 2011
June 11, 2011	May 6, 2011	May 7 – May 20, 2011

SCHOLASTIC APTITUDE TEST (SAT I); SAT ACHIEVEMENT TEST (SAT II)

<u>Test Date</u>	<u>Test</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
Oct. 9, 2010	SAT I & SAT II	TBA	TBA
Nov. 6, 2010	SAT I & SAT II		
Dec. 4, 2010	SAT I & SAT II		
Jan. 22, 2011	SAT I & SAT II		
Mar. 12, 2011	SAT I only		
May 7, 2011	SAT I & SAT II		
June 4, 2011	SAT I & SAT II		

MAP Testing (Freshman) English - Library Computer Lab (D208C)

Test Dates
 Sept. 15-Oct. 8, 2010
 Dec. 2-Jan. 7, 2011
 April 6-29, 2011

Math - Math Computer Lab (C215)

PLAN (Sophomores)

Test Dates
 Oct. 25-29

PRELIMINARY SCHOLARSHIP APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

<u>Test Date</u>	<u>Registration Date</u>
Oct. 13, 2010 (B100, F205)	Oct. 1-8, 2010

ASVAB

Test Date
 Nov. 2010 (B100)

PRAIRIE STATE ACHIEVEMENT TEST

Test Dates
 April 27-28, 2011 (Juniors)
 Makeup – May 11-12, 2011 (B100)

ADVANCED PLACEMENT PROGRAM EXAMINATIONS (AP) Registration Deadline by March 11, 2011

<u>Test Date</u>	<u>Morning</u>	<u>Afternoon</u>
May 2, 2011	Chemistry Environmental Science	Psychology
May 3, 2011	Computer Science A Spanish Language	Art History
May 4, 2011	Calculus AB & BC	Chinese Language and Culture
May 5, 2011	English Literature and Comp	Japanese Language and Culture, Latin: Vergil
May 6, 2011	German Language U.S. History	European History, Studio Art (portfolios due)
May 9, 2011	Biology Music Theory	Physics B, Physics C: Mechanics Physics C: Electricity & Magnetism (2 pm)
May 10, 2011	Government/Politics (U.S.)	Government/Politics-Comparative French Language
May 11, 2011	English Language & Comp	Statistics
May 12, 2011	Macroeconomics World History	Microeconomics
May 13, 2011	Human Geography Spanish Literature	

STUDENT RECORDS

Access to Records

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

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

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

Parents and Students May Also

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

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

has violated or is violating the Student Records policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

Disposal of Records

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

1. Student Cumulative Records –

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

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

2. Special Education Student Cumulative Records –

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

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

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

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

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

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

MILITARY

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

PHOTOGRAPHS/IMAGES/WORK

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

ATTENDANCE POLICY

ILLINOIS STATE LAW

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

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

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

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

PHILOSOPHY

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

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

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

HIGH SCHOOL ATTENDANCE PROGRAM (HSAP)

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

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

ATTENDANCE REVIEW COMMITTEE

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

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

ATTENDANCE PROCEDURES

If a student is ill and unable to attend school, a parent must call the school by 10:30 a.m. on or before the day of the absence or the absence will be designated as unexcused. When an absence is unexcused a student may not make up any missed work.

Our attendance secretary will make every effort to contact the parent of each student if a parent phone call has not been received. When an absence is unexcused a student may not make up any missed work. If a student becomes ill while in school, they should report to the main office to inform the secretary.

A determination will be made by an administrator as to whether the student’s parent will be contacted or allowed to rest and return to class.

CLOSED CAMPUS

After their arrival to school, all students must remain in the school building for their entire day (unless excused by the building administrator and their parents prior to leaving). Students must follow their assigned program throughout the school day unless excused by the teacher or supervisor in charge prior to the absence. Students who violate these provisions will be considered truant and may be required to make up the time at a later date and will receive disciplinary consequences. Failure to make up time may cause loss of credit.

Consequences for Violation of closed campus:

First time – conference with administrator may result in detention time. Subsequent offenses may require a parent conference.

EXCUSED ABSENCES

Absences are excused by the school administration. Excused absences may be for illness, medical appointments, funerals, death in the family, court appearances, and religious holidays. School-related activities or functions will not be considered as an absence.

LEAVING (EXCUSED) EARLY

Students who wish to leave the building early for appointments must have parental and administrative approval prior to leaving the building, and they must sign out in the Main Office before leaving and sign in upon returning. Failure to do so will result in an unexcused absence, and students will be considered truant if they do not follow this procedure.

FIELD TRIPS

All school-sponsored field trips must be approved by the school administration. As an approved school function, the time spent on a field trip will not be considered as an absence. Trips will be paid for by students. Parent/guardian must sign a permission slip for the teacher before a student will be allowed to attend a field trip. Participation is not mandatory. Students are responsible for missed work in other classes while on a field trip. There will be no field trips during the last two weeks of each quartermaster. Students must adhere to all school policies while participating on a field trip.

GRADE EFFECT OF A ZERO

No class work will be accepted for classes which are missed as a result of truancy/unexcused absence. A grade of zero (0) will be recorded for each class missed. This (0) will be averaged in arriving at the total grade for that marking period.

HOMEWORK AND CLASS WORK

The responsibility for missed work rests with the absent student. The student must make arrangements with the classroom teacher for missed assignments. Students earn their grades by completing the class work and attending class for 60 hours. Students have a 60–hour timeline in which to complete the required class work. Students arrange with their teachers ways to earn additional time towards reaching their 60–hour timeline and completing their class work. Students must have accumulated at least 45 hours of class time by the eighth week of each quartermaster to be eligible to continue to earn time and complete class work during the finals week of each quartermaster. Class work will be accepted for excused and prearranged absences and the first suspension. Class work will not be accepted for truancies, unexcused absences and the second or thereafter suspensions.

PRE-ARRANGED ABSENCES

Absences for educational purposes must be arranged at least two days in advance by parents and students. Student are expected to arrange completion of assignments with

Attendance Policy cont'd

their teachers. Students, parents, and teachers must sign the appropriate form obtained by the student from the Attendance Office. Absences for vacations or other purposes at the request of the parents/guardians follow the same procedure and all responsibility for securing assignments rest with the student.

TRUANCY/UNEXCUSED ABSENCES

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

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

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

TARDY

Tardiness is not acceptable because it disrupts class, hurts the morale of students who are on time, reflects a negative attitude toward the class, creates disruptive problems in the halls, and develops a habit which could make future employment difficult.

TARDY POLICY

3 TARDIES - Student conference/phone call to parent by teacher.

5 TARDIES - Student conference with Dean - Detention.

7 TARDIES - Parent conference with ART (Alternative Review Team).

9 TARDIES - Student may be asked to withdraw from the class which they have been tardy and/or fail the class.

ABSENCE POLICY

1 or 2 ABSENCES - Student conference/phone call to parent by teacher.

3 ABSENCES - Student conference with Dean.

4 ABSENCES - Parent conference with ART (Alternative Review Team).

5 ABSENCES - May be dropped from class

Students must attend three (3) classes to remain as a full-time student.

Students will receive a schedule or program change or be withdrawn until the next quartermester, if they do not attend three classes.

WEATHER AND EMERGENCY INFORMATION: (DISTRICT)

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

1. The district's web site (click on What's News) www.u-46.org
2. U-46 Radio Station WEPS 88.9 FM
3. Elgin Radio Station WRMN (1410 AM)
4. Chicago Radio Station WGN (720 AM)
5. emergencyclosingcenter.com

HIGH SCHOOL ATTENDANCE PROGRAM

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

RIGHTS AND RESPONSIBILITIES

The Gifford Street High School learning community (TEAM) is committed to maintain and enhance a caring, nurturing environment to create an educational program that responds to the individualized needs of our students. Our intent is to involve students, teachers, administrators, parents, community leaders, community organizations, social service agencies, secretaries, maintenance, food service, transportation, deans' assistants, teacher assistants, counselors, social workers, clerical assistants, computer technicians, tutor/mentors, home school liaisons, and all other support individuals and groups in our TEAM site-based decision making process to empower our learning community with input, action, ownership, and accountability for our combined efforts to effect a successful educational program to benefit all of our students. We charge all stakeholders within our learning community (TEAM) with the following Rights and Responsibilities to improve our students' learning and performance:

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

STUDENTS HAVE THE RIGHT TO:

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

12. Expect adequate provision for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Know and abide by local, state and federal laws which could lead to suspension,* expulsion,** or criminal prosecution if violated, such as:
 - A. Inappropriate operation of all motor vehicles.
 - B. Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school.)
 - C. Theft, arson, assault and battery, destruction of property, and gambling.
 - D. Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
 - E. Possession of dangerous weapons.
 - F. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - G. The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school-related affairs.
2. Know and abide by school regulations which could lead to suspension* or expulsion** if violated, such as:
 - A. Disrupting the learning environment or interfering with the peaceful rights of others.
 - B. Being absent from or tardy to assigned school activities.
 - C. Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
 - D. Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.

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

** *Expulsion is defined as the removal from school for the rest of the term.*

- E. Engaging in incidents of verbal intimidation or threatening action.
- F. Being dishonest regarding school affairs.
- G. Behavior on school buses which endangers personal safety.
- H. Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
- I. Smoking on school grounds or at school-related affairs.
- J. Verbal abuse of school employee.

ADMINISTRATORS HAVE THE RIGHT TO:

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

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

- 1. Execute school board policy and administrative rules and regulations.
- 2. Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
- 3. Maintain an orderly atmosphere which is conducive to educational development and individual growth.
- 4. Inform parents of consistent or serious student misconduct and disciplinary actions taken.
- 5. Consider disciplinary referrals made by any U-46 certified or classified employee.
- 6. Maintain confidentiality in all matters relating to student records whenever possible.

TEACHERS HAVE THE RIGHT TO:

- 1. Expect students to maintain an accepted standard of behavior in the classroom.
- 2. Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.

- 3. Assume, in the school or at school-sponsored activities, the same authority granted to a parent or guardian.
- 4. School officials may respond to a student using the concept of "In Loco Parentis." This means school officials may stand in place of a parent.

TEACHERS HAVE THE RESPONSIBILITY TO:

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

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

PARENTS AND GUARDIANS HAVE THE RIGHT TO:

- 1. Expect a classroom atmosphere that permits meaningful learning to take place.
- 2. Assume that a student will not be exposed to verbal or physical abuse.
- 3. Expect that the disruptive actions of a few will not interfere with the total educational process.
- 4. Be informed of behavior on the part of their child which is jeopardizing his/her own, or a fellow student's, opportunity to learn.
- 5. Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
- 6. Assume the school staff will meet with them at a mutually agreed upon time to discuss pertinent matters.
- 7. Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.
- 8. Review the three year asbestos re-inspection information, which has been completed as required by law.

PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Understand that the state law requires every parent to properly care for, train, educate, discipline, and control their child.
2. Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.

4. Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by school personnel.
5. Be financially responsible for any damage to personal or school property committed by their child.

TITLE IX AND SEX EQUITY GRIEVANCE PROCEDURE

Policy Statement

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

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

DEFINITIONS

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

Complaints or Questions

- A. A grievant who wishes to present a complaint pursuant to these procedures shall contact the District Coordinator for Nondiscrimination (the "Coordinator"). This includes questions and concerns about the Title IX and the State Sex Equity provisions. School employees who receive questions or concerns about sex discrimination in violation of Title IX or the State Sex Equity provisions are expected to refer the person raising the questions or concern to the Coordinator.
- B. The Coordinator for Nondiscrimination for School District U-46 is Mr. Pat J. Broncato who can be contacted at the District U-46 Administrative Office, 355 East Chicago Street, Elgin, Illinois, 60120-6543 or by calling 847-888-5000, ext. 5307.
- C. Within seven (7) calendar days of receipt of any inquiry, the Coordinator (or designee) shall send a copy of this policy and grievance procedure and grievance form to the inquiring individual(s), unless the inquiry is withdrawn. The Coordinator or designee shall also provide assistance to the inquiring individual with respect to the preparation, processing and appealing of grievances and will provide all necessary forms for grievances and appeals. Grievances shall be filed no later than 90 days of the alleged occurrence.

- D. Upon receipt of a written grievance, the Coordinator (or designee) shall promptly investigate the nature and validity of the grievance with the involvement of appropriate District personnel and others, as necessary and appropriate. The Coordinator (or designee) may seek advice from related state agencies or legal counsel. Within 15 calendar days of receipt of a written grievance, the Coordinator (or designee) will send written notice to the grievant and the charged party(s) of receipt of the grievance and how to contact the Coordinator (or designee) to obtain information about the investigation and of any information needed from the grievant or charged party(s). During the investigation all relevant evidence will be considered and the parties will have the opportunity to respond to the evidence submitted.
- E. The District will ensure that the investigation is impartial. The Coordinator, Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to conduct the grievance investigation. Parties and witnesses may not be involved in the investigation or any decision regarding a grievance.
- F. Confidentiality will be observed in the grievance process. Harassment of, or retaliation against, a grievant will not be tolerated. The District will take appropriate action regarding such harassment.
- G. As soon as reasonably possible, but not more than sixty (60) calendar days after receiving the grievance, the Coordinator (or designee) shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the grievant, person(s) charged (if any), and the Superintendent. In extraordinary circumstances, the decision may be rendered in more than sixty (60) calendar days, but an explanation shall be given within the initial sixty (60) days to the persons entitled to receive a copy of the decision informing them of the reasons for, and the amount of, the additional time. The District will ensure that any actions required of the District by the decision are implemented.

Appeal Process

- A. If either the complainant or the party charged is not satisfied with the decision rendered by the Coordinator (or designee), the decision may be appealed within fifteen (15) calendar days to the Superintendent (or designee) by submitting a written appeal to the Superintendent (or designee), addressed to the Office of the Superintendent. The appeal must be received by the Superintendent within fifteen (15) calendar days after the dissatisfied party receives the written decision from the Coordinator (or designee). Copies of the grievance, all evidence and the Coordinator's (or designee) decision shall be forwarded by the Coordinator (or designee) to the Superintendent (or designee). The Superintendent (or designee) shall review all of the aforementioned documents and shall render a written decision within fifteen (15) calendar days of the receipt of the appeal and send copies to the grievant and charged party. The District will ensure that the appeal decision is impartial. The Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to make the appeal decision. Parties and witnesses may not be decision makers in the appeal process.
- B. If either the grievant or the party charged is dissatisfied with the Superintendent's (or designee's) decision, appeal may be made first to the Superintendent of the Regional Office of Education and, finally, to the State Superintendent of Schools. Appeal outside the District should be made in a timely fashion. Parties interested in filing appeals outside the District may receive information and assistance from the Coordinator (or designee).

STUDENT DISCIPLINE/CONSEQUENCES

Acceptable behavior is expected of all students while in school and at all school-sponsored activities. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students have the freedom and encouragement to express their individuality as long as it does not infringe upon the rights of others. For those students who decide to interfere with, or disrupt, the educational process, appropriate corrective measures must be taken. Disruptions of the educational programs caused by inappropriate behavior will not be tolerated. Unacceptable student behavior may result in assignment to the **Independent Learning Lab (ILL)**, Out-of-School Suspension, schedule changes, ROE Evening School ASE, withdrawal, and/or expulsion.

BEHAVIOR RULES

Students are expected to comply with the five basic GSHS all school rules. Students may be disciplined when they misbehave on the way to school, on the way home from school, and at bus stops.

- Be on time to school and classes
- Wear your ID's at all times/Do not deface ID
- Leave coats, jackets, hats, hoodies and sweatshirts with hoods in your locker
- Bring books, paper, pencils, and necessary supplies to class
- Respect yourself, respect others, and respect our school

BULLYING

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

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

CLASSROOM RULES

Each teacher issues and enforces building rules and procedures in addition to the school rules found in the Student/Parent Handbook. These rules are part of the class syllabus and will be given to each student at the beginning of the quartermester.

COMMONS

The Commons is the area of the school where lunch is served from 11:00 – 12:30. Responsibility for keeping this area clean rests with the students. Students who abuse this responsibility will be asked to clean up an area of the commons or will be assigned to ILL. Students must eat in the Student Commons (cafeteria). Food or drinks are not to be taken into other parts of the building. Food consumed in the Commons must be purchased from the school cafeteria or brought from home in the form of a sack lunch.

COMPUTER/ELECTRONIC DEVICE USAGE

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

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

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

Student Discipline/Consequences (con'd)

DETENTIONS

Detentions are assigned before or after school by individual teachers. Teacher assigned detentions are to be served with the individual teacher. Students will be given a full day's notice in order to make transportation arrangements. Failure to report for a teacher detention may result in a suspension for insubordination.

DRUGS/ALCOHOL

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

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

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

ELECTRONIC DEVICES

Electronic devices, cellular telephones, and media devices may not be visible, activated or used during the regular school day, which begins at the time the student enters the school building in the morning and ends when the student leaves the building at the end of the school day provided that building administrators shall allow for cellular telephone and personal media device usage in designated common areas as determined by building administrators. Such usage that does not comply with Board Policy/Student Handbook Guidelines and/or disrupts the educational environment may result in confiscation and disciplinary action. Electronic pagers (beeper), laser pens, or similar electronic devices may not be used on school property or at school sponsored activities. Any

personal video/audio recording devices may not be used during the regular school day without permission by administration. In the event that a student has need of use of an electronic communication device for reasons of health or emergency, the student and parent/guardian must receive permission by administration prior to such use. Violation of this Electronic Devices section, or any other use of electronic devices that disrupt the educational environment, may result in confiscation and disciplinary action.

GANG ACTIVITY/ UNAUTHORIZED GROUPS

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

GROUND FOR DISCIPLINARY ACTION

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

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

Public display of affection is inappropriate and may warrant discipline.

LAW ENFORCEMENT AGENCIES

It is the policy of District U-46 that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of main-

taining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

GIFFORD STREET H.S. DRESS CODE

Gifford Street High School students are required to wear the following::

- White undershirts
- Purple, grey or white polo shirts
- White dress shirt
- Shirts tucked in
- Black, beige, or navy blue khaki style pants
- Belts for boys and loose fitting pants for girls

STUDENT DRESS CODE

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

- a. Clothing which depicts the use of tobacco, alcohol, or illegal substances;
- 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, and hats, except when arriving at, or departing from school or attending after-school activities. Coats, jackets, caps, and hats are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). This policy, also enforced during summer school, is established to ensure the health, security, and safety of students. For the purpose of this policy, jackets or coats are defined as any outer garments which are usually worn over indoor clothing for protection from outside elements.

- e. Clothing that may damage school property or be readily used as a weapon.
- f. Clothing with graphics or wording which depicts violence in any form.
- g. Inappropriate dress includes, but is not limited to bare midriffs, bare backs, halter tops, low cut or strapless tops without a covering shirt, sleeveless undershirts, excessively short skirts or shorts, visible underwear, sleep attire, headgear (such as bandanas, hair nets, etc.).

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

SCHOOL RESOURCE OFFICER

The role of the Resource Officer, as a school official, is to promote rapport with students which results in strong relationships among the school, Police Department and community. This officer should provide additional resources to the school in relation to his or her knowledge of the law and specialized training.

SEARCH AND SEIZURE

Students' personal effects and lockers may be searched by a school administrator at any time that there is reasonable question about the contents thereof or the presence of any illegal materials or weapons.

SEXUAL HARASSMENT POLICY

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

A student who feels that he/she has been the victim of sexual harassment should notify a trusted school employee. If a complaint is found to have merit, corrective action will be implemented. Any complaint or investigation will be treated with absolute confidentiality to protect the private rights of the student involved. It is the policy of School District U-46 that sexual harassment is unacceptable and will not be tolerated.

Student Discipline/Consequences (con'd)

WEAPONS

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

DESCRIPTION OF CONSEQUENCES

The disciplinary log system provides a structure for corrective action and an indication to students and parents of the relative seriousness of various acts of misbehavior. Upon reaching step 25 on the student log, the student may be recommended to the Board of Education for expulsion.

Students are expected to serve all disciplinary assignments given to them. Unacceptable student behavior may result in one or more of the following consequences:

- 1. DISMISSAL FROM CLASS:** A student sent out of a classroom because of disruptive behavior, must report immediately to the Dean's Office. Reinstatement to the class may require a parent conference. Repeated referrals may result in a student being removed from the class for the remainder of the semester with a failing grade.
- 2. OUT-OF-SCHOOL SUSPENSION (OSS):** During out-of-school suspension, a student is sent home with parent knowledge and is not allowed to attend any classes or activities or be on any school district property for the duration of the suspensions. Out-of-School suspensions may be assigned for serious and/or repeated infractions of school rules and may extend from one to ten school days.
- 3. ROE-ASE EVENING SCHOOL:** In lieu of expulsion, students with an accumulation of minor discipline infractions maybe offered another opportunity to complete their education in ROE-ASE Evening School.
- 4. EXPULSION:** Expulsion is removal from school by the Board of Education. During the period of expulsion, the student is not permitted on school grounds/property or at school sponsored events. The student loses credits for the semester/year(s) class work. (i.e. athletic events, dances, graduation, Prom, etc.)

5. CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT:

Under the provisions of The School Code of Illinois, employees shall exercise reasonable and prudent action in dealing with individual student conduct which may be extreme and/or serious in character, and which fails to provide for cohesiveness in the instructional program.

Corporal punishment for disciplinary purposes shall not be used.

Reasonable measures and physical restraint may be used to provide for the safety and welfare of students and staff.

MOVEMENT ON DISCIPLINARY LOG

The Disciplinary Log system provides the standardized structure for keeping track of offenses and corrective action as well as indicating to students and parents the relative seriousness of various acts of misbehavior. Advancement on the log card occurs when a consequence is given by an administrator for an offense. Discipline can be more than logging in a student's offenses; it may involve various steps for correction of the student's behavior (i.e. parent conferences, referral to a school social worker, or consideration of placement in a alternative education program). Administrative discretion and fairness are used with each student's situation. Upon reaching Step 25 on the Student Disciplinary Log, the student's case may be referred to the U-46 Board of Education for expulsion or for placement in an alternative education program of the district.

Minor offenses, such as non-possession of an ID card, loitering, or being in the hall without a pass, will result in less advancement on the log card than a major offense, such as fighting.

A student will move backward one step on the log card, for example from Step 5 to Step 4, for each ten consecutive school days without a referral/offense.

CONSEQUENCES FOR MAJOR AND MINOR OFFENSES

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

OFFENSE	DISCIPLINARY OPTIONS	OFFENSE	DISCIPLINARY OPTIONS
IA. Tardiness to study hall Truancy from study hall IB. Tardiness to class Truancy to class	Drop from class (no credit) Withdrawal/expulsion from school Assignment to Alternative H.S. Referral to county truancy officer PM detention Saturday School/Wed. In-School Suspension Out-of-School Suspension Loss of Privileges	II. Abusive Language* Bus Problems Cafe Problem (minor) Class Disruption Closed Campus Violation Failure to wear ID Gambling/game of chance Inappropriate Dress/Grooming Loitering (no pass) Misuse of Pass Public Display of Affection Use electronic devices Failure to serve Detention	PM Saturday School/Wed. In-School Suspension Out-of-School Suspension School Service (clean-up, etc.) Suspension of bus services Restitution Loss of Privileges
III. Cafeteria Disturbance (major)* Failure to report to an assigned penalty Failure to report to Dean's Office Failure to report as assigned Forgery Harassment Insubordination Graffiti Theft Use of Profanity Initiating a fight Use/possession of Tobacco Lighters & matches Products (including look-alike substances) Verbal Abuse of Staff	Saturday School/Wed. In-School Suspension Out-of-School Suspension Restitution Police/Court Referral Loss of Privileges	IV. Alcohol/Drug involvement (including look-a-like-substances) Arson Bullying/Hazing (internet) Fighting (or joining a fight in progress) Fireworks Gang involvement (colors, posturing, signing, recruiting) Vandalism Group disturbance Mace and other noxious gas products Mob action Resisting staff intervention Sexual Harassment Satanic involvement Verbal intimidation/threat or acts thereof	Saturday School/Wed. In-School Suspension Out-of-School Suspension Expulsion Police/Court Referral Rehabilitation Program Restitution Loss of Privileges
* In addition to the administrative penalty, each student offense will be assigned from 1-25 steps on the student's disciplinary log. ** The possession of any type of weapon or object that could be construed to be a weapon in school, within 1000 feet of the school property, or at school events is unacceptable. Students who are in possession of a weapon, who attempt to intimidate others with a weapon and/or use a weapon are subject to recommendation to the Board of Education for expulsion.	V. False fire alarms/bomb threats Physical abuse of and/or threat to abuse school employee Sale of drugs Reaching step 25 on the Disciplinary Log Use/possession of a weapon**	In-School Suspension Out-of-School Suspension Expulsion Restitution Police/Court Referral	

STRATEGIES TO HELP YOU HANDLE POTENTIAL ACADEMIC PROBLEMS

The primary goal of GSHS is the education of all our students. We realize that from time to time some students will have difficulty in their classes. Therefore, we have established a variety of systems to help students with academic problems. If you are having difficulty in any of your classes, the following checklist will be very helpful:

- **Make certain that you understand all assignments given in your classes.**
- **Use this planner to write your assignments as they are given.**
- **Have the teacher read what you have written as a check on your understanding of the assignment.**
- **Complete all assignments at school or at home.**
- **Obtain extra help from the instructor during class, or before and after school.**
- **Ask the instructor about the possibility of doing additional assignments, either to increase your understanding of the concepts or for extra credit.**
- **Request weekly progress reports from your teachers so that you always know where you stand in each class.**
- **Request individual help and guidance from the counselor to determine the cause of your problems in your class(es) or to improve your study skills.**
- **Discuss with the counselors the possibility that, considering your background and ability, the class is not appropriate.**

Learning is not easy. It often takes hard work and different ways to study.

Ten Ways to Study—That Work!

1. Make and keep a study schedule that works for you.
2. Study in a quiet place—the same place each day.
3. Gather all the materials you'll need before you begin...don't forget your dictionary.
4. Don't wait for "inspiration" to strike—it probably won't work.
5. A well-kept notebook for each course can help raise your grades.
6. Study in "spurts" of 30 minutes with a five minute break in between. We recommend at least three or four "spurts" each evening.
7. Good notes are your insurance against forgetting. Don't try to memorize what the teacher says... write down the meaning in your own words.
8. Frequent review of your notes, quizzes, tests and

related material will help improve grades. Most of us forget that this is homework, too.

9. Read for meaning and put the meaning in your own words. It must make sense to you!
10. Research shows that studying and preparing for class is "good for you."

I hear and I forget

I see and I remember

I do and I understand

Learn the vocabulary of the course. Learn basic facts, ideas, principles, definitions. Be able to state them in your own words.

Think! Thinking is the manipulation of facts and principles. Your thinking will be clear as you understand these facts and principles. This is not easy and requires effort.

Test yourself! Try to answer your own questions. Check your answers with the book and/or the teacher.

Review your work. Review today's work before you study tomorrow's. Put the current assignment in perspective. How does it make sense?

Read the assignments. Use the headings, read the summaries, look for key points, answer the questions at the end of each chapter.

Questions. Prepare questions to ask in class. The GSHS staff is very good at answering questions and values students' questions.

Study Tips

Take good notes. Good notetaking is the key to mastering class material. It helps you to concentrate in class and provides the information for review. Learn to listen effectively.

- a. **Discover the purpose and objective of the lecture.**
- b. **Listen for key words and clues.**
- c. **Take your notes in your own words.**
- d. **Note major conclusions**
- e. **Do NOT write down the unimportant**
- f. **Outline if possible**
- g. **Summarize**
- h. **Note relationships: cause and effect**
- i. **Date your notes/establish a format**
- j. **Emphasize important words by underlining, circling, starring, capitalizing, etc.**
- k. **Abbreviate for speed**

U-46 SPECIAL PROGRAMS

U-46 SPEECH/LANGUAGE THERAPY SERVICES

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

SPECIAL EDUCATION PROGRAMS AND SERVICES

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

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

SOCIAL WORK, PSYCHOLOGICAL, AND DIAGNOSTIC SERVICES

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

CAREER CENTER

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

NONDISCRIMINATION

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

HOME AND HOSPITAL TUTORING

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

SCHOOL DISTRICT U-46 STUDENT INTERNET COMPUTER USE POLICY

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

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

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

Student Users of Technology Will:

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

Student Users of Technology Will Not:

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

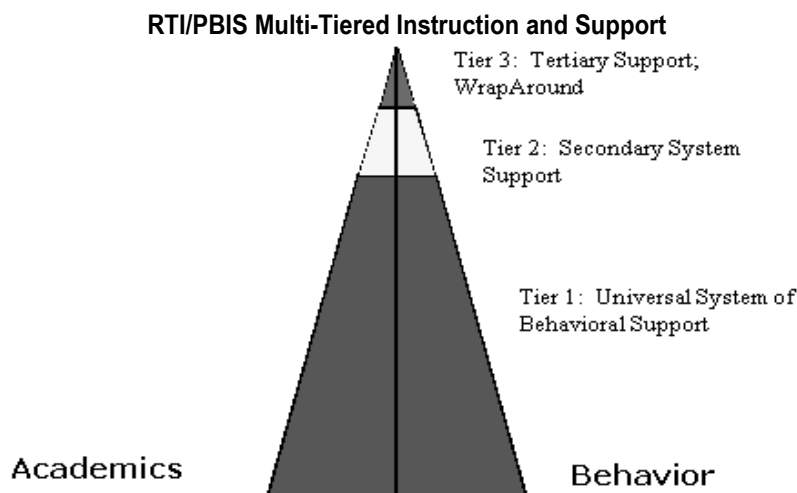
PBIS

Positive Behavior Intervention and Support

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

As in the “behavioral side” of the Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.



Tier 1/Universal focuses on the importance of school-wide behavioral expectations and positive reinforcement of appropriate behavior. Students learn 3 to 5 school-wide behavioral expectations. Students are acknowledged individually or as a group for meeting behavioral expectations. (See school-wide expectations below)

Tier 2/Secondary provides select groups of students with additional support appropriate to the student’s level of need and then monitors the progress of students receiving those interventions. Typically, these are specific, research-based group interventions. Students may participate in brief plans to improve behaviors. Parents are notified and encouraged to support the interventions.

Tier 3/Tertiary provides intensive supports to individual students who continue to struggle after receiving Tier 1 and Tier 2 support. At this level, families and the community provide a great deal of support that a student may need.

For more information visit www.u-46.org/rti/PBISInformation.htm

How does it work?

- **PBIS is prevention-based:** Through instruction, comprehension, and regular practice, all stakeholders use a consistent set of behavior expectations.
- **PBIS is data-based:** School teams within the building review data on individual and groups of students to determine which students are not responding to the teaching of the behavioral expectations. PBIS schools view it as an opportunity for re-teaching.
- **PBIS is community based:** PBIS offers supports for families, youth and schools.
- **PBIS is research based:** The PBIS model is a research based strategy that is supported by the Illinois State Board of Education promoting effective practices to benefit all children. It was started as a joint initiative by the University of Oregon and the federal Department of Education to prevent the isolation of high school students. Currently, PBIS is implemented across the United States and in many foreign countries.

Does it make a difference?

The 3-tiered approach reduces problem behavior as a barrier to student achievement. There are many PBIS success stories involving individual students as well as entire schools. Visit the district website to view our U-46 success stories <http://www.u-46.org/rti/PBISSchoolCelebrations.htm>

How Does PBIS help disruptive students?

- PBIS school teams gather and review documented discipline data. If problem behavior occurs, students in PBIS schools are provided with a full continuum of supports to address the behavior. PBIS schools view it as an opportunity for re-teaching school-wide expectations. As a student's needs increase, the intensity of the support increases.

How can parents support PBIS?

- Parents are an important part of PBIS implementation. Schools encourage parents to use the same expectations that the school has identified. Parents can familiarize themselves with the school-wide behavior expectations. This common language creates consistency for expected student behavior. Parents are asked to discuss the school's expectations and post them at home for easy reference. Schools encourage parents to participate in PBIS school activities and support school teams. Parents may help with fundraising efforts, participate in leadership activities, and assist with outreach to the community.

Where can more information be found?

www.u-46.org/rti School District U-46

www.pbis.org National positive behavior and supports network

www.pbisillinois.org Illinois positive behavior and supports network

www.swis.org Overall data management system for PBIS

www.isbe.net State sponsorship of the Illinois PBIS network

<http://www.kaneroe.org/depts/pbis> Regional training offerings and information

GIFFORD STREET 2010 –2011 SCHOOL CALENDAR

AUGUST 2010

23District Programs
24Institute Day-All Staff
25A.M. Classes Begin

SEPTEMBER

6Labor Day–No School/Offices Closed

OCTOBER

11Columbus Day–No School/Offices Closed
22End of 1st 9wk Period

NOVEMBER

11Veteran’s Day–No School/Offices Closed
22Institute Day..... No Classes
24Non-Attendance Day/Thanksgiving Recess
Begin
25-28Thanksgiving Break
29Classes Resume

DECEMBER

17Holiday Recess Begins at Close of Day

JANUARY 2011

3Classes Resume
TBAFinals
14End of First Semester
17King’s Birthday Observance - No Classes
18Second Semester Begins

FEBRUARY

21President’s DayNo Classes/Offices Closed
25Institute Day..... No Classes

MARCH

TBAFinals
25End of 3rd 9wk Period
25Spring Recess Begins at Close of School
Day

APRIL

4Classes Resume
22Spring Holiday No School/Offices Closed

MAY

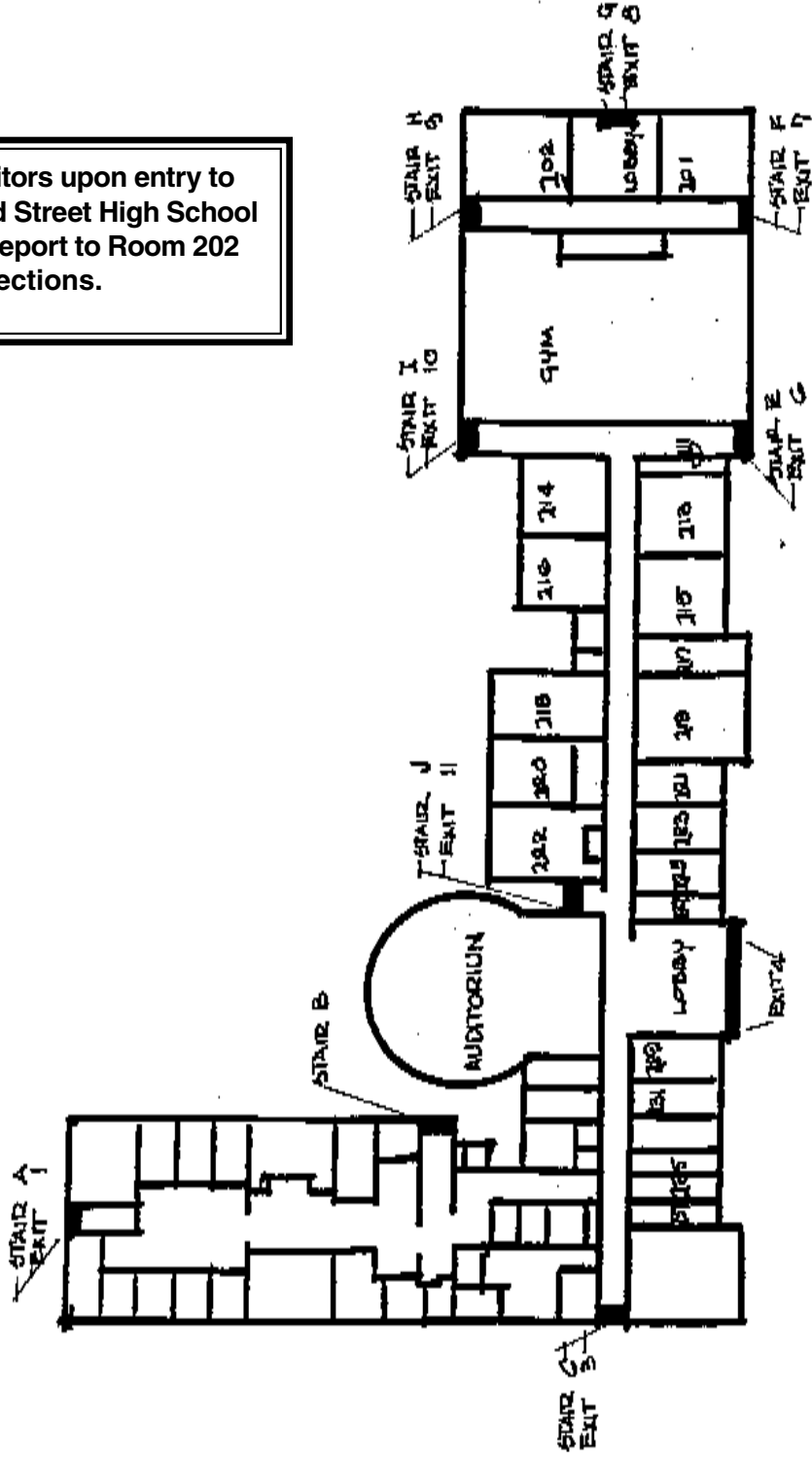
13 1/2 School Imp Day
28High School graduation
30Memorial DayNo School

JUNE

6.....Last Day of School if no emergency days are
used.
13Last Day of School if all 5 Emergency Days
are Necessary

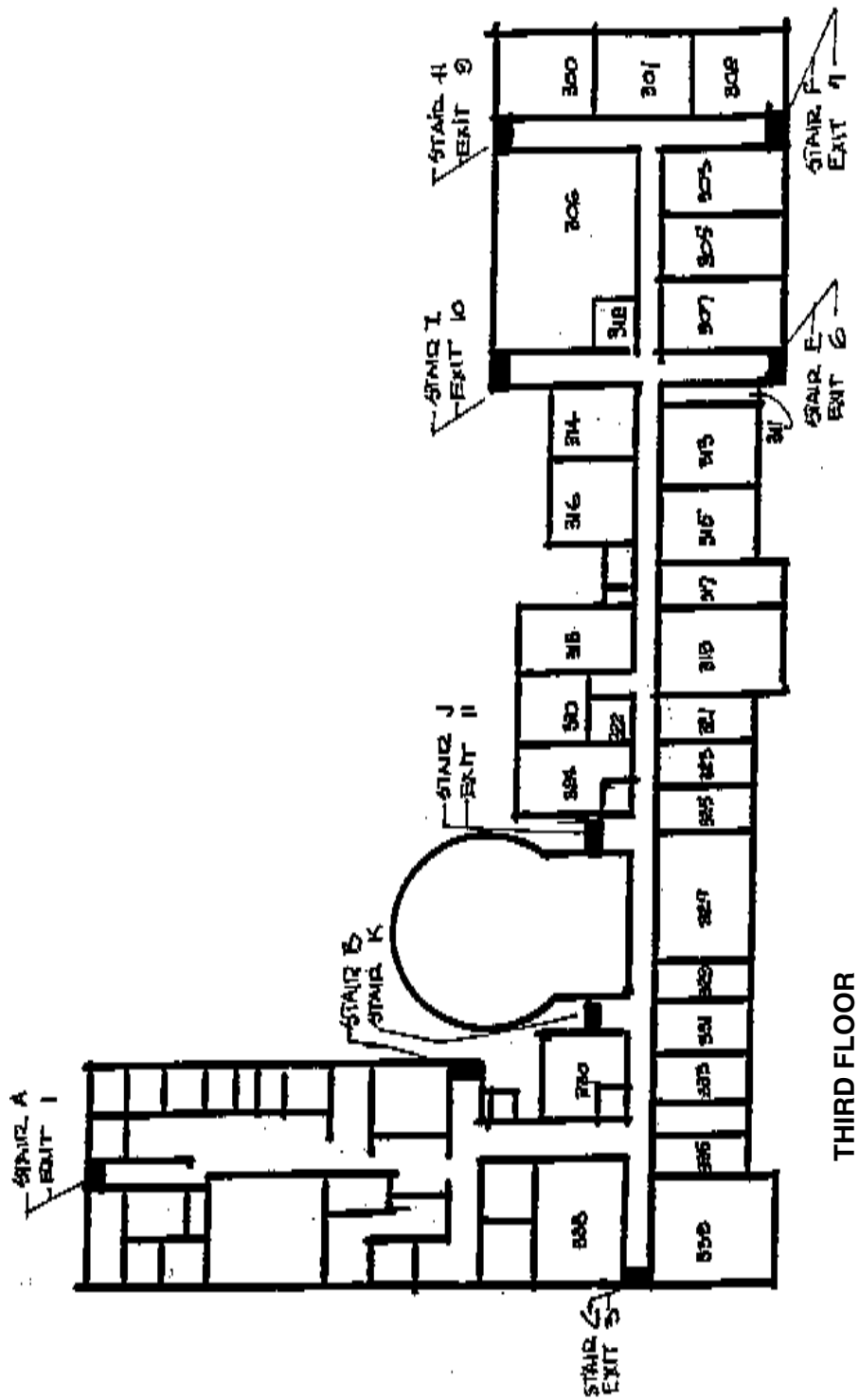
GIFFORD STREET HIGH SCHOOL MAP

All visitors upon entry to Gifford Street High School must report to Room 202 for directions.



SECOND FLOOR

GIFFORD STREET HIGH SCHOOL MAP



U-46
High School Language Arts Department (9-12)
Working Draft 2007-2008

Essential Vocabulary (* words will be repeated because we introduce and re-teach in subsequent years)

Freshman	Sophomore	Sophomore	Junior	Junior	Senior	Senior
<ul style="list-style-type: none"> ◆ Acronym ◆ Allusion ◆ Antecedent ◆ Appositive ◆ Audience* ◆ Bias ◆ Citation ◆ Coherence ◆ Compound-Complex Sentence ◆ Conflict ◆ Context ◆ Couplet ◆ Direct quotations* ◆ Epic* ◆ Inference ◆ Irony 	<ul style="list-style-type: none"> ◆ Limited Point of View ◆ Metaphor ◆ MLA ◆ Omniscient Point of View ◆ Onomatopoeia ◆ Oxymoron ◆ Parable ◆ Paraphrase* ◆ Propaganda ◆ Redundancy ◆ Simile ◆ Soliloquy ◆ Sonnet ◆ Thesis ◆ Tone* 	<ul style="list-style-type: none"> ◆ Irony ◆ MLA ◆ Onomatopoeia ◆ Parable ◆ Parody ◆ Participles ◆ Propaganda ◆ Redundancy ◆ Revise ◆ Rhetorical Question ◆ Simile ◆ Source ◆ Stream of Consciousness ◆ Thesis ◆ Tone* ◆ Verbalis 	<ul style="list-style-type: none"> ◆ Active/Passive Voice ◆ Allegory ◆ Allusion ◆ Ambiguity ◆ Anecdote ◆ Annotated Bibliography* ◆ Artifact ◆ Censorship ◆ Credibility ◆ Dangling Modifier ◆ Diction ◆ Ethics ◆ Extended Metaphor ◆ Generalization ◆ Gerund ◆ Ideology ◆ Inference ◆ Irony 	<ul style="list-style-type: none"> ◆ Misplaced Modifier ◆ Mixed Metaphors ◆ MLA ◆ Paradox* ◆ Parallel Structure ◆ Parody ◆ Primary Source ◆ Pronoun Case ◆ Redundancy ◆ Sarcasm ◆ Satire ◆ Secondary Source ◆ Sexist Language ◆ Stream of Consciousness ◆ Summary* ◆ Thesis ◆ Tone* ◆ Understatement 	<ul style="list-style-type: none"> ◆ Annotated Bibliography* ◆ Antithesis ◆ Archetype ◆ Audience** ◆ Ballad ◆ Conceit ◆ Euphemism ◆ Exaggeration ◆ Extended Metaphor ◆ Gerund ◆ Juxtaposition ◆ Literary Criticism ◆ Lyric Poem 	<ul style="list-style-type: none"> ◆ MLA ◆ Motif ◆ Nuance ◆ Ode ◆ Paradox* ◆ Parallel Construction ◆ Pastoral ◆ Primary Source ◆ Satire ◆ Secondary Source ◆ Stream of Consciousness ◆ Summary*

U-46
High School Math Department (9-12)
Working Draft 2007-2008
Essential Vocabulary

Number Sense	Estimation and Measurement	Geometry	Algebra	Data Analysis and Probability
<ul style="list-style-type: none"> ◆ Absolute value ◆ Complex numbers ◆ Integers ◆ Interest ◆ Irrational number ◆ Principal ◆ Scale factor ◆ Rate of change ◆ Rational number 	<ul style="list-style-type: none"> ◆ Conversion factor ◆ Surface area ◆ Volume 	<ul style="list-style-type: none"> ◆ Arc ◆ Axis of symmetry ◆ Central angle ◆ Chord ◆ Congruent figures ◆ Conjecture ◆ Cosine ◆ Diagram ◆ Line ◆ Pi ◆ Plane ◆ Postulate ◆ Proof ◆ Radius ◆ Ray ◆ Reflection ◆ Rotation ◆ Scale factor ◆ Segment ◆ Similar figures ◆ Sine ◆ Tangent ◆ Theorem ◆ Vertex 	<ul style="list-style-type: none"> ◆ Algebraic expressions ◆ Ascending ◆ Coefficient ◆ Constant ◆ Coordinate plane ◆ Descending ◆ Domain ◆ Evaluate ◆ Function ◆ Inequality ◆ Intersecting lines ◆ Intercept ◆ Linear equation ◆ Maximum of a function ◆ Minimum of a function ◆ Polynomial ◆ Quadrant ◆ Radical expression ◆ Range ◆ Reciprocal ◆ Root ◆ Simplify ◆ Substitute 	<ul style="list-style-type: none"> ◆ Central tendency ◆ Combination ◆ Compound event ◆ Probability ◆ Permutation

U-46
High School Science Department (9-12)
Working Draft 2007-2008
Essential Vocabulary

Scientific Method	Life	Physical	Earth/Space	
<ul style="list-style-type: none"> ◆ Analyze ◆ Characteristic ◆ Classify ◆ Conclusion ◆ Control ◆ Dependent variable ◆ Experiment ◆ Hypothesis ◆ Independent variable ◆ Interpret ◆ Observation ◆ Scientific method ◆ Theory ◆ Variable 	<ul style="list-style-type: none"> ◆ Adaptation ◆ Biological evolution ◆ Biology ◆ Cell cycles ◆ Chromosome ◆ DNA ◆ Ecosystem ◆ Embryo ◆ Environment ◆ Enzyme ◆ Gene ◆ Genetics ◆ Genome ◆ Greenhouse effect ◆ Habitat ◆ Interdependence of organisms ◆ Metabolism ◆ Mutation ◆ Natural selection ◆ Organism ◆ Parasite ◆ Photosynthesis ◆ Protein ◆ Reproduction ◆ Water cycle 	<ul style="list-style-type: none"> ◆ Bond ◆ Buoyancy ◆ Calorie ◆ Chemical property ◆ Chemical reaction ◆ Circuit ◆ Constant ◆ Current ◆ Density ◆ Displacement ◆ Dynamics ◆ Electricity ◆ Equilibrium ◆ Exothermic reaction ◆ Force ◆ Frequency ◆ Ion ◆ Isotope ◆ Magnitude ◆ Mass ◆ Matter ◆ Mechanics ◆ Metal ◆ Mole 	<ul style="list-style-type: none"> ◆ Momentum ◆ Newton ◆ Nonmetal ◆ Organic/inorganic ◆ Period ◆ Physical property ◆ Physics ◆ Power ◆ Precipitate ◆ Pressure ◆ Product ◆ Radiation ◆ Reactant ◆ Reaction ◆ Reflection ◆ Refraction ◆ Replacement ◆ Resistance ◆ Solution ◆ Speed ◆ Thermal ◆ Torque ◆ Vector ◆ Water ◆ Wave ◆ Work 	<ul style="list-style-type: none"> ◆ Chemistry ◆ Climate ◆ Conduction ◆ Core ◆ Crust ◆ Eclipse ◆ Electron ◆ Fission/Fusion ◆ Galaxy ◆ Inorganic ◆ Mantle ◆ Mass ◆ Matter ◆ Motion ◆ Neutron ◆ Nucleus ◆ Organic ◆ Ozone ◆ Precipitation ◆ Proton ◆ Radiation ◆ Radioactive decay ◆ Universe

High School Social Studies Department Essential Vocabulary List

U. S. History	Economics	Civics
<ul style="list-style-type: none"> ◆ Affirmative Action ◆ Assimilation ◆ Capitalism ◆ Communism ◆ Demographics ◆ Depression ◆ Feminism ◆ Foreign policy ◆ Genocide ◆ Ideology ◆ Imperialism ◆ Industrialization ◆ Nationalism ◆ Nativism ◆ Neutrality ◆ Propaganda ◆ Radical ◆ Segregation ◆ Socialism 	<ul style="list-style-type: none"> ◆ Annual percentage rate ◆ Assets ◆ Capital ◆ Competition ◆ Consumer ◆ Corporation ◆ Credit ◆ Debt ◆ Deficit ◆ Depression ◆ Economic systems ◆ Economy ◆ Entrepreneur ◆ Factors of production ◆ Fiscal ◆ Globalization ◆ Gross domestic product ◆ Incentive ◆ Inflation ◆ Investment ◆ Liability ◆ Market economy ◆ Monetary policy ◆ Mortgage ◆ Opportunity cost ◆ Recession ◆ Scarcity ◆ Supply and demand ◆ Tariff 	<ul style="list-style-type: none"> ◆ Bureaucracy ◆ Checks and Balances ◆ Citizen ◆ Civil Liberties ◆ Civil Rights ◆ Democracy ◆ Democrat/Republican ◆ Demographics ◆ Domestic policy ◆ Due process ◆ Federalism ◆ Habeas corpus ◆ Ideology ◆ Judicial review ◆ Liberal /Conservative ◆ Politics ◆ Sovereignty ◆ Referendum ◆ Representative government (Republic) ◆ Separation of powers

U-46
 High School (9-12)
 Career and Technical Education
 Working Draft 2007-2008
 Essential Vocabulary

Mathematics	Social Studies	Science	Language Arts
<ul style="list-style-type: none"> ◆ principal ◆ down payment ◆ compound interest ◆ earns ◆ interest ◆ range ◆ absolute value ◆ complex numbers ◆ consecutive numbers ◆ rate of change ◆ domain ◆ ascending ◆ evaluate ◆ integer ◆ simplify ◆ combination ◆ compound event ◆ predict 	<ul style="list-style-type: none"> ◆ mortgage ◆ competition ◆ market economy ◆ corporation ◆ entrepreneur ◆ business cycles ◆ gross domestic product ◆ assets ◆ demographics ◆ free enterprise ◆ labor union ◆ annual percentage rate ◆ consumerism ◆ deficit ◆ economic systems ◆ economy ◆ factors of production ◆ fiscal policy ◆ globalization ◆ incentive ◆ investment ◆ law of supply & demand ◆ liability ◆ monetary policy ◆ opportunity costs ◆ scarcity ◆ civil rights ◆ demographics 	<ul style="list-style-type: none"> ◆ analyze ◆ product ◆ scientific method ◆ work ◆ mass 	<ul style="list-style-type: none"> ◆ ethics ◆ writing ◆ resume ◆ summary ◆ audience ◆ bias ◆ persuasive ◆ paraphrase ◆ reference ◆ credibility ◆ concept ◆ sarcasm ◆ tone ◆ overview

U-46
HIGH SCHOOL PHYSICAL EDUCATION
Essential Academic Vocabulary

Freshman PE

Credibility
Calorie
Angle
Arc
Competition
Rotation
Range
Adaptation
Control
Exaggeration
Classification
Gravity
Environment

Sophomore PE

Tone
Consecutive
Kinesthetic
Mass
Oxygen
Rate
Stress
Metabolism
Inconsistency
Intercept
Reaction
Resistance

Junior & Senior PE

Protein
Principle
Velocity
Capacity
Consumerism
Mass
Concept
Torque
Reliability
Motion
Competition
Descending
Volume

U-46
HIGH SCHOOL DRIVER EDUCATION
Essential Academic Vocabulary

Accelerate
Prediction
Separation
Multiple
Factor
Consumerism
Internet
Density
Impact
Constant
Estimate
Precipitation
Observation
Control
Citation

U-46
HIGH SCHOOL HEALTH
Essential Academic Vocabulary
Sophomore Health

Optimism
Pessimism
Contract
Tolerance
Toxin
Transmit
Function
Mutation
Lethargy
Pressure
Frequency
Factor
Economy
Embryo