



Elgin High

STUDENT PLANNER



ACADEMIC SUCCESS FOR ALL

OUR MISSION:

It is our purpose to create and sustain a safe and positive educational environment that will help each student grow to his or her potential intellectually, socially, emotionally, and physically, to become a lifelong learner who is responsible, contributing member of our community.

OUR VISION:

It is our vision to establish a school culture where attitudes and skills empower the Elgin High Community to strive for excellence through relevant curricula which will increase academic achievement and personal growth for all.

OUR VALUES:

Our Elgin High School Community values:

- Academic achievement, support for success, and respect for the educational process through individual integrity, responsibility, work ethic, and pride.
- Personal, positive relationships through mutual respect, clear and consistent communication, and the celebration of our diversity and talents.
- Collaborative teamwork as well as the development of role models and leaders at all levels.

HISTORY OF ELGIN HIGH SCHOOL

Elgin is one of the oldest continuously existing public high schools in Illinois. Beginning with the first Commencement in 1872, some 25,000 alumni have entered all walks of life. The school was an original member of the North Central Association of Colleges and Secondary Schools and has been accredited since 1904.

EHS alumni include a Nobel prize winner in chemistry; five admirals of the U.S. Navy; presidents of General Motors, Republic Steel, and the Encyclopedia Britannica; the donor of Chicago's Adler Planetarium; the designer of America's first streamlined train; a television 'Emmy' recipient; and a world record holder in the shot put.

In its earlier years the school helped to Americanize children of German and Scandinavian immigrants, and it is currently fulfilling its motto of 'Education for All' by welcoming Spanish speaking students and refugees from southeast Asia. This is a comprehensive high school attempting to reach students of varied abilities and backgrounds who seek both vocational training and college entrance.

Elgin's first interscholastic football game was played with the local Academy in 1891. The rivalry with East Aurora, one of the oldest in the state, goes back to 1893. Elgin High has won more than a thousand basketball games since the first contest in 1900, and it was the first school to win two successive state championships.

WELCOME TO ELGIN HIGH SCHOOL

We hope that you will always be conscious of its traditions and requirements. Let us always have the spirit to do the things which will make our school outstanding. Remember, your success at Elgin High School will be directly proportional to your effort.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress, in the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to live successfully in the world of tomorrow. Participation in the varied activities within school prepares you to live a better life in this complex society.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. This information has been carefully prepared and presented so that it will help each student adjust to school and become an integral part. We ask parents to help.

Elgin Faculty and Administration

ELGIN HIGH SCHOOL LOYALTY

We're loyal to you, Elgin High
We're maroon and cream, Elgin High
We'll back you to stand
Against the best in the land
For we know you are grand, Elgin High.
(Your! Your! Rah! Rah! Team! Team!)
So smash that blockade, Elgin High,
Go crashing ahead, Elgin High.
Our team is our fame protector,
On team, for we expect
A victory from you, Elgin High.
E.H.S. Rah! Rah!
E.H.S. Rah! Rah!
Razz Boom, Razz Boom
Elgin High School Sis Boom Boom
Hokey Pokey Razzle Dazzle
Sis Boom Bah!
Elgin High School, Rah! Rah! Rah!



Team Name: MAROONS

School Colors: Maroon & Cream

**EARN AND GIVE
RESPECT**

**HOLD YOURSELF
RESPONSIBLE**

SAFETY FIRST

Positive Behavioral Interventions and Supports

PBIS

Elgin High School staff understands that every child has specific needs, and it is our mission to help students find success in the school and community. P.B.I.S. helps students experience academic success by providing a nurturing, positive academic environment. Classroom teachers, staff, and administration address school-wide discipline in a proactive manner by teaching and acknowledging expected behaviors.

Expectations are reinforced throughout Elgin High School and form the foundation of all building and classroom behavioral expectations, rules, and codes of conduct. P.B.I.S provides students with clearly defined expectations. Appropriate behaviors are directly taught, consistently reinforced, and frequently celebrated. As a result, teachers have more time to teach and students have more time to learn.

Behavior Matrix
Settings

Expectations	Hallway	Restroom	Commons	Stairwells	After School Activities	Universal (All Settings)	Locker Room
<u>E</u>arn and <u>G</u>ive <u>R</u>espect	*Use appropriate language. *Honor others' personal space. *Use indoor voices. *Be courteous.	*Flush. *Wash your hands. *Keep it graffiti free.	*Clean up after yourself. *Use appropriate language. *Respect all staff and peers.	*Hold doors. *Say "Thank you". *Don't push.	*Use appropriate language.	*Honor others' personal space. *Be courteous. *Use appropriate language. *Use indoor voices.	*Respect others' property. *Use appropriate language.
<u>H</u>old <u>Y</u>ourself <u>R</u>esponsible	*Wear your I.D. *Get to class on time. *Be prepared.	*Flush. *Wash your hands. *Clean up after yourself.	*Be on time. *Stay in your assigned seat. *Wait to be dismissed.	*Get to class on time.	*No loitering.	*Report problems. *Carry your planner. *Get to class on time. *Follow the dress code. *Be prepared for class.	*Be on time. *Secure your valuables. *Dress appropriately for P.E.
<u>S</u>afety First	*Wear your I.D. *Keep ALL comments positive. *Keep walking. *Keep to the right.	*Flush. *Wash your hands.	*Put garbage in proper place. *Don't push. *Don't throw things.	*Keep to the right. *WALK *Report spills.	*Be accompanied by a staff member.	*Wear your I.D. *Keep your hands to yourself. *Be aware of your surrounding.	*Keep your hands to yourself. *Don't throw things.

SCHEDULES

DAILY TIME SCHEDULE

Zero Hour	7:15
Warning	7:30
Period 1	7:40 - 8:30
Period 2	8:35 - 9:25
Period 3	9:30 - 10:20
Period 4	10:25 - 11:15
Period 5	11:20 - 12:10
Period 6	12:15 - 1:05
Period 7	1:10 - 2:00
Period 8	2:05 - 2:55

THE ASSEMBLY SCHEDULES

(Assembly End of Day)

Warning	7:30
Period 1	7:40 - 8:25
Period 2	8:30 - 9:10
Period 3	9:15 - 9:55
Period 4	10:00 - 10:40
Period 5	10:45 - 11:25
Period 6	11:30 - 12:10
Period 7	12:15 - 12:55
Period 8	1:00 - 1:50
Assembly	1:55 - 2:55

EARLY RELEASE SCHEDULE

Warning	7:30
Period 1	7:40 - 8:10
Period 2	8:15 - 8:45
Period 3	8:50 - 9:20
Period 4	9:25 - 10:00
Period 5	10:05 - 10:40
Period 6	10:45 - 11:20
Period 7	11:25 - 12:00
Period 8	12:05 - 12:40

(Assembly Beginning of Day)

Warning	7:30
Assembly	7:40 - 8:15
Period 1	8:20 - 9:05
Period 2	9:10 - 9:55
Period 3	10:00 - 10:45
Period 4	10:50 - 11:35
Period 5	11:40 - 12:25
Period 6	12:30 - 1:15
Period 7	1:20 - 2:05
Period 8	2:10 - 2:55

DIRECTORY

MAIN ELGIN HIGH PHONE NUMBER 847-888-5100

ELGIN HIGH SCHOOL ADMINISTRATION

Mrs Krystal Thomas, Principal	ext. 5105
Mr. Alan Flota, Associate Principal	ext. 5104
Mr. Jesse Jones, Assistant Principal	ext. 5107
Mrs. Heather Webb, Dean of Students (A - G i)	ext. 5108
Mr. Cesar Rosales, Dean of Students (G1 - O)	ext. 4854
Mr. Jose Tovar-Ortiz (P-Z)	ext. 4843

DIVISIONAL CHAIRPERSONS

Ms. Sabrina Langlois, English/Art/Music	ext. 5133
Mr. Alan Flota, Career & Technical Education	ext. 5104
Mr. Paul Pennington, Athletic Director/Activity Director/Drivers Education/Physical Education/Health	ext. 5346
TBA:Mathematics/Science/AVID	ext. 4852
Ms. Cristina Cabrera, Gifted Academy	ext. 5172
Mrs. Caitlyn Druger, Director of Guidance /Special Education	ext. 8265
Mr. Rafael Martinez-Ortiz, ELL/World Language & Social Studies	ext. 4857

ATTENDANCE (24 Hour) English/Spanish ext 5110(Absence or Late Arrival).....ext 5111 (Early Release)

Main Office	ext. 5101
Guidance Office	ext. 5113
Nurse's Office	ext. 5342
Bilingual Liaison-Spanish speaking, (Irma Jetel)	ext. 5123
Deans' Office	ext. 4841
Athletic Office	ext. 5125
Registrar (Rita Leatherman)	ext. 5344

WHO TO CALL

Often students and parents do not know who to see in school for specific information. Here is a handy check list.

Academic Problems	Teacher/Counselor	Night School/Summer School	Guidance Office
Athletic Information	Athletic Office	Pay for lost books	Treasurer Office
Attendance Problems	Attendance Office	Physicals/Medicals	Nurse's Office
Club Information	Main Office	Problems with School Fee	Treasurer Office
Driver Education	Athletic Office	Replacement ID Card	ID Office
Free Lunch Program	Treasurer's Office	Theft	Deans' Office
Homework Requests	Guidance Office	Transcripts	Registrar
Lock/Locker Problems	Attendance Office	Vehicle Registration	Treasurer's Office
Lost and Found	Deans' Office	Visitor's Pass	ID Office
Medical Problems	Nurse's Office	Work Permit	Guidance Office

Parents with questions about the school, individual students, or school policies should call the school

DISTRICT CONTACTS:

- District Food Services 847-888-5000 ext. 5034 or 847-888-5000 ext. 5035 for free and reduced lunch program
- District Career and Technical Education 847-888-5000 ext. 5309 for career program
- District Communications Office 847-888-5000 ext. 5040 for district publications, and general information
- Human Resources 847-888-5000 ext. 5024 for employment opportunities
- District Special Education Office 847-888-5000 ext. 5056 for physically, mentally, and socially disabled students
- District Transportation Office 847-888-5097 for school attendance areas, bus policies

DAILY STUDENT LIFE

DRIVER EDUCATION PROGRAM

Driver Education is offered to students who are classified as sophomores. Students are assigned by age, based upon spaces available. Students need a minimum of eight (8) credits before enrolling in Driver's Education.

The Driver Education Program consists of two (2) phases: Classroom, and Behind-the-Wheel. In order to complete the program, students must meet the minimum requirements established by the State of Illinois:

1. 30 hours Classroom
2. Six (6) hours Behind-the-Wheel

Students who fail to complete the course during their first attempt can make up the course only during Summer School (or after school, if offered). Passing of the Classroom phase is a prerequisite for passing the Behind-the-Wheel/Range phases.

A student must pass a vision exam and the Rules-of-the-Road written test in order to qualify for a Learner's Permit at the beginning of the course. After having successfully completed the two (2) phases, the student must have a Social Security Number in order to apply for his/her license. **There are no refunds for the Drivers Education class.**

FEE WAIVERS

School fees shall be waived for students from families who qualify for the free lunch, (not reduced lunch) under 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.

FOOD POLICY

Fund-raising candies may be eaten, at the discretion of individual teachers in their classrooms. Please refer to each teacher's classroom expectations.

Eating in the hallways is discouraged. Food should not be taken into the academic areas. All litter should be deposited in the proper containers.

No outside deliveries of food will be accepted for students (i.e., pizza).

FOOD SERVICE

Food service is available for breakfast 7:00–7:30 a.m. and 4th through 7th periods for lunch to Elgin High School students and staff.

Breakfast food selections available in the cafeteria are:

1. Type A choice – cold cereal, milk, juice and breakfast bar or hot entry.
2. A la carte items available – fruit, bagels, and muffins.

Lunch food selections available in the cafeteria are:

1. Type 'A' lunch consists of 4 selections, including packaged salads.
2. A la carte items available - French Fries & Special of the day.
3. Snack Bar
4. Vending Machines

Free or reduced lunches are provided to students whose families show financial need and qualify by completing the application online.

Students may bring a sack lunch. Students may not order food from businesses outside the building during the school day. No refunds are issued for money lost in vending machines.

Your child may open an account to purchase food in our high school cafeterias. Send your check to school. Include your student's ID number. Cafeteria cashiers will scan your child's student ID (like a credit card) for purchases made against their account.

FUND RAISING ACTIVITIES

All fund raising activities must be approved by the school administration. No sales of any product or service can be made in school, during school hours, without prior approval from the Deans' Office. All money obtained from the sale of approved products must be deposited with the school treasurer by the end of each school day. All organizations participating in fund raising activities will be required to summarize all financial transactions following the project.

THE EHS W. L. GOBLE LIBRARY

Our Library is located on the main floor of the school across the hall from the main office. The library is open before school for students that have a yellow pass from a teacher. After school, the library is used for a variety of activities. Speak with the librarians if you need materials after school. Additional information and resources are available on the W. L. Goble Library website.

EHS requires all students to wear their ID at all times. Your I.D. is your Library card. You must use your picture I.D. to check out books, temporary I.D.s will not work. You are responsible for all materials checked out in your name. Please, do not check books out for other students.

You may come to the Library instead of going to Study Hall or Lunch. Be in the Library before the last bell rings and your I.D. will be scanned for attendance. You will remain in the Library for the entire period. We do not write passes out of the room. If you wish to come and go, you must begin the period in Lunch or Study Hall and have that teacher take attendance. Any teacher can write you a yellow pass which you must have to get in the Library.

Books are checked out for 3 weeks. Reference books can be checked out overnight. You can always renew the books. If books are kept longer than the borrowing period, a fine of \$.10 per school day is charged. You may not check any books out until your overdue books have been returned and fines have been reduced to zero.

I.D. CARDS

Each student will be provided with a laminate photo I.D. card and 30" break-away lanyard. The lanyard should be secured around the student's neck. The photo, bar code for library checkout and student I.D. number should always be visible.

Students are to visibly display their current I.D. card around their neck with the 30" EHS breakaway lanyard at all times. **It must be surrendered to any faculty member upon request.** Decorating and/or defacing I.D. cards in any way is also forbidden. Additionally, I.D. cards that are not from the current school year will be confiscated and the students are subject to disciplinary action for such behavior. Replacement lanyards may be purchased from the I.D. Office. New I.D. cards may be purchased from the I.D. Office.

All students must enter the building through Door 7. If a student is not wearing the current school year I.D. while at school for any reason, the student must report to the I.D. Office (Door 3) before the first class period that the student attends. A student may not enter the building without their current school year I.D.

If any student loses his photo I.D. that student must get a replacement I.D. from the I.D. Office costing \$5.00.

The I.D. **must be displayed to ride the school bus.** It must be surrendered to any faculty member upon request. In addition to identifying a student during school hours, it may be required to gain school admission to all home and away school events. Staff members are also required to wear I.D. badges while they are in the building.

This card becomes void: (a) if erased or altered, (b) on expiration date, (c) during time of suspension from school, (d) upon withdrawal or transfer from the assigned school, at which time it must be surrendered to the school office.

LOST AND STOLEN ITEMS

Personal property brought on school grounds remains the responsibility of the student. The school will not reimburse students for any lost, stolen or damaged personal items brought on to school property. If an item is lost, the school may maintain a "Lost and Found" as a courtesy to the students. Items will be retained for a length of time to be determined at the school's discretion, and then will be disposed of, if not claimed.

The Lost and Found is located in the Deans' Office. All found articles should be turned in there. Articles may be claimed before and after school and during the lunch hours by properly describing or identifying them. Items will be held for two weeks before they are donated to local services agencies.

MOTOR VEHICLE REGULATIONS

1. Driving a motor vehicle to school and parking on campus is a privilege. All vehicles driven by students and parked on campus are subject to all school rules and regulations.
2. Any motor vehicle parked on campus must display a valid/current parking tag. It must be hung on the rearview mirror with the year and tag number clearly visible. Parking tags must be purchased annually in the Treasurer's Office. Students will need to provide the Title or registration certificate and proof of insurance to purchase a tag. Students are to park in the student lot only. Students who park in the staff lot, the horseshoe, or the tennis court area can be towed.
3. Each parking tag has a specific number assigned to it. When a student purchases a tag, the tag becomes registered only to him/her and only to the vehicle identified on the application. If the student gets a new vehicle, s/he must immediately update the car information in the Treasurer's Office.
4. Students are not give his/her tag to another student. The tag is registered to one student only. Disciplinary consequences for theft or fraud will be issued to any student(s) who reproduce, steal, or share a parking permit.
5. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
9. Violators will be subject to towing at their own expense. Under normal circumstances violators will be issued a warning sticker for the first offense, and then towed on the second offense. Warnings may also be announced in the daily bulletin or public address system. However, a vehicle can be towed automatically if it is obstructing traffic, utilizing more than one parking space, parked in an unauthorized parking area, or is displaying an invalid parking tag.
10. Visitors should park in the designated area in the east parking lot.

NURSE'S OFFICE

The nurse's office is open from 7:40-2:15. We are open from 2:15-2:55 for emergencies only. If a student becomes ill in class or has been injured, he/she should notify his/her teacher, request a hall pass, and report directly to the nurse or health secretary for necessary assistance. Parents will be notified when necessary.

Students are not admitted during passing periods unless an emergency arises during that time. Students should report to their next period class and request a pass to see the nurse.

In situations when a student's health could be compromised by not receiving medication during school hours, at the discretion of the nurse, Illinois State Law and the School District policy and procedure requires a written physician's order and a signed parent/guardian permission form must be on file in the nurse's office. **NOMEDICATION WILL BE ADMINISTERED BY NURSE or SELF-ADMINSTERED BY STUDENT WITHOUT A DOCTOR'S ORDER AND PARENT PERMISSION. If a student requires ANY medication (both prescription AND over-the-counter), other than rescue medication, for a Curriculum Based Field Trip, parents must contact the teacher well in advance of the trip.**

Illinois State Law requires a physical examination and up-to-date immunizations prior to entrance into 9th grade. A new physical, done less than 1 year prior to the first day of school, is required to enter 9th grade. The 9th grade physical must be on the Department of Human Services form available in the doctor's offices. IHSA sports physicals do NOT fulfill the 9th grade requirement. **All Seniors must show proof of having 2 meningitis vaccines spaced at least 8 weeks apart. If the first meningitis vaccine is given after age 16, only**

1 dose is required. Additional information about physical exam and immunization requirements can be found at the U-46 Health Services website at http://www.edline.net/pages/SDU46/Departments_Programs/Health_Services. **Freshman and Senior registrations will not be completed until the required physical and/or immunizations are received.**

New students entering from in-state schools should have a current, the last required, physical and immunization records upon entrance. New students from out-of-state or country will need to present a physical on the Department of Human Services form or one comparable that meets all of the Illinois requirements, along with required immunizations.

Physical education excuses and 5 minute passes will be issued by the nurse's office for medical concerns with a doctor or parent note. Passes/excuses beyond 3 days must have a physician's order.

PHYSICAL EDUCATION COURSE FAILURES

Semester failures in freshman (09) or sophomore (10) physical education courses should be made up in summer school. Juniors and seniors who fail a semester or more of physical education may enroll in no more than two additional semesters of physical education during their junior or senior year's in school.

PHYSICAL EDUCATION LOCKS AND LOCKERS

Each student must have a school-issued combination lock and small locker. For class, use the long locker adjacent to your assigned small locker. Lock up your purse, wallet, books, clothing, and other valuables in the long locker during class. Do not leave your belongings out on the bench or on top of the lockers. If your lock is missing, see your teacher immediately. If the lock cannot be found, you will be charged \$10.00 for another lock. Do not keep large sums of money or other valuables in your locker. **The P.E. Department and Elgin High School are not responsible for lost or stolen articles.**

PHYSICAL EDUCATION MEDICAL EXCUSE POLICY

1. Any student who reports to physical education class and cannot participate because of a medical excuse will not dress in uniform and will stay with the class.
2. A medical excuse will be allowed for a maximum of three (3) consecutive days and must be excused in writing by a parent or guardian.
3. If a student has a medical excuse for an extended period of time from a physician, the written excuse should be taken to the Nurse's Office. When limited physical activity is prescribed, the student may be enrolled in available Adaptive Physical Education class. If limited physical activity is not advisable and the excuse is for longer than six (6) weeks of school, the student will be assigned to a study hall and physical education will be waived.
4. Physical education is a graduation requirement. Anyone failing a physical education course may make it up during summer school or take more than one P.E. class during their Junior or Senior year in school.

PHYSICAL EDUCATION UNIFORMS

For successful completion of Physical Education, proper dress for daily physical activity is required. All students are expected to wear an Elgin High School or District U-46 Regulation Physical Education shirt. The official Elgin High shirts are silver. Shorts may be the official Elgin High or U-46 shorts or pull-on athletic-style BLACK shorts. Shorts may not have a zipper, belt loops, or snaps. Cut-off pants, jean shorts, or jams are not permitted. Students must also wear white socks and an athletic gym shoe with non-scuffing soles. All shoes must be secure to each foot (no backless style shoes). Students in freshmen physical education classes will be required to purchase a heart rate monitor strap as part of the uniform. Straps can be purchased through the Elgin High School physical education department.

For swimming, students will provide an acceptable swim suit. Extractors are in both dressing areas to dry suits after each swim class. In addition to the P.E. uniform, a student may also wear a sweatshirt and Sweat pants in case of inclement weather. Clothing in school colors is preferred. Your last name only should be placed permanently on each garment. School clothes are not permitted in place of foul weather gear.

SCHOOL BUS REGULATIONS

Transportation provided by School District U-46 is a convenience and privilege. Students are expected to behave respectfully and in a manner that will ensure their safety.

All school rules and regulations apply to transportation services. **All students must display their ID in order to ride the bus.**

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 and/or the bus.

If a student is suspended from the bus, his parent(s) will be required to furnish his transportation to and from school during the entire period of suspension.

Questions in bus transportation should be taken to the Main Office. Any change in residence address must be reported to the Main Office.

SCHOOL PROPERTY

A student involved in vandalizing school property must pay for the cost of repair or replacement of the damages and/or may be subject to disciplinary action.

SCHOOL VISITATION

Parents are always welcome to visit Elgin High School. Arrangements should be made with the Principal's Office in advance so that notification can be given to the staff. All others must obtain prior approval from the administration of the building in accordance with established policies.

Student visitors are not allowed during the school day.

Visitors are reminded that State Law requires that they report to the Security Office upon entering the building and obtain a visitor's pass. Visitors **MUST** enter at the Auditorium entrance (Entrance #3) and must show a valid driver's license or state ID in order to be allowed to enter the building. A visitor may be denied entrance without a valid ID. All visitors should park in the designated visitor's area at the southeast end of the parking lot.

SOCIAL WORK SERVICES

The objective of social work in the school is to help pupils solve social, emotional, and/or academic problems which interfere with their progress in school or in their personal development. The social worker may be involved with students and their families by educating them on human relations and the knowledge of resources within the community. School social work is a support service for all students, parents, and teachers. Students can access social work services by signing up in the guidance office. Teachers may refer a student, or parents can request social work services as well.

STUDENT HALL PASSES

Students will be discouraged from being in the hall during the class periods, but if an emergency arises and he/she must be out of class, students must carry a hall pass signed by a teacher. Any movement within the building during the class periods, study hall or Commons must be with a pass.

STUDENT LOCKERS

All students must use the lockers assigned to them. If for any reason the locker cannot be used, it should be reported to the Attendance Office in writing with name of student, locker number and problem.

Keep your locker locked at all times and do not share your combination with others. **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, when those officials have reason to believe illegal or dangerous materials may be hidden. Combination locks will be provided by the district at an annual fee. These locks remain the property of U-46. **Only Elgin High School locks may be used. Students who "move in" to an unassigned locker or allow other unassigned students to move into their locker will face a possible disciplinary action.**

STUDENT WITHDRAWAL/RE-ENTRY PROCESS

Students withdrawing from Elgin High School for purposes of transferring to another school or those who are terminating their education must originate this action in the Guidance Office. Refunds will be paid only to those who follow the check-out procedure and return all books and equipment.

A student who was withdrawn from school and would like to re-enter the following semester must arrange a parent or guardian conference with the Dean or Assistant Principal before registration. A conference and possible agreement will be negotiated.

STUDENT WORK PERMITS

In most cases students under 16 years of age must have a permit to work. To obtain a permit, come to the Guidance Office with a verification-of-work form completed by your employer and a copy of your birth certificate.

Child labor laws indicate where and when teenagers can work:

Ages 14-15 May only work 8 hours a day from 7:00 a.m. to 9:00 p.m. between June 1 and Labor Day in non-manufacturing, non-mining, and non-hazardous environment. They may work at clerical/office jobs, and retail and food service firms.

Ages 16-17 May work any number of hours but not hazardous jobs; ie. Explosives, power-driven machinery, meat processing, hoists, etc. They may not drive motor vehicles.

TELEPHONES, MESSAGES AND GIFTS FOR STUDENTS

If a student needs to call a parent or guardian in an emergency, they will be permitted to do so in the Main Office. Telephone messages to students from parents or guardians will be handled in the Attendance Office and should be limited to emergencies only. Calls from any other person generally will not be accepted.

Deliverable materials will be held in the Main Office for the students to pick up after school.

CLASSROOM & COMMON STUDY HALL RULES

- Be in the room when the bell rings.
- Be on task
- Quiet study halls. Talking is not permitted.
- Cell phones are to be used as educational tools, not communication devices. Students may use appropriate applications on the cell phone to complete homework/projects/assignments.
- Students may listen to music using headphones without disturbing others.
- Students cannot use cell phones to take pictures or video of anyone or anything while in school unless specifically directed to do so by a teacher or staff member for a class assignment (i.e., the photography class). Students who take pictures/video and posts them online may face disciplinary action.
- When a staff member believes a student is using a cell phone inappropriately, the staff member may request the student hand over the phone. The student will report to the Deans' Office to pick up the phone and may receive a consequence.

COMMONS LUNCH RULES

- Do not sit on tables.
- Put all waste in waste containers.
- Do not loiter in either entranceway or windows.
- Card playing or games of chance are not allowed.
- Overly loud or disruptive behavior will result in disciplinary action.
- The condition of the table and floor is the responsibility of all students occupying that table.
- Statements numbers 4-7 under Classroom & Common Study Hall Rules also apply to the Commons Lunch Rules.

ADDITIONAL CELL PHONE USAGE POLICY

These rules are in addition to statements numbers 4-7 under the Classroom & Common Study Hall Rules.

1. Cell phones are NOT to be utilized in the classroom unless a teacher grants permission for it to be used appropriately as an educational tool.
2. Students are not to use the cell phone as a communication device. Students who are caught talking on a cell phone may have the phone confiscated by a staff member. The phone will be picked up by the student at the end of the day in the Deans' Office.

STUDENT ORGANIZATIONS AND CLUBS

Elgin High School has an excellent tradition of student organizations and activities. You are invited to be part of that tradition. All organization meetings will be held before or after school. Class officers and/or Student Council officers may hold only one elective office during a school year.

AUTO CLUB: Open to students enrolled in automotive classes. Activities include field trips to local businesses, fund raisers to support club activities and after school workshops.

CHESS TEAM: Open to all students. Activities include instruction, practice and competition with other schools during the winter activity season.

CLASS COUNCILS: Open to all students. Each class has a class council. The class council plans and implements activities of each school class. Class officers govern the class council meetings.

EBONIERS: Open to students interested in learning about Black Americans, their history, culture and lifestyles. Activities include student assemblies and monthly meetings.

ENVIRONMENT CLUB: Open to all students concerned about environmental issues. Activities revolve around on-campus, local and global ecological concerns. Students conduct regular water-quality monitoring of Poplar Creek and hold bi-monthly meetings.

FRENCH CLUB: Open to students enrolled in French classes. Activities include field trips and events that supplement French language experiences.

FUTURE TEACHER CLUB: Open to all students who are interested in entering the field of education. Activities include field trips and meetings. Open to all grades.

GERMAN CLUB: Open to students enrolled in German classes. Activities include field trips, foreign exchange opportunities and other events that supplement German language experiences and social aspects; such as creating a German "cookbook" from member recipes.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA): This organization is for students who are interested in the healthcare field. Typically, students are enrolled in a health occupations class and the goal is to the quality of healthcare by providing opportunities for knowledge, skill and leadership development of all health science technology. HOSA students are involved in service and social activities. In the spring, there is a 3 day Illinois State HOSA Conference/Competition that most members attend. Elgin High School has a local chapter. This is a State and National Club

MATHLETES: Open to all students who enjoy mathematics. Activities include before and after school practice sessions and competition with other schools.

MODEL UNITED NATIONS: Imitates the actual process that occurs as the International community attempts to resolve conflict, address crises and respond to violations of International law. Students are assigned a country to represent and a committee to serve on (for example, China and the Security Council). The committees meet and function under the rules of the United Nations for two days with the goal of reaching agreement on action points or resolutions.

SCHOOL PLAYS: Open to all students. In most cases auditions are required prior to participation in dramatic parts. Stage crew members are needed in many technical areas; e.g. set building lighting and audio.

SCHOLASTIC BOWL: An IHSA activity is open to all students. This team participates with other Upstate Eight schools in answering questions about literature, math, science, history, sports and entertainment. In the spring, the team also participates in the Annual State Tournament.

SPANISH CLUB: Open to all students enrolled in Spanish classes. Activities include field trips and student assemblies that provide members with enrichment in the Spanish language and culture.

STUDENT COUNCIL: Open to all students by election to class office or application for membership. Activities are held throughout the year and number more than thirty different student produced events.

New clubs and organizations can be formed based on student interest.

GUIDANCE SERVICES AND ACADEMICS

GUIDANCE DEPARTMENT

Caitlyn Druger	8265	Director of Guidance
Maribel Saldua-Vargas	5113	Guidance Secretary

Counselors Assignments

Heather Spear	5120	(A-Chal)
Breann Tomaso	5119	(Chan-Gol)
Patrick McCarthy	5112	(Gom--Loe)
Lora Proia	5122	(Lop-O)
Christian Saenz	5147	(P-Sante)
Violetta Losowski	5118	(Santi-Z)
Martin Aburto	5121	ELL/A-Z

Social Workers Assignments

Amy Vecchio	4145	A-D
Christine Larison	5147	E-O
Michael Grondin	5364	P-Z

Other Personnel

Patty Kenyon	5337	Nurse
David Dybalski	5376	Psychologist
Irma Jetel	5123	Bilingual Liaison

CLASS RANK OR RANK-IN-CLASS

Class rank is determined from the cumulative grade point average of each student's semester grades, which includes all courses that the student has taken beginning in the ninth grade.

CLASS/COURSE AUDIT

Requests to audit a class will be approved by the counselor during the first week of school and only on a "space available" basis and cannot be an A.P. or Honors Class.

CORRESPONDENCE COURSES

A maximum of two credits may be earned towards graduation from a recognized correspondence course program approved beforehand by the student's counselor.

COURSE LOAD

To be considered a full-time student, he or she must be enrolled in a minimum of five (5) credit courses (including physical education) each semester.

COUNSELORS

School counselors are available to all students. Each counselor is assigned an alphabetical section of students from each of the four classes.

The role of the counselor is to help a student to better understand the events affecting their lives, find information, make decisions, and solve problems. This is done through individual and group conferences, where each conference is designed to help a student make career choices, college selections, and to make thoughtful decisions.

Students are encouraged to make appointments with their counselor in the Guidance Office. Becoming well-acquainted with the counselor can be very helpful to a successful high school experience.

The Guidance Department offers a variety of different services to students and parents. Further details are available from your counselor.

EARLY GRADUATION

A four-year education program is desirable for most students. Plans for early graduation, i.e., at completion of the first semester of the senior year, should be the result of careful planning between the student, counselor and parent by August of the senior year. Early graduation is appropriate when a student has plans immediately to continue formal education at a post-high school institution. A "permission to graduate early" form is available from your counselor and must be signed by a parent and returned to the Guidance Department.

The following guidelines pertain to students who graduate at the end of their junior year (sixth semester):

1. **Senior pictures:** The student has the option of having a yearbook picture taken with the current junior class or participating in the summer portrait program with the senior class.
2. **Participation in senior events:** The student may participate in all related senior events, i.e., graduation ceremony, and sit with the senior class during the Senior Recognition assembly; however, a sixth semester graduate is not eligible to receive departmental awards, scholarships, or other senior awards that are given to eight semester graduates. However, early graduates are eligible for scholarships provided by outside resources.
3. **Class rank/Grade Point Index (GPI):** GPI is determined by grades earned through the sixth semester of high school. The student remains ranked with his chronological year of graduation.
4. A procedure has been developed to clarify date of graduation, participation in the graduation ceremony, class rank and the method of determination of class rank, and the honors available to high school graduates upon completion of this high school's graduation requirements. Early graduation information is available from your high school counselor.

HONORS AWARDS

To receive Honors at the end of the year, a student must carry 4 subjects on a grade basis and physical education each semester at Elgin High School. Pass-fail courses do not count in figuring class rank or for Honors. Summer School and Adult Education grades are counted toward Honors.

To qualify for Highest Senior Academics Honors a senior must have a cumulative 4.0 GPI for 4 years. All Elgin High School Honors will be based upon grade point average.

To qualify for High Honors a student must have a 3.75 or better GPI for one year based on first semester grades. All honors awards and scholarships may be recognized at Honors Night or Senior Recognition Day.

AP/HONORS PROGRAM

Elgin High School is quite proud of its AP/Honors program and of the faculty and students which comprise it. Students are invited to participate based upon test scores, grades, and teacher recommendation. The courses are designed to challenge the very top students at each grade level. Selected students may enroll in one or more of the honors courses. Subjects in the honors program include mathematics, science, English, social studies, foreign language, and CTE. Grades given in all honors courses are "weighted", giving additional points that count toward grade point index. Honor courses are also indicated on the permanent record card and transcripts. Any student receiving a grade of C or below at the end of the semester may be removed from that course.

AP/HONORS CLASSES

AP/Honors classes are available for academically talented students. Selection is based upon previous scholastic achievement, standardized test scores, and teacher recommendation. Parents and students are consulted before final placement in an honors course.

AP/Honors classes affect the Grade Point Index/Class Rank as indicated under Grade Point Index.

HONOR ROLL

At the close of each semester an “Honor Roll” and a “High Honor Roll” are posted for each class. A student must have a 3.0 semester GPI to qualify for the B Honor Roll and a 4.0 semester GPI to qualify for the A Honor Roll. Any “D” grade automatically disqualifies a student for honor roll status. A student must be enrolled in five (5) courses to qualify for honor roll status. Only on-campus courses count for honor roll credit.

NATIONAL HONOR SOCIETY

Each District U-46 school has a chapter of the National Honor Society (N.H.S.), set up according to standards established cooperatively by all three schools. Membership in the National Honor Society is a valued recognition given to students whose scholarship, character, service, and leadership, are outstanding. The selection process is as follows:

1. Academic achievement must be a minimum cumulative grade point index of 3.5 for Juniors and Seniors. (Sophomore and Freshmen are not considered for N.H.S. membership).
2. Names of juniors and seniors with the required cumulative grade point are reviewed by the administration to assure that all have records of conduct that will properly represent District U-46 standards of behavior. Students with poor disciplinary records will be eliminated from further consideration for N. H. S. membership.
3. Names of juniors and seniors who have passed the first two steps in the process are then submitted to the faculty. The faculty individually evaluates students they have had in class or an activity, using a written rating scale that addresses the four basic criteria for N.H.S. membership—scholarship, character, service, and leadership. The rating scale is numerical, 1 to 5. Students must have a minimum of five faculty ratings.
4. A faculty selection committee is chosen by the principal to evaluate each eligible student.
5. Students and their parents will then receive a letter inviting them to attend the induction ceremony in late autumn. Students who are unable to attend the ceremony should contact the N.H.S. sponsor. The N.H.S. Chapter will meet throughout the year and function as a regular organized activity with elected officers.

THE GIFTED AND TALENTED ACADEMY

The Gifted and Talented Academy at Elgin High School has been designed especially for students who:

- Challenge assumptions by raising questions
- Recognize patterns of similarity in unrelated topics and ideas
- Make connections between past experiences and new discovery
- Take risks by daring to try something different

The purpose of this academy is to identify students with talents in specific areas and nurture those talents into skills through problem solving situations. The program is integrated across disciplines. The academy’s curriculum realigns traditional materials and challenges students to think globally, to foster high level thinking skills, and create authentic original products.

All students living within the boundaries of School District U-46 are encouraged to apply for admission to the Gifted and Talented Academy at Elgin High School. Admission is based upon the following criteria:

- Standardized test scores
- Teacher recommendation
- A portfolio of students work
- An impromptu essay
- The Watson Glaser test of critical thinking

PASS-FAIL COURSE OPTIONS

Students may take an elective course as “pass-fail.” This option must be chosen within the first ten (10) days of the semester. Required courses and honors courses may not be taken pass-fail. Students must declare that a given course is a pass-fail course by the end of the second week of a semester. Pass-fail courses count as credit to meet graduation requirements, but are not included in the grade point index calculations. Completion of course work and assignments are required.

PROGRESS REPORTS

Progress reports are sent by mail, or with the student, to parents by the classroom teacher to indicate difficulty in class or to report strengths in the class. It is recommended that parents call the Teacher or Guidance Department upon receipt of a progress report to arrange a parent-teacher conference to discuss student problem(s) in a class.

REPEATED COURSES

A course may be repeated; however, duplicate credit is not granted for the repeated course. The highest grade earned is used for credit and in determination of G.P.I.

REPORT CARDS

Report cards are given each nine weeks; a final mark is given each semester. The semester 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. Report cards will be mailed home at the end of each semester.

SCHEDULING PHILOSOPHY

A student’s schedule is established at pre-registration and only extenuating circumstances should bring about a request for a change. Please understand that the master schedule and student schedules are created based upon student course selection. Each student course selection made in the fall affects the master schedule for the next school year. Teacher allotment and the number of course selections are all determined by student course selections. Therefore, when students make their course selections, it is understood that their schedule will reflect these selections and will not be changes.

During the month of May of a school year students will receive a list of classes selected for the next school year. These classes will be scheduled throughout an eighth period day.

If a student is removed from class for disciplinary reasons, the results are as follows:

- A failing grade will appear on the student’s transcript. This grade will become a part of the GPI.
- The student will be assigned to a non-release study hall for the period from which the class was dropped.

Students shall communicate with their counselor if a change is requested and meets any of the reasons above. Students will not be able to change courses because they prefer a different period or because they changed their minds. This also applies to the first ten days of the semester.

SUMMER SCHOOL

A District U-46 summer school program is offered for make-up or acceleration. A maximum of two credits may be taken.

The required U.S. History course may be taken during summer school after the sophomore year; the required health courses may be taken during summer school after the freshman year, and the senior required courses, economics and Civics, may be taken during summer school after the junior year.

Register for summer school with a counselor

INFINITE CAMPUS PORTAL

How to get on Infinite Campus Portal Student Instructions

1. Go to the U-46 website: <http://www.u-46.org/>
2. Click on the Infinite Campus Portal icon at the right side of the banner to link to the Portal website.



3. Enter:
User Name: <your student number>
Password "<first name initial><last name initial><birthdate MMDDYY>"
e.g. John Doe, Student #10001000 born September 1, 1996 would enter:
User Name: 10001000
Password: jd090196
4. You will be prompted to change your password.
5. You and your parents will have the ability view:
 - Your attendance information
 - Immunization records
 - Class schedule and In-progress Grades
6. Mobile apps are available. Click on one of the following icons in Campus Portal to get instructions.



