



2015–2016
STUDENT PLANNER

Streamwood High School



SCHOOL DISTRICT U-46
355 East Chicago Street, Elgin, IL 60120

2015–2016 School Calendar

July

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				1

September

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		1

October

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				1

December

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

1st Semester = 82

January

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 ₁₈

February

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				1

March

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

April

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 ₂₀

May

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25 ₁₇	26	27
30	31			1

June

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

2nd Semester = 91/96

AUGUST

New Teacher Orientations Week of August 3
 Teachers' Institute Days (DCD, DCD, PPD) .. August 12, 13, 14
First Day of Classes August 17
 Pre-School First Day August 24

SEPTEMBER

Labor Day Holiday/Offices Closed September 7
 NOTE: Rosh Hashanah begins at sunset September 13
 NOTE: Yom Kippur begins at sunset September 22

OCTOBER

Columbus Day Holiday/Offices Closed October 12
End of 1st Quarter October 16
 Parent/Teacher Conferences/Offices Open October 23

NOVEMBER

End of the 1st Trimester (elementary) November 6
 Non-Attendance Day/Offices Open (DCD, DCD) .. November 23, 24
 School Improvement Day/Offices Open (PPD) November 25
 Thanksgiving Break/Offices Closed November 26-27

DECEMBER

End of First Semester December 18
 Winter Recess December 21-31

JANUARY

Winter Recess continues January 1
 Institute Day/Offices Open (PPD) January 4
 Classes Resume January 5
 Martin Luther King, Jr. Holiday/Offices Closed January 18

FEBRUARY

End of the 2nd Trimester (elementary) February 12
 Presidents' Day Observance/Offices Closed February 15

MARCH

Kane County Institute Day/Offices Open (PPD) March 4
End of 3rd Quarter March 11
 School Improvement Day/Offices Open (PPD) March 15
 Spring Holiday/Offices Closed March 25
 Spring Recess March 28-31

APRIL

Spring Recess continues April 1
 Classes Resume April 4
 NOTE: Passover begins at sunset April 22

MAY

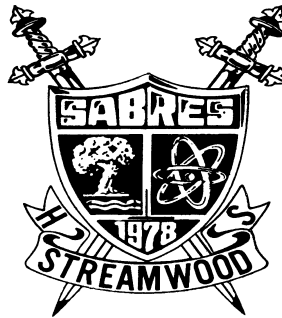
School Improvement Day/Offices Open (DCD) May 6
Last Day for Students
if No "Emergency Days" are used May 25
High School Graduations May 28
 Memorial Day/Offices Closed May 30
Last Day for Students
if 5 "Emergency Days" are used June 2

☐ Shaded dates indicate days when school is not in session for students

1st Quarter – 43 Days; 1st Trimester – 57 days
 2nd Quarter – 39 Days; 2nd Trimester – 53 days
 3rd Quarter – 46 Days
 4th Quarter – 44 (49) Days; 3rd Trimester – 62 (67) days
 TOTAL INSTRUCTIONAL DAYS – 173 (178)

Adopted by BOE – 3.3.2014; Revised by BOE– 1.26.15

STREAMWOOD HIGH SCHOOL STUDENT PLANNER 2015-2016



MISSION

Our aim is to cultivate a learning community that assures academic success, positive choice, mutual respect, and personal growth for all.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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HISTORY OF STREAMWOOD HIGH SCHOOL

Streamwood High School is beginning its 36th year, and 32nd year as a four-year campus. The school opened in 1978 with Sophomore and Junior Classes and became a three-year campus in 1979, and a four-year campus in 1982. The current administration and faculty will continue to strive for excellence in both academics and extra curricular activities. We invite the 2015–2016 student body to join us in a year of continuing progress.

STREAMWOOD HIGH SCHOOL FIGHT SONG

Forward always Streamwood High School,
let your colors show.

We know that you will always be victorious

Everywhere you go.

Fight, Win, Team,

We have spirit, more than the rest.

Streamwood High is none but the best.

Streamwood, whose high school teams

are the greatest in Illinois.

(musical interlude)

Fight...

to the Sabres, the Sabres of S.H.S.

(repeat verse)

*Words by Karen Hardin and Steve Groth Class of 1980
To the Tune of the Ohio State fight song "Across the Field"*

TEAM NAME: SABRES

SCHOOL COLORS: BLACK & VEGAS GOLD

WELCOME TO STREAMWOOD 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 it outstanding. Remember, your success at Streamwood 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 as well as 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, his or her 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 of it. We ask parents to help.

Streamwood Faculty and Administration

DIRECTORY

SHS ADMINISTRATION

The Main Office (630) 213-5500 on matters of school operations and policy. Some of these areas are handled by the assistant principal or Dean's. The Main Office will direct you to the proper person.

Ms. Terri Lozier, Principal ext. 5506
Mr. Brian Moran, Associate Principal ext. 5507
Mr. Nathan McCoy, Assistant Principal ext. 4943
Ms Yvette Gonzalez, Dean. ext. 4914
Mr Jaime Cadengo, Division Chair for Foreign Language, Social Studies, and ELL. ext. 5518
TBD, Division Chair for Special Education. ext. 4929
Mr. Mark Atkins, Division Chair for Language Arts and Academy ext. 4956
Mr. Patrick Ryan, Athletic/Director, Division Chair for Physical Ed., Drivers Ed., and Health ext. 4999
Ms. Krysal Bush, Dean,..... ext. 4913
Ms. Betty Myers, Division Chair for Freshmen Teams and Freshmen Dean. ext. 4915

Police Liaison Officer, Steve Kisch ext. 5519
Attendance Office ext. 5512
Bilingual Liaison. ext. 4908
Nurse's Office ext. 5517

Attendance Office..... (630) 213-5500 x 5512
Dean's Office (630)213-5500 x 5515

Athletic/Activities Office (630) 213-5500 x 5509

Athletic Hotline (630)213-5500 Press #7 when prompt begins.

Often students and parents do not know whom to see in school for specific information.

Here is a handy check list.

Academic Problems Teacher/Counselor	Pay for lost booksTreasurer
Attendance ProblemsAttendance Office/Dean's	Physicals/Medicals Nurse's Office
Club Information Athletic/Activities Office	Problems With School Fee.....Main Office/Treasurer
Driver Education P.E./Driver Ed. Office	Refunds on School Fees Treasurer
Elevator Pass Nurse's Office	Replacement of ID CardDean's Office
Free Lunch Program..... Main Office	Sports InformationAthletic Office
Locker Problems..... Main Office	TheftDean's Office
Medical Problems/Medical Policy Nurse's Office	Transcripts Guidance/Registrar
Night School/Summer School/ Homework.....Guidance Office	Parking Permit.....Dean's Office
	Work Permit..... Main Office

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

When we live the Sabre Way we:

Are Safe and secure

Hold ourselves accountable

Show respect

We are SHS

Streamwood High School Student Expectation Matrix

	Safety	Hold Yourself Accountable	Show Respect
Hallways	<ul style="list-style-type: none"> Use inside voices Avoid conflict Walk to your right Keep you hands and feet and objects to yourself 	<ul style="list-style-type: none"> Walk swiftly to class Avoid Loitering Visit locker and water fountain and restroom if needed Use Passport when exiting and re-entering the classroom. Wear Your ID 	<ul style="list-style-type: none"> Use Respectful Language Walk Quietly Follow directives from staff members
Athletic area	<ul style="list-style-type: none"> Avoid physical and verbal conflict Use equipment for its intended purposes only 	<ul style="list-style-type: none"> Keep your belongings with you Wear Your ID 	<ul style="list-style-type: none"> Use Respectful language Demonstrate good sportsmanship
Assemblies	<ul style="list-style-type: none"> Remain seated when appropriate Arrive and exit in an orderly manner 	<ul style="list-style-type: none"> Report to your designated area Remain in designated area until dismissed. Wear Your ID 	<ul style="list-style-type: none"> Use respectful language Talk only at appropriate times Follow staff directives
Bussing	<ul style="list-style-type: none"> Unload from Front to Rear Remain orderly and seated on the bus 	<ul style="list-style-type: none"> Bring necessary belongings Wear Id's on bus morning and afternoon Respect other people's property 	<ul style="list-style-type: none"> Bring necessary belongings Wear Id's on bus morning and afternoon Respect other people's property
Bathroom	<ul style="list-style-type: none"> Practice appropriate hygiene Report spill and other defects to an adult 	<ul style="list-style-type: none"> Keep restroom clean Dispose of waste appropriately Wear Your ID 	<ul style="list-style-type: none"> Respect people's privacy
Commons	<ul style="list-style-type: none"> Wear Your ID Inform staff of any problems Stay Calm, Stay in Line, Wait your turn 	<ul style="list-style-type: none"> Clean up after yourself Follow Your Schedule Clear passing areas Wear Your ID 	<ul style="list-style-type: none"> Use respectful language and tone Respect personal space and materials

MULTI TIERED SYSTEM OF SUPPORT MTSS

UNIVERSAL SUPPORT

At the universal level, support strategies apply to all staff, students, and areas in Streamwood High School. These strategies are preventive and proactive. Universal support teaches the students so they recognize appropriate social skills and behavior.

Here are some examples of universal support strategies:

1. Administrative leadership
2. Defined and prominently posted behavior expectations (Student Matrix)
3. Teaching of behavioral expectations (such as “Be Safe, Be Accountable, Be Respectful”)
4. Acknowledgment and positive reinforcement of appropriate behavior (Sabre Buck, Good Deed DJ,)
5. Monitoring and correcting behavior errors (Hallway monitoring, Greeting students at the door)

These elements work together to support social competence and academic achievement.

TIER 2 SUPPORT

Interventions from Tier 2 can be effective in working with at-risk students. Approximately 10–15% of students will respond to the targeted group interventions.

These interventions may include:

1. SAIG Groups: Social Academic Instructional Group
2. Sabre Connect (Mentoring—This may be done by staff or peers.)
3. Check In-Check Out: a feedback loop with teachers..
4. Alternative to Suspension
 - a. school service (for example, assisting custodial staff with after school clean-up, lunch clean-up, etc)
 - b. Restitution
5. Behavior Contract

TIER 3 SUPPORTS:

Tertiary supports are specialized and intensive for individuals who exhibit very high-risk behaviors and that equals only a small percentage of the whole (up to five percent).

Individualized support for these individuals can include:

1. Functional Behavioral Assessments (FBAs)—the gathering of details about the Behaviors and this information is used to design Behavior Intervention Plans.
2. Behavior Intervention Plans (BIP)—a concrete plan of action for managing a student’s behavior.
3. RENEW—a comprehensive and adaptable plan that addresses an individual’s domains at home, at school, and within the community, as well as the individual’s basic needs; safety; and social, emotional, educational, spiritual, and cultural needs.

Individualized supports are typically planned, by a team in order to better identify patterns of behavior and to collect data for demonstrating success as well as areas that need improvement.

SCHEDULES

DAILY TIME SCHEDULE

The time schedule for our day will be as follows:

Warning Bell	7:25
1st Period	7:40-8:30
2nd Period	8:35-9:25
3rd Period	9:30-10:20
4th Period	10:25-11:15
5th Period	11:20-12:10
6th Period	12:15-1:05
7th Period	1:10-2:00
8th Period	2:05-2:55

All students must be out of the building by 3:15 unless they are in a supervised activity with a teacher.

EARLY RELEASE SCHEDULE

This time schedule is for days when students have early release scheduled:

Warning Bell	7:25	
1st Period	7:40-8:15	(35 minutes)
2nd Period	8:20-8:50	(30 minutes)
3rd Period	8:55-9:25	(30 minutes)
4th Period	9:30-10:05	(35 minutes)
5th Period	10:10-10:45	(35 minutes)
6th Period	10:50-11:25	(35 minutes)
7th Period	11:30-12:05	(35 minutes)
8th Period	12:10-12:40	(30 minutes)

DISTRICT CONTACTS:

- **District Career and Technical Education**
847-888-5000 ext. 5309 for career programs
- **District Communications Office**
847-888-5000 ext. 5040 for district publications, general information
- **District Food Services**
847-888-5000 ext. 5034 or 847-888-5000 ext. 5035 for free and reduced lunch program
- **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

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.

DAILY STUDENT LIFE

AUTOMOBILES IN PARKING LOT

Juniors and seniors who have a legitimate need to drive to school must complete a **Student Parking Permit Request** (available from the Dean's Office). Students will be allowed one permit (**one car only**) and the request form and proof of insurance is required. If the request is approved, a parking sticker will be issued. The sticker must be permanently affixed to the **FRONT WINDOW ON THE LEFT SIDE**. Students who are permitted to drive their auto to school **MUST** park in the designated student area, the southwest lot by the gymnasium. Motor bikes and motor cycles must be registered as well. Students **may not display their parking stickers on another car or transfer their parking sticker to other students**. Both parties in such a transaction face disciplinary action including payment for fraudulent use of the sticker and possible suspension or denial of other school privileges.

Students are not to sit in autos, allow others to sit in or drive their vehicles, or use them during the school day, including the noon hours. Speed may not exceed 10 M.P.H. on school property at any time. Students in violation of closed campus or students transporting truants **will** have their driving privileges revoked. Violations of the above, peeling, improper driving, or removing the property of others **will** result in the loss of driving privileges and other disciplinary action. Streamwood High School cannot be responsible for loss or damage to a vehicle or its contents.

Students will be permitted to drive on school property and to use school parking facilities as long as they obey the Rules of the Road, have a valid drivers license, obey school regulations, and have been issued school parking permits. Cars found parked in the lot without proper parking permits, or occupying more than one space, will be ticketed and may be towed away at the expense of the owner and/or drivers may face additional disciplinary action.

BUS REGULATIONS

A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus and/or may face other disciplinary action including suspension from school.

Parents are notified of this ruling. If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from school during the entire period of suspension. There will be no late passes or excused absences due to the lack of parental transportation.

All school rules and regulations apply to students using School District U-46 transportation.

Parents who drive their students to school may drop them off in the west student lot only. The front of school is used for physically impaired students. The east lot is used for bus students.

THE COMMONS

The Commons is an area of the school built for the students to use during their lunch time and before school and is an area in which to eat lunches. Responsibility for keeping this area clean rests with the students. Students who abuse this responsibility will be assigned appropriate penalties such as clean up, PM's, etc. Students must eat in the Student Commons. Food or drinks are not to be taken into other parts of the building without prior authorization from staff.

COMMONS RULES

1. **DO NOT SIT ON TABLES.**
2. **WEAR YOUR ID ALWAYS**
3. Do not throw milk cartons, paper, etc., on floor.
4. Put all waste in waste containers.
5. Do not sit on the floor.

6. Do not sit or stand in the entrance-way.
7. **Food or drink allowed only in the Commons.**
8. Students should remain seated in the Commons area until the bell rings. They should not be seated or standing in the locker bank area.
9. The condition of a table is the responsibility of all students occupying that table and must be cleaned five minutes before the end of the period.
10. No gambling or games of chance.
11. Students are not allowed to leave the commons area before 7:25 a.m. unless meeting for a school sponsored club or activity

DAILY BULLETIN

A student bulletin is printed daily, read during 3rd hour classes, posted in various parts of the building, and broadcast on TV monitors throughout the building.

All student announcements must be signed by a faculty member and approved by the assistant principal.

Emergency or special announcements will be made over the public address system.

DRIVER EDUCATION

Students will register for driver education during the normal course selection process. Every attempt will be made to assign them to the period they have study hall. SHS staff may also go into the lunch and study hall periods to help fill class sections based on student interest and seat availability.

Admittance into the driver education program will be according to the student's age, with first time Seniors and Juniors being given higher priority. Students must have passed a minimum of 8 classes in the prior 2 semesters in order to be in DE. Sophomores, with a minimum of eight credits, (Sophomore status) will be placed according to their age and seat availability. An attempt will be made to schedule students who have or will reach their 16th birthday by the end of that semester. Therefore, students should be approximately 15 years and 8 months when class begins. Freshmen will not be allowed to take driver education until the fall semester of their sophomore year at the earliest. (No Exceptions)

Students will take classroom, simulator and behind the wheel as a concurrent driving program. Also students *must* meet the minimum attendance requirements as established by the state for driver education programs. This is different and stricter than the attendance criteria established for regular school attendance. The state and school district offices establish fees for the driver education program. They must be paid during the class and are subject to change.

Successful completion of the classroom phase is a prerequisite for the successful completion of the simulator and behind the wheel phases of the program. Any student failing the classroom phase will be offered the opportunity to repeat the program in summer school or, when space is available during the regular school year. Those students taking the program for the first time will be given top priority over those repeating it.

Students enrolled in the Driver Education program that are found to be violating traffic laws and/or conditions of the driving permit are subject to various consequences of their actions. Examples of these, but not limited to, are the following:

- Removal from the driver education program for a period of time such as the semester.
- Suspension of the student's driving permit by the state at the request of SHS.
- Criminal charges as filed by the police and/or SHS.

EMERGENCY INFORMATION

It is necessary that an emergency card with the required information be filled out by a parent or guardian of each student and any changes immediately reported to the Guidance Office at 630-213-5500, ext. 4933. Emergency names and numbers are required to register.

EMERGENCY PROCEDURES

FIRE

At all times when the fire alarm sounds, pupils, teachers, staff, and guests **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, staff, and students should move, if possible, to the lower floor. Stay near an interior wall and follow directions. The most important thing is to stay away from glass and downed utility lines. If outside, seek refuge in a low-lying area, such as a ditch, away from trees.

INCLEMENT WEATHER

At times, when the weather is inclement (extreme cold, icing, heavy snow, fog, or blizzard conditions) prior to school opening in the morning, notification of cancellation will be released for broadcast over WRMN (1410 AM) or WGN (720 AM) as soon as possible, but not later than 7:00 A.M.

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 fee is waived, however, project costs will be charged. All fines are still in effect.

Application forms for the free lunch programs are available from the school office and are to be completed and given to the school principal for verification.

FOOD SERVICE

Four types of meals are available in the cafeteria:

1. Hot lunch or Type A lunch
2. Combination lunch, sandwich and french fries
3. Snack bar
4. Salad bar

Free or reduced lunches are provided to students whose families show financial need and qualify by completing the application made available at the time of registration, or at the Main Office after school has begun. The completed form signed by parent/guardian is to be returned to the Main Office.

Students may not order food from businesses outside the building during the school day. Students may bring a sack lunch.

No refunds for lost money in vending machines.

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, unless they receive prior approval from the Athletic/Activities Director. 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.

I.D. CARDS

An identification card, including a photo, will be issued to each student. It must be visibly worn on the upper torso (picture facing outward) at all times while in school and 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. It is also used to check books and other materials out of the library. Materials may not be obtained without an I.D. card.

In the case of a lost I.D. card, a duplicate must be obtained for a fee of \$5.00. SHS no longer sells Temporary ID cards. Additionally, the school will provide a lanyard set to hold the I.D. If the lanyard is lost, the cost will be \$2.50 to replace.

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

Failure to produce an I.D. card on request will result in disciplinary action up to and including In-School Suspension. Student I.D.s must be worn in order to use library services, serve PMs or Saturday Schools, and obtain free or reduced lunch.

LOCKERS

All students must use the lockers and school locks assigned to them. If for any reason the locker cannot be used, it should be reported to the Main Office in writing:

1. Name of student
2. Locker number
3. Problem involved

Keep your locker locked at all times and do not share your combination with others. Students should not bring items of value or large sums of money to school. **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 the officials believe an illegal or dangerous substance is hidden or there is a potential danger to the learning environment. Students are not allowed to change lockers once they are assigned.

Students who "move in" to other lockers or who allow other students to share a locker with them will face disciplinary action.

LOST, STOLEN AND FOUND ITEMS

The district is not responsible for lost or stolen items. Personal property brought on school grounds remains the responsibility of the student. If an item is lost, the school maintains a "Lost and Found" as a courtesy to the students. The Lost and Found is located in the Main 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 retained for a length of time to be determined at the school's discretion, and then will be disposed of, if not claimed.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

If a student has a medical excuse, he/she will bring it to the teacher for processing who will pass it on to the nurse.

- Any student who reports to class and cannot participate because of medical reasons will dress in uniform and stay with the class.
- A note from a parent or guardian will be allowed for a maximum of three consecutive days due to a medical situation.
- A medical excuse for an extended time must be written by a doctor and include the reason for the excuse as well as the length of time the student will be excused. It may be necessary at times for the staff at SHS to contact the doctor for clarification or to seek assistance in placing the student in the proper program. Also it may be necessary for the student to provide to SHS a written release from the doctor to return to P.E. class at the conclusion of the excused period.
- The options that the staff at SHS will examine for appropriate student placement in Physical Education due to a medical excuse may include:
 - Have the student stay with their class and continue to participate as much as possible or help the instructor in some capacity.
 - Change the student schedule and place him/her in a different P.E. class or activity preferably in the same hour.

- Place the student in a Modified P.E. class with the permission of the doctor, SHS staff and parents as scheduling allows.
- If these previous options are not appropriate and the medical is for longer than four weeks, the student could be placed in a study hall.

Also, it may be required by the teacher that the student do written work in place of participation in the activity. If a student does not attend class and later brings in a medical excuse, he/she may not be excused for those absences prior to the presentation of the excuse regardless of the dates covered by the note.

During the time a student is excused from P.E. due to a medical reason, he/she may not participate in a SHS athletic practice or contest. All situations will be examined on an individual basis.

NURSE'S OFFICE

The Nurse's Office is staffed by a full time nurse and health secretary. A pass is required to come to the office. The teacher in the student's class will provide the pass. Students are not admitted during passing period without a pass unless an emergency arises during that time. They would be asked to go to their next class and get a pass. This is so the teacher knows where the student is when attendance is taken.

The Nurse's Office provides basic first aid care if the student becomes ill or injured during the school day. In cases of more serious illness or injury, the parent is notified and medical care is advised. Accidents or illnesses that occur outside the school setting, must be treated by the family physician. Medication should be given around school times. In instances where it is absolutely necessary to dispense medication, the following applies:

Obtain the medication permission form from the school nurse. The parent and physician must sign and complete the form. All medication must be in a prescription bottle with the correct name, dosage and time the medication is to be given. Medication must be brought to school by the parent.

In some instances, a student may carry an asthma inhaler, the same rules above apply plus a parent form authorizing the student to carry his/her own medication must be signed.

Students will not be excused by the Nurse's Office if they contact their families from a pay phone/cell phone and they have not been seen by either the nurse or the health secretary. Other students are not allowed to transport an ill student home unless it is the end of their school day and permission has been obtained by both student's parents, or if they are siblings and parent gives permission for both to leave school early.

Illinois law requires all incoming freshmen to provide a physical exam that has been done within the year prior to entrance into 9th grade. Immunizations should be up to date also. There is a grace period for students coming to U-46 from out of District, but students coming from a U-46 middle school are expected to be in compliance at time of registration.

If you have any questions, please feel free to contact the nurse at 630-213-5500 ext. 5517.

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, the student must carry a "Student Pass" or passport signed by a teacher indicating where he/she is going, the date and the time. Early passes from class for medical reasons need parent and/or doctor request as do P.E. excuses. Persons visiting the school must obtain a visitor's pass from the Security Desk before going anywhere in the building.

PHYSICAL EDUCATION LOCK AND LOCKERS

Each student must have a school-issued combination lock and small locker. For security and hygiene purposes, students should not be sharing lockers. Students should lock up their clothes and valuables at all times. Do not leave them on the benches, lockers or ground. If you are missing your lock, check with your P.E. teacher immediately for assistance. At the end of the school year any locks not returned to SHS will need to be paid for by the student. The lockers are school property and may be searched by school officials, with or without the student's permission. Streamwood High School is not responsible for lost or stolen items.

PHYSICAL EDUCATION UNIFORMS AND MAKEUPS

Each student must wear the approved uniform, which consists of shirt and shorts. The uniform is designed to be used by either gender. The students may choose either the generic U-46 blue and yellow uniform or the SHS gray and black uniform. All students should wear white socks along with tennis or gym shoes. For hygiene purposes students should not be sharing clothing. The student's last name should be placed on all uniform items. Students may wear sweat suits over their uniform in case of cool or inclement weather when in outdoor activities. Street clothes are not permitted in place of the P.E. uniform. Students choosing not to dress, in uniform, for class activity are subject to academic and/or disciplinary penalties.

SCHOOL VISITATION

Parents are always welcome to visit the schools. Arrangements should be made in advance so that notification can be given to the staff. All other visitors are reminded that they must enter only through our security entrance. All visitors must sign in, submit a driver's license or photo I.D. to the security person at the desk and wear a visitor's I.D. while in the building. **No student visitors are allowed without prior administrative authorization or appointment.**

STUDENT WITHDRAWAL

Students withdrawing from U-46 High Schools for purposes of transferring to another school or those who are terminating their education must originate this action in the Registrar's 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 or guardian conference with the Dean's Office before registration.

STUDENT DROP OFF

Students are to be dropped off, and picked up in the student lot only. Students are not to be dropped off, or picked up, in front of the Main Office or in the faculty parking lot. These two areas are for buses only.

STUDY HALL

Students are assigned to the study hall during their free periods. Books and other materials needed for study are to be taken there at the beginning of each period. Each student is assigned a regular seat; anyone not in his assigned seat when the tardy bell rings is reported as tardy. A student should plan to use all study hours for classroom preparation or for reading acceptable books or periodicals.

TELEPHONES, MESSAGES AND DELIVERIES

Calls by parents to students through the office should be strictly limited to important matters. Students will not be called to the phone except in an emergency, but important messages from parents will be taken and delivered to students. The main office will not accept deliveries for students during the school day.

THE LIBRARY

The library has books, magazines, and pamphlets for assigned study and recreational reading.

Fines are charged for material overdue at an established rate. Students must pay for lost books or other library material.

WORK PERMITS

In most cases students under 16 years of age must have a permit to work. To obtain a work permit, come to the Main Office to receive the necessary forms and information.

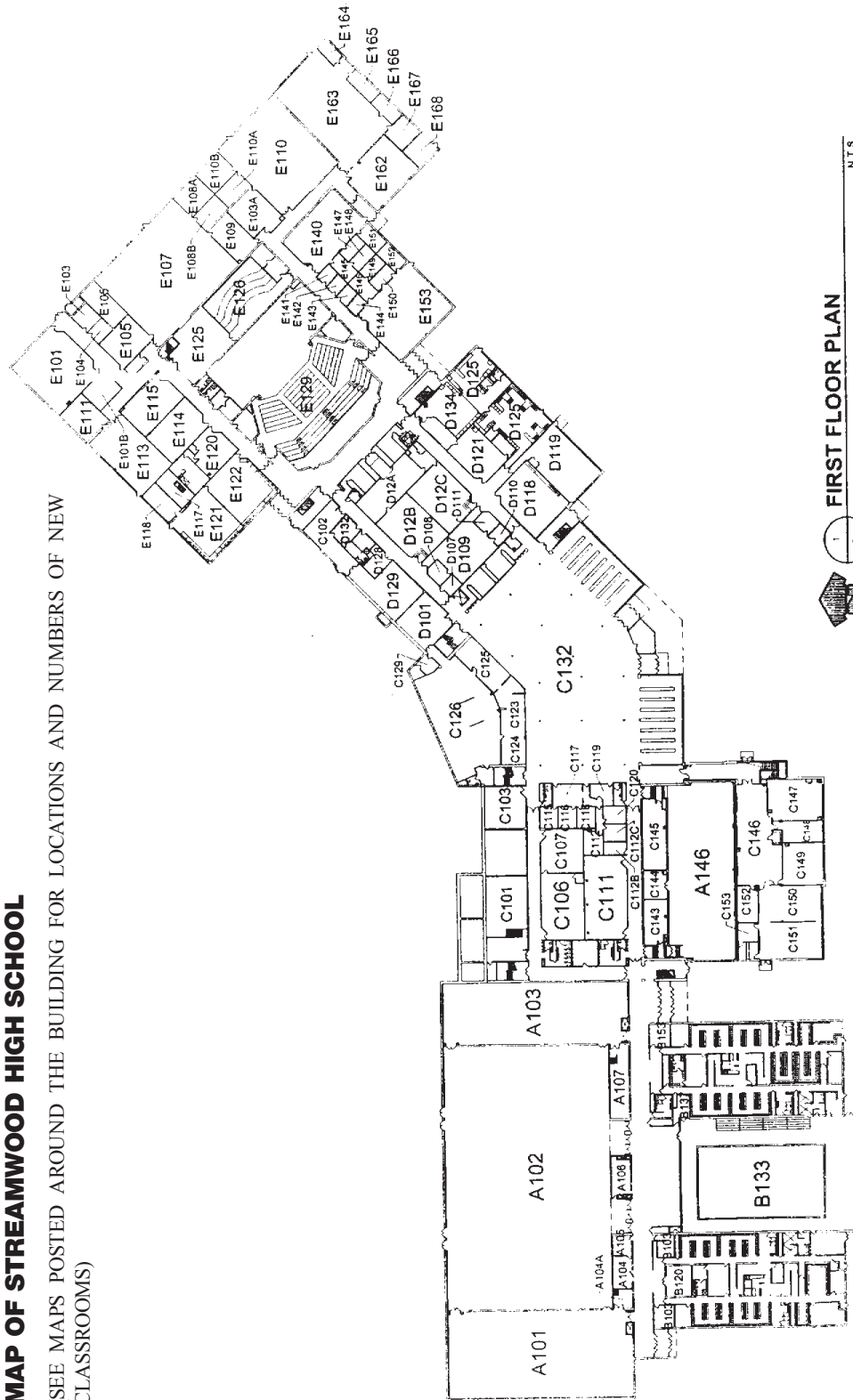
Child labor laws indicate where and when teenagers can work.

Guidelines for following ages:

- 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 environment. They may work at clerical/office jobs, retail and food service firms, and at gas stations.
- 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 commercial motor vehicles.

MAP OF STREAMWOOD HIGH SCHOOL

(SEE MAPS POSTED AROUND THE BUILDING FOR LOCATIONS AND NUMBERS OF NEW CLASSROOMS)



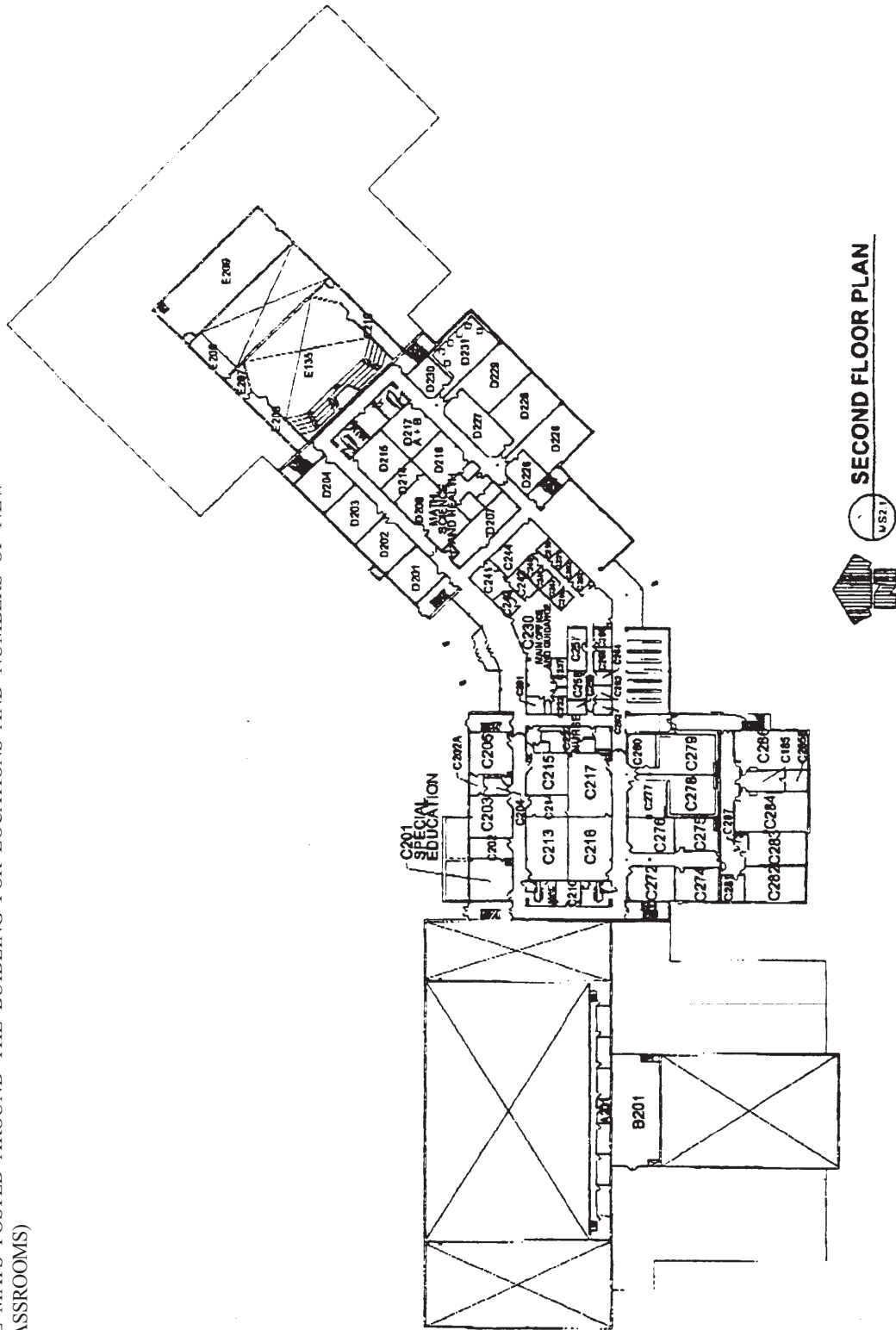
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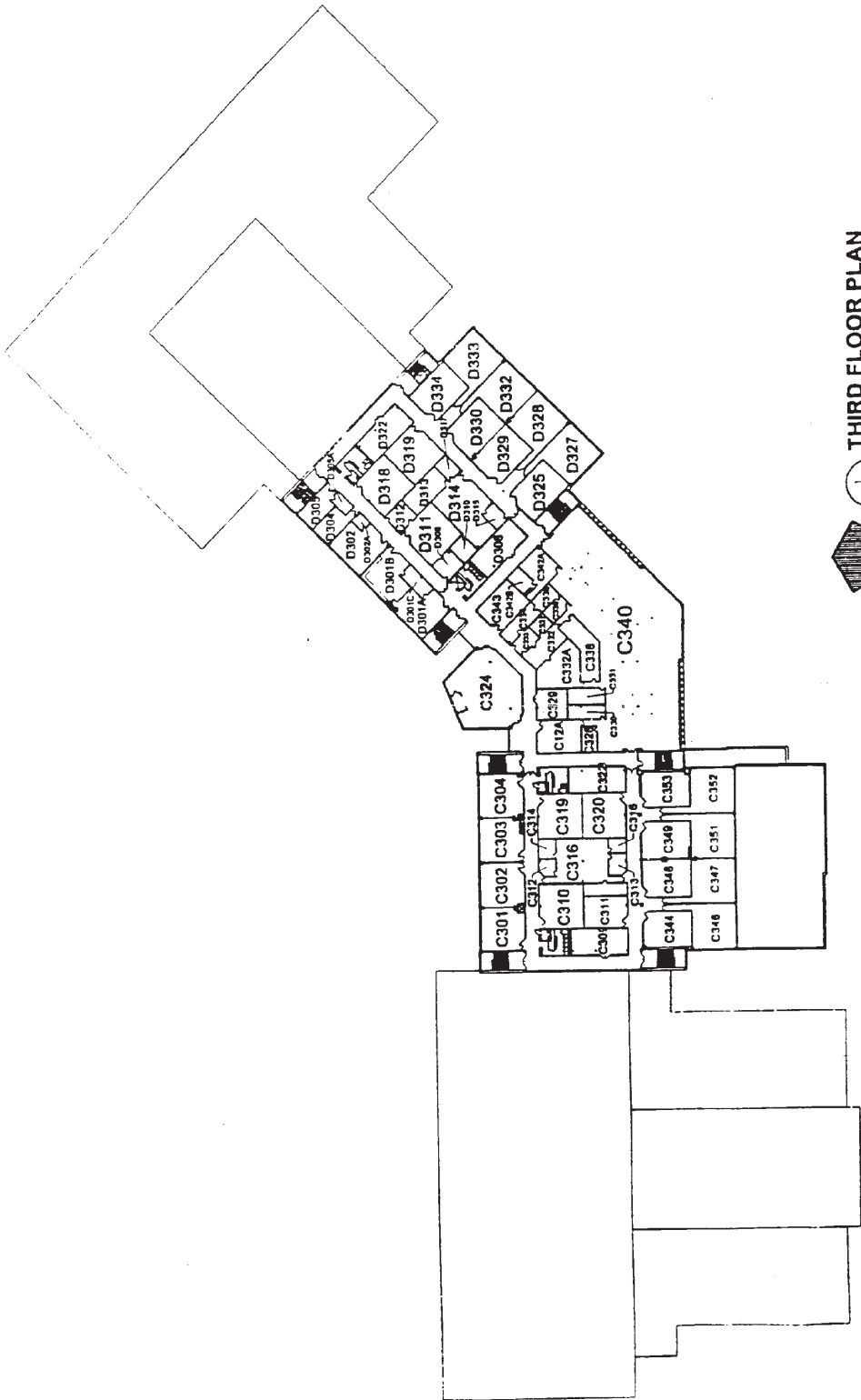
FIRST FLOOR PLAN

N.T.S.

MAP OF STREAMWOOD HIGH SCHOOL

(SEE MAPS POSTED AROUND THE BUILDING FOR LOCATIONS AND NUMBERS OF NEW CLASSROOMS)






THIRD FLOOR PLAN

NOTES

School District



ACADEMIC
SUCCESS
FOR ALL

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.



ATHLETIC PROGRAMS

U-46 High Schools are members of the Illinois High School Association and the Upstate Eight Conference. Specific directions locating other Upstate Eight Conference Schools are given in this handbook.

Our teams in U-46 schools have earned an outstanding reputation by playing their games in a spirit of sportsmanship and fair play. Freshmen can feel especially honored that they have the major responsibility for continuing that spirit. In the same way, sportsmanship in the stands is as important as sportsmanship on the field.

SPORTS

The following interscholastic sports and activities are governed by the by-laws of the Illinois High School Association (IHSA) and the Elgin High School District U-46 Athletic Code of Conduct. Abbreviations that precede each sport are used with the calendar of events.

Pom Pons and Cheerleaders participate during the Fall and Winter sport seasons. Chess and Scholastic Bowl competitions occur in the Winter season. Speech and Drama events occur during the Winter and Spring seasons.

FALL	WINTER	SPRING
BCC Boys Cross Country	BB Boys Basketball	BB Boys Baseball
FB Football	WR Wrestling	BT Boys Tennis
BGO Boys Golf	GB Girls Basketball	BTK Boys Track
BSC Boys Soccer	BBO Boys Bowling	BVB Boys Volleyball
GCC Girls Cross Country	GBO Girls Bowling	BAD Badminton
GGF Girls Golf	GYM Girls Gymnastics	GSC Girls Soccer
GS Girls Swimming	BS Boys Swimming	SB Girls Softball
GT Girls' Tennis	CH Cheerleading	GTK Girls Track
GV Girls' Volleyball	POM Dance	
CH Cheerleading		
POM Dance		

IHSA ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but may not hold requirements less stringent than these statewide minimums.

The principal of your school is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

Information contained here highlights the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

U-46 ACADEMIC POLICY

In order to be eligible to participate in school-sponsored or school supported athletics or extra-curricular activity, a student must satisfy the U-46 scholastic requirement which is to maintain passing grades in at least 5 credit courses on a weekly basis. If a student fails to meet this requirement, he/she shall be suspended from the activity until the academic criteria is met. If a student does not maintain passing grades in at least 5 credit courses for a semester, that student shall lose eligibility for the following semester, even if the semester falls in a new school year.

ATTENDANCE

1. You may represent only the school that you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and be attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection or not".
5. A student must attend school five (5) periods of the school day in order to be eligible to participate in game(s)/contest/activity that day. Students absent on a Friday or last day before a break or holiday will not be eligible for one day of games/ contest activity during the break or holiday.

SCHOLASTIC STANDING

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

RESIDENCE

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. (If you do not reside with both of your biological parents, your eligibility may be subject to special provision. Check with your principal to be sure you are eligible before you participate.)

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

TRANSFER

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from

the date you start attending classes at the new high school. In addition, you will be ineligible for the entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

3. If you transfer attendance from one high school to another high school, you will be ineligible unless;
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district.
 - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
 - d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
 - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

PARTICIPATION LIMITATIONS

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

AGE

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

USE OF PLAYERS

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

PARTICIPATING UNDER A FALSE NAME

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

PHYSICAL EXAMINATION

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only 395 days from the date of the exam. The physician's report must be on file with your high school principal.

AMATEUR STATUS

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

RECRUITING OF ATHLETES

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offer or acceptance of free transportation by any school connected person.
 - e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

SCHOOL TEAM SPORTS SEASONS

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

PLAYING IN NON-SCHOOL COMPETITION

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you play on any junior college, college, or university team during your high school career.

ALL-STAR PARTICIPATION

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

COACHING SCHOOLS

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:

You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 31, 2010).

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

U-46 ATHLETIC CODE OF CONDUCT

EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT

Participation in competitive interscholastic athletics, Cheerleading, Poms and other Extra-Curricular/Co-Curricular activities is a privilege available to every student in School District U-46. The student, upon registration in School District U-46 and by accepting the privilege of competing in or participating in Extra-Curricular/Co-Curricular activities, is a representative of both our high school and school district on the playing field, in practice, in school, and in the community. As such all students of U-46 Extra-Curricular/Co-Curricular activities must adhere to the following rules and regulations, seven days a week, 12 months a year whether or not school is in session as a condition of participation.

The acceptance of participation in Extra-curricular/Co-curricular activities involves a commitment by the participant to adhere to the “Extra-curricular/Co-curricular Code of Conduct” as developed by School District U-46. It is the responsibility of the coaches, Directors and/or sponsors to inform team members of the Extra-curricular/Co-curricular Code and to enforce the Extra-curricular/Co-curricular Code in a fair and consistent manner; it is the participant’s responsibility to be aware of the Code of Conduct and to adjust behavior accordingly so that it becomes unnecessary for a coach, Director, or sponsor to have to enforce the Extra-curricular/Co-curricular Code.

Infractions have been listed in four specific areas: I. Conduct, Personal Integrity; II. Team Cooperation; III. Chemical Use/Possession*, and IV. Tobacco Products Use/Possession*. A range of possible consequences for each infraction is listed dependent upon the severity and in some cases, the repetitiveness with which an infraction occurs. Infractions are to be dealt with in an orderly and consistent manner within the high school and the school district according to the following guidelines:

1. Minimum and maximum consequences have been identified for each infraction.
2. The opportunity is available to the coach or sponsor to use judgment in the use of consequences and each coach/sponsor is able to enforce reasonable specific team rules not identified in the list of infractions (i.e., dress, curfew, and general conduct of team members/roster members during practice, games, trips, performances, etc.).
3. Consequences for an Extra-curricular/Co-curricular infraction will occur as a result of direct observation of a school official and/or as the result of investigation of the school administration. Reports of infractions from non-school sources will not be acted upon unless school officials (coach or administration) substantiate the report by thorough investigation. The athlete should be informed of the infraction and given an opportunity to speak to the accusation prior to a decision by the administration.
4. An initial infraction will result in a less severe consequence; however, repeated occurrences of the same infraction and/or multiple infractions will result in a more severe consequence, which may include suspension from the team.
5. The severity of each infraction will vary from incident to incident; therefore, judgment of the coach or sponsor and administration is significant. For example, “abusive language” may involve swearing by a player angered at himself or herself, at another team member, or at a coach or sponsor. The coach or sponsor would need to determine the difference in severity.
6. The consequence for substance abuse and the use of tobacco products is specifically identified; therefore, less judgment by the coach or sponsor is required.
7. A participant suspended from a team for the remainder of a season for disciplinary reasons is not eligible to compete in another sport until the conclusion of that season.
8. An athlete who quits an athletic team after the first official day of practice may participate in another sport during that same season only with the permission of the Athletic Director and the two coaches involved.
9. A participant “cut” from a team for non-disciplinary reasons may report to another sport during the same season.
10. The right of appeal is available to the parents of an athlete, Cheerleader, Pom or other Extra-curricular/Co-curricular participant suspended from a team or activity. The appeal process begins with the appropriate Director. If the appeal is not resolved, the appropriate Council within the high school will convene to review the suspension. Parents may appeal the decision of the Council to the Board of Education via a school district “Hearing Officer” who will hear the incident and present the findings to the Board of Education for final review.

*Following is the definition of Areas III and IV (dealing with substance, tobacco and look-alike use): Regardless of the quantity, a student shall not use, consume, possess, buy, sell, or give away: 1. A beverage containing alcohol; 2. Tobacco products; 3. Any controlled substance or look-alike. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use from his doctor.

INFRACTIONS: RANGE OF POSSIBLE DISCIPLINARY ACTIONS:

I. Conduct, Personal Integrity Offense:

- 1. Conference with student and coach or sponsor; parent and
 - disrespect coach or sponsor; parent, coach or sponsor, student and
 - insubordinationAthletic/Activity Director
 - abusive language
- 2. Temporary suspension from practice/contests
 - negative attitude
 - gang symbolism
- 3. Suspension for one-third of season by contests
 - gang-related activities
 - improper behavior (ie, bus, locker room)
- 4. Suspension for remainder of season/activity event
 - fighting
 - improper dress/personal hygiene
- 5. Suspension for remainder of season and up to one-third
 - other conduct as determined by the coach(es) of next season which could cause embarrassment or criticism to/of the team and/or school
- 6. Withhold athletic/activity letter
 - theft (personal/school); conviction for criminal offenses
- 7. Monetary restitution for vandalism, destruction of property
 - equipment (destruction/loss)
 - vandalism
 - lying/forgery

II. Team/Activity Cooperation Offense:

- Unexcused absence:
- practice
 - contests
 - vacations (without coach's or sponsor's permission)
 - conflicting school activities (i.e., Prom, Trips, Senior Dinner, etc.)
- Tardiness:
- practice
 - contests
 - bus

III. Chemical Use/Possession **

A. Participant agrees to undergo assessment of potential chemical abuse/misuse within one (1) week and provide results to school official.

First Infraction

Suspension for 20% of the season on activity length

Second Infraction

Suspension for the remainder of the season and up to one-third of the next season

Third Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation (Appeal process available upon request in the Main office.)

B. Participant refuses to undergo assessment of potential chemical abuse/misuse.

First Infraction

Suspension for remainder of the season and up to one-third of the next season

Second Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation

C. Offenses that occur during a school-related function will lead to suspension for the remainder of the season but no less than one-third of a regular season, which could extend suspension into the next season. Successful completion of a chemical rehabilitation program could lessen the suspension period.

** This category is cumulative throughout a student athlete, Extra-Curricular/Co-Curricular high school career upon his/her registration as a U-46 High School student.

IV. Tobacco Products Use/Possession:

First Infraction

Suspension for 20% of the season on activity length

Second Infraction

Suspension for the remainder of the season and up to one-third of the next season

Third Infraction

Suspension for the remainder of high school career, unless appealed with documentation of successful rehabilitation (Appeal process available upon request from the Main office).

TARGET SUBSTANCE ABUSE PROGRAM

All athletes and parents are required to attend, once in four years and in the athletes first season of competition, a **TARGET** meeting which will address the prevention of drug and alcohol abuse by students. Failure to attend will result in full season suspension.

ACADEMIC ALL CONFERENCE

1. An All-Academic team is selected for each Upstate Eight Conference competitive sport, pom poms, cheerleaders, team managers and athletic trainers.
2. Nominees must be athletes who are varsity letter winners or will be receiving a varsity letter that season.
3. Students must be enrolled in high school a minimum of two (2) semesters. Freshmen, on a varsity team, are not eligible for All-Academic teams.
4. Selection is based strictly on cumulative grade point average (GPA). The equivalent GPA on a four-point scale is the minimum standard for nomination.
5. Athletes selected for All-Academic recognition are listed alphabetically by their sport.
6. The nominations from each school for each sport are made by the schools' principal.
7. Certificates are given to each selected athlete.

IHSA STEROID TESTING PROGRAM

Any student-athlete who ingests or otherwise uses a substance from the IHSA banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

CONCUSSION MANAGEMENT POLICY – STUDENTS

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parent/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association.

Beginning October 1, 2011, the parent/guardian of each student athlete and the student athlete shall receive annually a concussion policy fact sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

UPSTATE EIGHT CONFERENCE SCHOOLS

- Valley Division -

AURORA EAST

779 East 5th Street, Aurora, IL 60606

Phone: (630) 898-0962

Directions: Route 31, or 25, or Randall Road south to Galena Avenue in Aurora. Turn east (left) to East Street. Turn south (right) and the school is straight ahead 1/2 mile.

BARTLETT

701 Schick Road, Bartlett, IL 60103

Phone: (630) 372-4700

Directions: Route 59 south to Schick Road, left or east on Schick to school.

GLENBARD EAST

1014 S. Main St., Lombard, IL 60148

Phone: 630-627-9250

Directions: I-355 north or south to IL-38. Go east to Main St. Turn left. School is on the left side of the street.

SOUTH ELGIN

760 East Main Street, South Elgin, IL 60177

Phone: (847) 289-3760

Directions: From north: Route 25 south to Kenyon Rd. turn right (west). From south: Route 25 north to Kenyon Rd. turn left (west). School is on the north side of Kenyon Road which becomes Main St.

WEST AURORA

326 Joliet St, West Chicago, IL 60185

Phone: (630) 876-6200

Directions: Take Eola Rd. 25, 31, or Randall Rd. south to New York St. Turn right on New York if using Eola, 25, or 31...left if using Randall. School is on the north side of New York.

WEST CHICAGO

1201 W. New York St., Aurora, IL 60506

Phone: 630-301-5600

Directions: Take Route 59 to Conde St. Follow to Joliet St.

- River Division -

BATAVIA

1200 Wilson, Batavia, IL 60510

Phone: (630) 937-8630

Directions: Route 59 south to Route 64, right on Route 64 to Randall Road, turn left going south to Wilson Street, turn left on Wilson. School is on the right side of the street.

ELGIN

1200 Maroon Drive, Elgin, IL 60120;

Phone: (847) 888-5100

Directions: Highway 20 (business) to Maroon Drive (north). School is 1/4 mile on left.

GENEVA

416 McKinley Avenue, Geneva, IL 60134

Phone: (630) 463-3811

Directions: Route 59 south to Route 64. Right on Route 64 to 3rd Street in St. Charles, turn left. Go south on 3rd Street to Center Street, turn right one block. School is on the left side of the street.

LARKIN

1475 Larkin Avenue, Elgin, IL 60123;

Phone: (847) 888-5200.

Directions: Highway 20 (bypass) west to McLean Blvd., north to Larkin Avenue intersection.

ST. CHARLES EAST

1020 Dunham Road, St. Charles, IL 60174;

Phone: (630) 584-1100.

Directions: Highway 25 south to Dunham Road (south) to St. Charles. School is on the east side of Dunham Road, just north of Route 64.

ST. CHARLES NORTH

255 Red Gate Road, St. Charles, IL 60174

Phone: (630) 443-5700

Directions: Bypass 20 to Route 31 south to Red Gate Road

STREAMWOOD

701 West Schaumburg Road, Streamwood, IL 60107

Phone: (630) 213-5500.

Directions: Highway 19 east to Schaumburg Road, Turn east (left). School is on the south side of the road east of Route 59.

ACADEMICS

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.

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 minimum number of credits.

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.

CORRESPONDENCE COURSES

Approval by the Assistant Superintendent of Secondary Schools Instruction and Equity prior to enrollment is required. A maximum of six credits will be accepted toward graduation.

COURSE LOAD

1. Minimum course load is five credits including physical education per semester.
2. Students with a "C" average may submit a form at the time of registration with parental signature requesting additional courses.

CREDITS

One credit is awarded for each grade of "A, B, C, or D" each semester, unless otherwise indicated.

EARLY GRADUATION

End of first semester of the senior year (seventh semester):

- (a) "Permission to Graduate Early" form must be secured in the Guidance Office prior to August of senior year, signed by parent and returned to a counselor;
- (b) all graduation requirements met;
- (c) full privileges of a senior.
- (d) **all January graduates must take all final exams.**

SCHOOL DISTRICT U-46

End of the junior year (sixth semester):

- (a) May choose to be photographed as a junior or senior (special arrangements);
- (b) all graduation requirements met;
- (c) may participate in all senior activities;
- (d) is not eligible for Larkin departmental awards, scholarships, or senior awards;
- (e) will have class rank & grade point index with students completing like number of semesters.

FINAL EXAMINATIONS

Extended time periods are scheduled at the end of each semester (January and June) for a comprehensive exam or culminating activity.

Grade appears on the report card and constitutes a portion of the semester grade

A senior can be exempted from taking a final exam in a course during second semester if he/she has three or less non-school related absences (college visits are counted as non-school related); a grade of 'B' or better; and an exemption form from the Main Office signed by the teacher, parent, student, and A.P.. **All January graduates must take all final exams.**

GRADUATION REQUIREMENTS

AREA	DURATION	CREDITS
English*	4 years	8
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	1 semester	1
Art, Music, Foreign Language, or Career/Tech.	1 year	2
Physical Ed.	7 semesters	7
Electives	5 semesters	9

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

GRADE WEIGHTING FOR CLASS RANK

The Grade Point Index (GPI) is a calculation which drops the lowest course grades for students once they have achieved a required number of credits. It was put into place in U-46 in the 1990's to encourage students to take more challenging courses, specifically electives, without having their GPA impacted. However, our data analysis has shown that this practice has not achieved its original intent. What has taken place is confusion among students, parents, and universities.

As a result, SD U-46 decided to phase out the Grade Point Index (GPI) calculation beginning with 2015-2016 incoming 9th graders. These students will instead have a weighted Grade Point Average (GPA) with additional weight applied to district authorized Honors Courses (H) and College Board approved Advanced Placement (AP) courses. These denotations (H and AP) will be posted on students transcripts by the respective approved courses as well as used for class ranking. Incoming 10th grade, 11th grade, and 12th grade students will continue to receive the GPI calculation using the current formula until their class graduates from School District U-46.

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

GPI Calculations: The top 45 courses will be counted:

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.

For freshmen students, all classes taken including all electives and Physical Education will count in the GPA calculation. Band and Orchestra are considered electives and will be included in the GPA.

GUIDANCE SERVICES

- Help for students to better understand themselves.
- Assistance in planning an appropriate academic program, locating college and career information, clarifying decision options, administering academic, interest and aptitude testing and consulting with parents and staff.

Students schedule appointments with counselors during study halls/commons, lunch periods, or before/after school.

HONOR ROLL

- Determined each semester.
- Honor Roll requires a 3.0 GPI for 10th, 11th, & 12th grade students and High Honor Roll 4.0 GPI for 10th, 11th, & 12th grade students
 - For freshmen students (enrolling class of 2015-16), Honor Roll requires a 3.0 GPA and High Honor Roll 4.0 GPA
- Honor Roll requires no 'D' or 'E' grades and full time status.
- Non-district courses are not included in the calculation.

HONORS/AP DESIGNATION

Honors entry is based on students desire to challenge themselves with more rigorous coursework. The courses emphasize complex thinking skills, high scholarship and personal responsibility.

Advanced Placement (AP) is a program administered by the College Board—which includes a course and May examination through which students who earn sufficient scores can be awarded college credit/advanced standing as determined by the colleges and universities they attend. Students who enroll in and complete an AP class are expected to sit for the corresponding AP exam. The cost is the responsibility of the student. Honors and AP classes carry weighted grades.

HONORS RECOGNITION PROGRAM

Held in April to honor full-time students who have achieved honor roll status.

PASS/FAIL GRADE OPTION

1. May be applied to sixth or seventh course.
2. May not be used for a required or honors course.
3. Must be declared within the first ten days of a semester.
4. Pass credit counts toward graduation but not GPI/GPA.
5. Completion of all course work and examinations is required.

PROGRESS REPORTS

1. Inform parents of student's status in each course at the four and a half (4 1/2) week mark of each quarter.
2. Hand carried home by the student.

REMOVAL FROM A COURSE

1. Removal for disciplinary or attendance reasons may result in a failing grade and assignment to a study hall.
2. Course load the following semester will be limited.

REPORT CARDS

1. Issued at each nine-week period.
2. Mailed at the end of each semester. mailed at the end of the 1st and 3rd quarters.
3. Semester grades for grades nine through twelve make up a student's permanent record.

SCHEDULE CHANGES

1. Initiated through a counselor.
2. Requests to change a course selected during registration may be made without penalty through July 31st
3. Requests to change a course during the first 10 days of school will only occur if there is room in the requested course
4. Requests to drop a course after the first 10 days of school may result in the student receiving a grade of an "E" for the dropped class.
5. Any change that involves dropping an AP or Honors class requires Administrative approval.
6. Schedule changes at student request that changes start time, release, study hall, or lunch require the purchase of a new ID card at student expense.

SUMMER SCHOOL

1. District U-46 program offered for make-up or acceleration.
2. Maximum of two credits may be earned per summer.

U-46 SECONDARY GRADING/ASSESSMENT 2015-2016

7 Guiding Principles for Fair and Effective Grading

- Grades should reflect proficiency in well-defined standards-based learning targets that are clear to all stakeholders.
- Grades should be based solely on academic performance using formative and summative assessments.
- Grading scales should be devised to give equal incremental value to each grade division.
- Students should be expected to complete work for credit (late work accepted).
- Students should be given multiple ways to demonstrate their knowledge.
- Feedback should be timely, specific, and related to learning targets.
- Students should be given multiple opportunities to reach proficiency on specific standards-based concepts and skills.

➤ Moving to 0-4 point “marks” scale

- Teachers will have a default scoring type of “marks” for all assignments with our new 4-point scale pre-assigned. A = 4, 3 = B, 2 = C, 1 = D, 0 = E.
- Teachers will be encouraged to set up their gradebook with formative, summative weighted categories.
- Teachers can give individual assignments more value by assigning appropriate point values (no multipliers).
- Teachers will follow the same procedure for posting grades using IC’s calculated figures.

➤ Teachers have option to use standards-based grading

- Teachers will have a default scoring type of “rubrics” for all assignments with our new 4-point mastery scale pre-assigned.
- Teachers will tie each assignment to established learning standard(s) for the course.
- Teachers will manually assign letter grades based on student achievement against established standards.
- Infinite Campus will not calculate in-progress grades to be posted to IC portal or appear on report cards.

➤ Eliminating +/- from all grades

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 on 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 sites 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 PROGRAM

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 5 percent (5%) 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.

ATTENDANCE OFFICE PROCEDURES

Parents are responsible for notifying the Attendance Office of their student’s absence on the day of the absence. Recorded messages are accepted 24 hours a day, 7 days a week on the Attendance Office number. Please give the name, grade, reason, and I.D. number to the attendance secretary. A student will be considered truant if a phone call explaining the absence is not made to the Attendance Office within 72 hours and may result in loss of credit toward graduation.

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:

- The district’s web site (click on What’s News): www.u-46.org
- The U-46 Central Switchboard: 847-888-5000
- U-46 Radio Station WEPS 88.9 FM
- Elgin Radio Station WRMN (1410 AM)
- Emergency Closing Center: www.emergencyclosingcenter.com

CLOSED CAMPUS

All students must remain in the school building for their entire day after arrival at school unless excused by a building administrator or their parents prior to leaving. Students are not allowed to visit their cars or be in the parking lot area except at the beginning or end of the school day. They 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.

Students who wish to leave the building early for medical, court, or family appointments must have a parent contact the attendance office prior to leaving the building and must sign out in the attendance office before he/she leaves. Any student who leaves before 2:55 p.m., excluding students with approved early dismissal schedules, must sign out in the attendance office. A phone call must be received prior to the student's signing out for them to be excused.

EXCUSED ABSENCES

Absences are excused for illness, medical appointments, death in the family, court appearances, and religious holidays. An excused absence carries with it a privilege of making up class work under teacher direction and assistance. Students have the responsibility to make up work missed for all absences. Teachers have the option of waiving make-up work (not to count against student) which requires special facilities/supplies or provide alternative assignments for work. The approval of an administrator is required in cases of extenuating circumstances. **There is NO sanctioned "Senior Skip Day" in U-46.**

LEAVING (EXCUSED) EARLY

If you become ill, or need to leave because of an emergency, you must be excused by the Attendance Office, Nurse's Office, or an administrator. In other than emergencies, the proper procedure for being excused early (i.e., for an orthodontist appointment, a medical appointment, out of town, etc.) is as follows:

- Parents/guardians must call the Attendance Office prior to the student leaving school. In other words, any early dismissal from school should be pre-arranged in the Attendance Office.
- Student must sign out at the Attendance Office or the Nurse's Office before leaving school. Students returning to school must sign in at the Attendance Office. Failure to do this will result in being truant from those classes. Students who leave early without signing out may receive a discipline consequence.
- Calls for early dismissal for medical appointments must be pre-arranged with the Attendance Office. A note from the medical office must be given to the Attendance Office when the student returns to school.

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 in accordance with district policy. There will be no field trips the last two weeks of the first semester, within one week of the end of the first and third grading periods and the last three weeks of the second semester.

Field trips expose students to many diverse educational experiences fostering many of the multiple intelligences. Students are expected to be in school all periods prior to going on a field trip. Failure to attend school prior to a field trip may result in the student not being allowed to participate. Field trip money is non-refundable.

HOMEWORK AND MAKE-UP WORK

The responsibility for missed work rests with the absent student. The student must make arrangements with the classroom teacher for missed assignments and class work according to the following guidelines:

- Excused absence – prolonged absence arrangements for missed work may be made by contacting the counselor or the student may contact the classroom teacher for assignments and the deadline for turning in the missed work. One day is given for make-up for each day absent.
- Prearranged absences – the student is to contact the teachers for homework to be missed and plan to have the work completed within a reasonable length of time after returning to school.
- Suspension – make-up work and completion of missed assignments are the responsibility of the student. The number of days allowed to make up work is equal to the number of suspended days. Students will be provided homework for any/all suspensions.

LATE ARRIVAL/EARLY DISMISSAL PRIVILEGE

There will be **no convenience schedule changes** to accommodate “late arrival” or “early dismissal”. “Late arrival” students are asked to **remain in the union** until the dismissal bell rings for that period. “Early dismissal” students are asked to leave the building with-in the **five-minute passing time** after their last class. Consistent failure to follow these guidelines may necessitate cancellation of this privilege.

PRE-ARRANGED ABSENCES

Absences for educational purposes such as college visits, participation in civic, educational, religious programs and court appearances must be arranged at least two days in advance by parents and students. The student has the responsibility for making prior arrangements with his/her teachers. Students with prearranged excuses are expected to have all assignments completed within a reasonable length of time after returning to school. The appropriate form must be obtained from the Attendance Office and signed by the teachers in advance of the absence.

The law requires that children be in attendance at school whenever the child’s school is open for instruction. The only approved vacation periods for School District U-46 occur during Winter Recess, Spring Recess, and Summer Vacation. Therefore, extended absences and/or vacations during the school year are discouraged. Valuable educational experiences are lost and grades may be affected. If an extended absence/vacation during the school year are unavoidable, the absence will be marked as unexcused and teachers will not be required to provide assignments during this absence.

LATE ARRIVAL TO SCHOOL

Any student arriving at school late must sign in at the Attendance Office and receive a pass to class. Parents must call the Attendance Office within 72 hours explaining the reason for the tardy.

RIGHTS AND RESPONSIBILITIES

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* or expulsion** 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.
 - 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.

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.

SCHOOL DISTRICT U-46

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.
9. Request in writing on an annual basis to the principal that student information, commonly referred to as "directory information", including such items as names, addresses, and telephone numbers, not be disclosed to third parties, such as military recruiters or officials of institutions of higher education (FERPA and ESEA 9528)

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.

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

*** Expulsion is defined as the removal from all district schools for a specified term.*

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.

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 the Chief Legal Officer 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).

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.

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 maxim 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 e-mail 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.

Permission to use the school's computer for Internet access is dependent upon a student and his/her parent or guardian signing the form below. Signing the form shows that the student understands and will follow the school's Internet/computer rules.

STUDENT USERS OF TECHNOLOGY WILL:

- Use or access District technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that e-mail 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.

Please note

Changes made to the high school student planner handbooks for 2015-16

The Student Code of Conduct was removed.

Pages D27 through D36 were intentionally deleted to provide you the most current bullying procedures, definitions, and other changes made in after it went to print.

We apologize for the inconvenience.

[The revised Student Code of Conduct is now located at this link.](#)

A paper copy of the Student Code of Conduct is available by request from your school front office.

HALL PASS

Date	Out	In	Teacher	Destination	E/U

Date	Out	In	Teacher	Destination	E/U

Use these codes in the Destination column to save space.
R = Restroom **MO** = Main Office
L = Locker **G** = Guidance
LB = Library

E = Excused
U = Unexcused

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